

Instructions for Endeavour Research Grants

Criteria for Assessment of Grant Applications

These instructions relate to both the Endeavour Seed Research Grant and the Endeavour Project Research Grant. Applications for an Endeavour Research Grant will be assessed by the Research Management Committee and a decision to award a grant will be based on the following criteria:

- Alignment with research priorities for the College
- Quality of research design and methodology
- Contribution and significance of project to the field
- Potential for extramural funding following project completion
- Building on existing research directions for the College
- Strengthening of cross-disciplinary research partnerships
- Capacity and credibility of the team of investigators

Nature of Projects

Projects to be funded through an Endeavour Research Grant will examine any research area related to complementary and alternative medicine (CAM) with a particular focus on research directly related to disciplines included in curriculum at the College. Such research may range from hypothesis-driven basic science and clinical investigations to epidemiological, sociological and educational research projects.

Applications should describe the unique nature of the research effort independent of existing research efforts. Greater emphasis will be placed on the likelihood of this research to attract future funding given the nature and extent of the preliminary data collected within the cycle of the grant.

Projects which are aligned with the research priorities of the College will be given priority, as will those involving collaborators from Endeavour who hold permanent positions and are enrolled in, or have completed, a research higher degree.

Research Plan

The research plan for proposed projects will be evaluated to determine suitability for funding. The capacity for principal investigators to undertake the project in consideration of their other roles and responsibilities will be assessed. If the research is part of a larger research program in an established research group, a clear definition of the project responsibility as it relates to the principal investigator will be needed.

Significance and Innovation

Priority will be given to applications which reflect significance, innovation and impact of the proposed research project. This includes the likelihood of future funding for the topic area if the research is successful.

Approach

Project proposals must include a clearly articulated hypothesis and an appropriate and well-justified research design and methodology. The project must be able to be reasonably completed within the allocated time and the budget must be realistic for the research proposed. Proposals that are well beyond the experience of the proposed research team, and cannot be completed in the timeline of the proposal and grant period are discouraged. A suitable plan for the protection of human subjects including consideration of issues related to inclusion based on gender, minorities and children must be provided.

Team of Investigators

The suitability of the team of investigators as it relates to the proposed research will be considered. The suitable experience of all members of the research team and their unique contribution to the project must be clearly articulated. Evidence of a high level of background knowledge and experience related to the proposed subject is necessary. Likewise, evidence of availability and commitment for all members of the research team must be provided. The likelihood of the team of investigators being successful in securing future funding upon completion of the grant cycle will also be considered. Priority will be given to projects in which an Endeavour staff member is the principal investigator. In addition, priority will be given to projects involving permanent Endeavour staff.

Facilities

The commitment of the institution, the department and the individual research centres and the relative ability for each to provide adequate support for the team of investigators must be described. Evidence of the availability of appropriate space, resources, expertise and equipment for the specific needs of the research project must be included in the proposal.

Conditions of the Endeavour Research Grant

1. Publicity of Award Recipients

The College will issue a press release and publicise the award in its print and electronic properties. Information submitted in the application and subsequent reports including the recipient's name, institution, likeness, project title and abstract may be utilised in the promotion of the award. Other external promotional opportunities are at the discretion of the recipient.

2. Progress Reports

Recipients must submit an interim report six months every six (6) months from the start of the project. A final report must be submitted to the College within 60 days after completion of the project. Reports are distributed to the Research Management Committee to determine the effectiveness and success of the program. Failure to comply with the final report requirement may negatively affect the principal investigator's eligibility to receive future funds from the College.

Interim and final reports are to be submitted electronically (MS-Word) by email attachment to the Office of Research. Complete reports must address the following:

Interim Report:

- a) Provide a short summary of the project status
- b) Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. Include all supporting data as an appendix.
- c) Indicate any deviations you have made from the original research plan and justify these changes.
- d) Indicate the expenditures you have made to date and how they relate to the project.
- e) Indicate any problems or delays that you have encountered

Final Report:

- a) Prepare an abstract consisting of 500 words divided into Purpose, Methods, Results and Conclusions.
- b) Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. Include all supporting data as an appendix.

- c) Indicate any deviations you have made from the original research plan and justify these changes. If you did not reach one or more of your initial goals, explain why.
- d) Indicate the expenditures you have made to date and how they relate to the project.
- e) Indicate any problems or delays that you have encountered
- f) Indicate if the results from your studies are being prepared for publication within the next six months.
- g) Indicate if the results from your studies will be used as preliminary data in a grant application to another granting agency.
- h) Indicate the significance and future impact of the results of your study.
- i) Indicate the strengths and weaknesses of the grant program in which you participated.
- j) Indicate the influence or role that the grant from the College had on your career or will likely have in the future.

3. Annual Survey

Recipients agree to participate in an annual survey that will help the Office of Research track current contact information, additional grant monies received from other sources, scientific publications, and career advancements as they relate to the project funded through this grant.

4. Publications

The College must be notified when scientific and educational manuscripts are being considered for presentation and/or publication. All posters, publications and oral presentations of Endeavour-funded research projects must contain appropriate acknowledgement of Endeavour College of Natural Health's support.

5. Extension

A no-cost extension of the terms of the approved grant may be requested to extend the final budget period up to 12 months beyond the original end date. Approval of an extension **does not** include the awarding of additional funds. A request for an extension along with a progress report must be made in writing to the Chair of the Research Management Committee via the Office of Research at the College before the expiration of the original grant period. The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified. Requests must be co-signed by a representative of the Office of Research. Interim reports must be submitted every six months during the extension period. Other requests for changes to the terms of an award should be addressed to the Chair of the Research Management Committee with similar documentation and approvals.

6. Modification or termination of support

The Research Management Committee reserve the right to modify or terminate the amount of any funds granted under the terms of the program. If there is a need to modify the support level by the Research Management Committee for any reason, the grant recipient will be notified in writing at least 90 days prior to the modification taking effect, and the investigator will have the option to modify the research plan or terminate the grant.