



Jim Pattison Children's Hospital Foundation

Research Grants Guidelines

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Introduction

This guide is meant to provide an overview of available Jim Pattison Children's Hospital Foundation Grants. It outlines requirements, review criteria, timeliness, etc. The Guide, supporting templates, and forms are all available online at pattisonchildrens.ca.

Background

Jim Pattison Children's Hospital Foundation is dedicated to raising funds for the enhancement of maternal and children's healthcare in Saskatchewan and Jim Pattison Children's Hospital. While the majority of funds raised by our Foundation are committed to enhancing the new provincial maternal and children's hospital, a portion is available for grants annually. Each year, a maximum of \$1,000,000 is allocated for grants, until the build of the new hospital is complete and the facility is operational.

For inquiries regarding funding opportunities as described in this Guide, please contact our office at info@pattisonchildrens.ca

Objective

Through the Jim Pattison Children's Hospital Foundation Grants Program, our Foundation seeks to promote excellence in maternal and pediatric health care. To do so, we grant funds to professional development, equipment and research projects that have potential for significant impact based on scientific excellence and relevance to children's and maternal health.

Eligibility

Our Health Authority

Our scope is provincial and supports maternal and pediatric health care across Saskatchewan. We are happy to accept grant applications to support maternal and pediatric needs within the Saskatchewan Health Authority.

Areas We Support

We support research in the following departments within Saskatchewan:

- Children's Surgery
- General Pediatrics/ Outpatients
- Developmental Rehabilitation/ Therapeutic Treatment
- Acute Care Pediatrics
- Children's Emergency
- Pediatric Intensive Care & Step Down Unit (PICU)
- Programming/Initiatives
- Pediatric Subspecialties (eg. endocrinology, hematology, rheumatology, etc)
- Oncology & Day Medicine
- Maternal/Labour & Delivery
- Neonatal Intensive Care Unit (NICU)

Grants Must Benefit One of the Following Areas

Research

Equipment

Patient Care

PD/Education

Who We Fund

Jim Pattison Children's Hospital Foundation funds Pediatrics & Maternal personnel across Saskatchewan, to Saskatchewan students who are studying in fields that directly support Pediatrics and Maternal Care, anyone working in a field that impacts Pediatrics or the social and developmental health of children as well as Maternal Care.

Our Foundation collaborates with recipients that enhance diagnostics, patient care and treatment management; we also support strategies that align with enhanced pediatric and maternal social development and overall health.

What We Do Not Fund

- Core Health Programs and Services
- Regular building maintenance
- Renovations not linked to enhancements
- Operating support
- Research projects with limited relevance to pediatric or maternal health
- Research projects that primarily benefit pediatric or maternal health outside of Canada

Your Grant Application

Funding Limits for Multi-Year Research Grants

While Jim Pattison Children's Hospital is still under construction and our Foundation is still in our Capital Campaign, limits to funding on research grants are as follows:

Researchers may obtain up to a maximum of \$55,000 annually for up to 3 years for a maximum of \$165,000 for their research project. The grant may be used for;

- Research costs – materials, services, salaries of staff including research assistant/technicians, etc., knowledge translation or dissemination of results, travel, supplies, resources, animals.
- Equipment purchase or rental (including computers) required for the project up to 10% of total including set-up.

Jim Pattison Children's Hospital Foundation supports only direct costs of research. No funding is to be used for indirect costs of research. Indirect costs of research is considered costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); regulation and safety compliance (including human ethics, animal care and environmental assessment); and generic institutional/departmental taxes/tithes related to services.

Applicants may or may not be awarded the full amount requested.

Other Sources of Funding

We recognize that due to the cost of running a research project, other sources of funding may be required. If you are planning to seek out additional funding or if additional funding has already been secured; you must disclose the details within your grant application. The following information must be included:

- All organizations that requests for funding have been sent to;
- All organizations who have declined and/or granted funding;
- Detailed listing of additional potential and/or secured funds;
- Recognition requirements and terms surrounding all secured and potential funds.

Core Criteria

Our reviewers, research grant committee and Board of Directors assess proposals against the following core criteria for triaging applications:

- Research impacts and enhances pediatric and/or maternal health care
- Clarity of application describing the health need and the problem,
- Feasibility and strategy to address the need,
- Achievability and measureable outcomes,
- Strong alignment to the Foundation's mandate,
- Budget appropriate to the request,
- Plans for sharing, translating, and sustaining the results,
- Overall expertise and experience of the research team.
- Availability of appropriate and critical infrastructure and other resources.

Requirements

Please note that the requirements for a research grant are different from that of professional development funding or equipment grants. Please ensure you are filling out the correct application form, following the correct timeline and submitting all required information.

Multi Year Grant Submissions

Jim Pattison Children's Hospital Foundation recognizes that multi-year grants allow Saskatchewan healthcare practitioners to reach a standard of excellence in research. For this reason, the Foundation allows multi-year grant application submissions up to 3 years.

Timelines and Deadlines

End of August	Letter of Intent Deadline for Research Applications.
End of November	Notification for the Letter of Intent
December – January	Complete full Research Application
End of January	Research Application Deadline
End of March	Notification
Mid May	Disbursement of Funding

Payment Process & Funds Management

Research Grant funds are managed through the University of Saskatchewan. Jim Pattison Children's Hospital Foundation will supply the University of Saskatchewan with a letter of acceptance for each grant and a payment schedule.

Reporting Out

Interim Reports

Jim Pattison Children's Hospital Foundation requires the following written report to be submitted no later than thirty (30) days following the one-year anniversary date of the grant each year, until the completion of the Grant, including the following information:

- Scope of research to date.
- Demonstrate how the funds have been spent, as specified in your application.
- Share what has been gained by this research and how your research has been or will be shared with other health professionals and, where appropriate, the public.
- Describe, if applicable, how the funds will have a positive effect on either attracting or retaining health professionals in Saskatchewan.
- Describe, if applicable, what impact the funds have had for patients.
- Provide information and references as to Foundation recognition and include your recommendations about how Jim Pattison Children's Hospital Foundation can appropriately publicize your work as it progresses so that we may maximize public support.

Final Reports

A final report is required to be submitted to Jim Pattison Children's Hospital Foundation no later than thirty (30) days following the completion/termination of the grant. Please forward to Jim Pattison Children's Hospital Foundation a final "Donation Impact Report", including pictures, facts, and statistics, where possible.

Jim Pattison Children's Hospital Foundation is committed to ensuring that our donors are advised as to how annual funding is utilized. Without annual submissions and a final "Donation Impact Report", continued or future funds may be re-considered by the Jim Pattison Children's Hospital Foundation Grants Committee. This information may be used on the Foundation website, Annual Report or other public documents.

Publicity

Once the Jim Pattison Children's Hospital Foundation Board of Directors has approved a Grant and an award letter has been sent to the Grantee confirming accepting, the Grantee is free to make the Grant public.

Jim Pattison Children's Hospital Foundation asks that it be informed in advance of any publications arising from a project in its funding. Please submit a copy of the publication to the Foundation as soon as possible after publishing.

Jim Pattison Children's Hospital Foundation will provide quotes on behalf of the Foundation, when requested.

Acknowledgement

The Principal Investigator must acknowledge the support of Jim Pattison Children's Hospital Foundation in all scientific publications and presentations related to the Grant. In addition, a copy of publications and presentations must be submitted with each progress and final technical report.

Marketing and Communications

In this increasingly challenging economic climate, raising funds is becoming progressively more important. Jim Pattison Children's Hospital Foundation will regularly update donors and the public as to how their donations are being used. The role of Grantees is critical in sharing with the public the role of enhanced equipment, patient care and professional development. Grantees should expect to be called upon to assist and/or collaborate with Jim Pattison Children's Hospital Foundation in its marketing and communications efforts to enable continued support for its mission. This may be in the form of presentations, funding announcements, photo opportunities, advocacy, media interviews, media releases, and other communication vehicles.

Ethics and Safety

Jim Pattison Children's Hospital Foundation is committed to funding research that meets the highest standards of excellence and ethics. All human, animal and basic science research funded by Jim Pattison Children's Hospital Foundation must comply with the ethical and safety conduct requirements expressed in the following guidelines:

- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans;
- Canadian Institutes of Health Research Ethics Policy Initiatives:
 - Best Practices for Research Involving Children and Adolescents;
 - Ethics of Health Research Involving First Nations, Inuit and Métis People;
 - Privacy and Confidentiality in Health Research;
 - Responsible Conduct of Research, and;
 - Stem Cell Research
- Responsible Conduct of Research: Tri-Agency Framework Standard;
- The Canadian Council on Animal Care Guidelines
- Canadian Biosafety Standards: Standards from the Public Health Agency of Canada;

These guides and more can be found online. Links are provided on the Health Canada website under Science and Research.

Leaves of Absence and Extensions

Successful grant applicants are required to notify Jim Pattison Children's Hospital Foundation of any leave to be taken; apart from ordinary vacation leave, in order for adjustments to be made to the dates of the grant. The term of the grant will be extended by the duration of the leave, to a maximum of one (1) year.

Grantees may ask for an extension of the term of the grant in writing, submitted to the Foundation's office (info@pattisonchildrens.ca) one month prior to the end of the original funding term. This request must include justification for funds not spent in the original time allowed, and plans made to complete the grant requirements with timelines and deliverables proposed.



Principal Investigator: Change in Status

If a Principal Investigator's formal affiliation with their host institution terminates, Jim Pattison Children's Hospital Foundation funding will be suspended until documented permission from Jim Pattison Children's Hospital Foundation is obtained. For all research grants, the Principal Investigator or their host institution may request that the project continue under one of the following circumstance:

- Transfer of research project administration to another institution that Jim Pattison Children's Hospital Foundation is affiliated with at which the Principal Investigator is formally affiliated;
- Transfer of research project administration to a senior research project team member, or another qualified individual, at the existing host institution;
- Transfer of research project administration to a senior project team member, or another qualified individual, at another institution that Jim Pattison Children's Hospital Foundation is affiliated with at which the proposed Principal Investigator is formally affiliated.

To request documented permission from Jim Pattison Children's Hospital Foundation to change a Principal Investigator's formal affiliation with their host institution, the following documentation must be sent to Jim Pattison Children's Hospital Foundation at least thirty (30) days in advance of the requested change.

- A formal letter from the Principal Investigator requesting change in formal affiliation and confirming the following information; reason for departure, effective date of change, interim research progress report, plans for the continuation of the research project and explanation of any impacts on the approved project plan and timeline.
- The following must be sent to Jim Pattison Children's Hospital Foundation as applicable; new Principal Investigator CV, letter from the new Principal Investigator demonstrating qualifications to assume research project work, letter from executive authority confirming that adequate resources and support are available for the research project to continue.

Resubmissions

Each year, Jim Pattison Children's Hospital Foundation receives a significant number of worthwhile submissions. Our Grants Committee carefully reviews each application, but occasionally we declines are made.

Should this happen, we encourage the resubmission of your request for a future granting period. All decisions by Jim Pattison Children's Hospital Foundation Grants Committee stating that an application does not meet requirements and is not eligible for funding are final and not subject to appeal.

Submission, Review, and Selection Process

The first step in applying to the Foundation for a research grant is to submit a Letter of Intent (LOI). LOI's are accepted and considered once per year. See the LOI Guide for details.

All LOI's are reviewed by the Jim Pattison Children's Hospital Foundation Scientific Advisory Committee to determine if they fall within the Jim Pattison Children's Hospital Foundation's guidelines and mission. Those that do not are immediately declined. LOI's that are within the



guidelines are then reviewed to determine the priority of the proposed activity within the Foundation's goals, and the impact of the likely results of such activities.

Recommendations from the Jim Pattison Children's Hospital Foundation Scientific Advisory Committee will be made to the Jim Pattison Children's Hospital Foundation Grants Committee. The Jim Pattison Children's Hospital Foundation Grants Committee will have final decision on which Grantees are eligible to proceed to the full research grant application.

Full research grant applications will be accepted by invitation only and the deadline is the end of January each year. Because the Jim Pattison Children's Hospital Foundation receives and accepts more applications than it can fund, the applicant should not interpret invitation to submit a full research grant application as an indication of likely support.

The Jim Pattison Children's Hospital Foundation Scientific Advisory Committee reviews submitted grant applications once again. Recommendations from the Scientific Advisory Committee are brought to the Grants Committee who reviews the recommendations and deliberates on their findings.

The Grants Committee Chair will make recommendations from the Jim Pattison Children's Hospital Foundation Grants Committee to the Jim Pattison Children's Hospital Foundation Board of Directors. The Jim Pattison Children's Hospital Foundation Board of Directors will have final decision on the awards. If a grant is awarded, the Grantee will receive Terms and Conditions that lays out reporting and other requirements.

Notification of accepted and declined grant applications will be made within two weeks of the Jim Pattison Children's Hospital Foundation Board of Director's meeting.

Grants Committee

Dr. Tanya Holt, Committee Chair
Faculty, Pediatric Critical Care

Collin Schaan
Schaan Healthcare Products Inc.

Randall Ottenbreit
Technology Support Services, Trans Gas

Mike McCullough
Investors Group

Chief Tammy Cook-Searson
Lac La Ronge Indian Band

Scientific Advisory Committee

The Scientific Advisory Committee was created in response to a large increase in the number of research grant applications submitted to Jim Pattison Children's Hospital Foundation compared to previous years. The Foundation is thrilled that Saskatchewan clinicians and academic researchers are interested in enhancing knowledge and practice for pediatric and maternal patients and that they are looking to Jim Pattison Children's Hospital Foundation to support this innovative and groundbreaking research.



GRANTS GUIDELINES
Last Reviewed: April 2017

The increase in requests and interest in our Foundation as a dominant funding source for research necessitated the need to refine the process by which we review and award research grant applications. We therefore proceeded with the development of a formal external scientific advisory committee, to create a rigorous process for disbursing funds for scientific research.