



Community Scholar Award Guidelines

Important Dates	
Request for Applications	July 2, 2010
Application Submission Deadline	August 10, 2010 at 11:59pm
Anticipated Notification of Decision	September 24, 2010
Grant Start Date	October 1, 2010
Summary	
<p>The Ontario HIV Treatment Network (OHTN) supports research and other activities that have the potential to have tangible impacts for people with and at risk of HIV and their communities. In accordance with its <i>Strategic Plan to 2015: Striving for Excellence, Achieving Impact</i>, the OHTN is taking a strategic approach in allocating its research dollars to support high quality, rigorous, and relevant research that will improve the health and well-being of people with and at risk of HIV in Ontario.</p> <p>The Community Scholar Award is intended to support developing and experienced community-based HIV/AIDS researchers working in community-based organizations to enhance their CBR Programs, and engage in capacity and community development activities that would not otherwise be possible. We particularly want to encourage applications for research to reach populations that have not been fully represented in our research funding to date.</p>	
Funding	
<ul style="list-style-type: none"> • Annual salary amounts will be from \$50,000 to \$75,000 for up to three (3) years • Administrative costs to the sponsoring organization of up to \$10,000 each year • Program funding of up to \$15,000 each year • Only applications receiving above 3.5 will be considered for funding 	

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Objectives

The primary purpose of this award is to build and enhance the community-based research capacity of Ontario researchers in the field of HIV/AIDS working in community settings (e.g., community-based AIDS service organizations).

The objectives are:

- To provide support to community-based researchers working in community settings to develop and enhance CBR programs
- To provide stable and enhanced capacity for CBR to community-based organizations
- To produce a measurable impact within the organization or target community, which may include:
 - Enhancement of existing or development of new programs
 - Development of an evidence-informed or community-based research culture
 - Integration of research results into practice
 - Demonstration of the uptake of knowledge by other sectors, organizations, provinces, and countries

The OHTN's Evidence-Based Practice Unit will assist awardees in the development of a robust evaluation plan to measure the impact of the Community Scholar Award.

Engagement of key stakeholders, including people living with and affected by HIV/AIDS, community-based organizations/groups, other community and academic health researchers, and policy and decision-makers is crucial to the development and implementation of a relevant proposal.

Eligibility

Candidates for OHTN Community Scholar Awards (CSA) must hold either a PhD degree or health professional degree, and must have attained competence as an independent researcher. Applicants must be employed and supported by a community-based agency (e.g., AIDS Service Organization) that has demonstrated commitment to community capacity-building, community-based research, and a knowledge transfer and exchange agenda in the area of HIV/AIDS.

Applicants at the \$50,000 level will generally be those who have held their PhD or health professional degree for less than 5 years, while applicants at the \$75,000 level will generally be those holding PhD or health professional degrees for greater than 5 years.

The OHTN encourages the development of partnerships among and between community-based organizations in the development of Community Scholar Award applications. Although applications will not be accepted from academic institutions (i.e., health sciences centres or universities), the OHTN encourages applicants to have established linkages and partnerships with other community and academic health researchers.

How to Apply

Candidates are strongly advised to pay close attention to the particular application requirements for this award category. Attention to all relevant details is critical to ensuring that your application will be competitive.

****NOTE****

- 1. Community Scholar Award applications can be accessed for the first time at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35014**
- 2. Once created, your application can be accessed using https://www.grantrequest.com/SID_920/ and entering a user-unique ID and password**
- 3. Your application does not need to be completed in order, or all at once. Incomplete applications may be saved (click 'Save & Finish Later') and returned to at a later date**

Application Instructions:

1. Follow the link above to the Community Scholar Award Application page
2. Create and/or Log-in to your account
3. Complete the Eligibility Quiz
4. Complete the Applicant Contact Information page
5. Complete the Candidate Information page (Support and Environment information)
6. Complete the Administration of Funds information, including Financial Administrator, and Executive Director contact information
7. Suggest up to three external reviewers (where necessary, type 'NA' in the Last Name box) and include the names and contact information of the three referees who will be providing [reference letters](#).
8. Complete the Proposal Information:
 - a. Title of Research Proposal (maximum 15 words)
 - b. Total amount requested (\$ per year x # of years)
 - c. Number of years of funding requested (maximum 3 years or 36 months)
 - d. [Plain Language Summary](#)
 - e. [Community Engagement Plan](#)
 - f. [Relevance of Research](#)
9. Click on the [Detailed Budget](#) Template link to obtain the necessary form. Complete the form as instructed below.

10. Click on the [Sponsoring Organization Application Form](#) link to obtain the necessary form. Complete the form as instructed below.
11. Complete and upload Required Attachments in PDF:
 - a. [Cover Letter](#)
 - b. [Research Program Plan](#) (including timeline and references)
 - c. [Detailed Budget](#)
 - d. [Budget Justification](#)
 - e. Your [Curriculum Vitae](#) (including Funding Details)
12. If available, upload Required Attachments in PDF:
 - a. [Application Form – Sponsoring Organization](#)
 - b. [Letter from Executive Director and Board Chair](#)
13. If applicable and available, upload Optional Attachments in PDF:
 - a. [Appendices](#)
 - b. [Support Letters](#) (collate before uploading)
 - c. [Research Ethics Approval](#)
 - d. [Consent Form\(s\)](#)
14. Review Application for any errors or omissions
15. Print a copy of your Application for your records
16. Submit your Application electronically

Detailed Instructions for Completing your Application:

Covering Letter – The title of your proposed community-based research (CBR) program (maximum 15 words) and your name must appear at the top of the page. Provide a brief description of your proposed program of research, including relevant details of any specific projects or activities you are currently engaged in, and how they relate to the overall long-term goals of your program. Provide an overall vision statement, and describe how your research opportunities and productivity will be enhanced if you are successful with your application. Provide an outline of the sponsoring organization’s commitment to CBR, research capacity and community development, and knowledge transfer and exchange, identifying past successes and current and long-term goals and objectives, and your role in them, if applicable. If space permits, provide any other relevant information you feel will support your application. **Maximum three (3) pages.**

Application Form – Host Agency – The application form for the host institution is to be completed and signed by the responsible Executive Officer (e.g., Executive Director, President or Chair of the Board of Directors). The amount of time released to do research-related activities should be at least 50% for Clinicians and 75% for other researchers.

The application must show that the resources required to carry out the proposed research program will be available (e.g., computer time, external grant support, access to participants).

Letter from Executive Director and Board Chair – A letter from the Executive Director and Board Chair (1 letter co-signed by both parties) of the sponsoring agency is required, indicating support of the proposed application. This letter must identify the proportion of the candidate’s time that will be spent on various activities including: research, research capacity development (please specify the targets of capacity-building – e.g., staff, volunteers, people living with HIV/AIDS, students), community development, knowledge transfer and exchange activities, program planning and administrative

activities. The organization should outline how the funds will be used to further enhance research and knowledge transfer capacity in the organization and the strategic importance of this to the HIV sector.

Application Form – Plain Language Summary – Describe the following (*maximum 500 words*):

- a. The title of the research program (*maximum 15 words*) and your and the host agency's name at the top of the page.
- b. A description of the proposed research program in language that will be intelligible to a lay reader; if technical terms (both methodological and theoretical) and names are unavoidable, define them when they first appear. Summarize the overall goal and objectives of the program, and how the proposed activities are designed to address them.
- c. A statement to show how the research program is relevant to the stated aims of [the OHTN](#) and, in particular, the expected impact of the proposed research on the HIV epidemic in Ontario.
- d. Summarize how the proposed research program will engage key community stakeholders.

Application Form – Community Engagement Plan – This is a critical component of your application.

Summarize your philosophy for encouraging and supporting community engagement in HIV/AIDS research (through to dissemination). The OHTN's definition of 'community' includes people living with and affected by HIV/AIDS, community-based organizations/groups that provide services for people living with HIV/AIDS and those at risk, and community-based organizations/groups that advocate on behalf of people living with HIV/AIDS and those at risk. Provide a description of both past practices as well as your plan for the current proposal. (*maximum 500 words*)

Application Form – Relevance of Research – State clearly and concisely the relevance of the proposed research program to the HIV community in Ontario. What gaps in existing knowledge will the proposed research fill, and what is the intended impact of the research? How might the proposed research improve the lives of those living with HIV in Ontario? (*maximum 100 words*)

Research Program Plan – A program of research is a set of projects and other activities that collectively contribute to an overall goal and set of objectives. Describe your proposed program of research, ensuring that the following points are included:

- a. Demonstrate the significance, relevance and potential impact of your program of research for the HIV epidemic in Ontario
- b. Provide a description of the connection between projects that make up your program of research, and the contribution of each project to the overall vision and objectives of the research program (i.e. define clear indicators and outputs to measure success)
Measures of success may include:
 - Enhancement of existing or development of new programs
 - Development of an evidence-informed or community-based research culture
 - Integration of research results into practice
 - Grey literature publications, presentations, and/or workshops
 - Mechanisms that demonstrate the uptake of knowledge by other sectors, organizations, provinces, and countries
- c. Ensure that the methodologies to be used and/or theoretical framework applied is thoroughly described and supported with references, including consideration of any weaknesses or difficulties anticipated
- d. Please consider the potential ethical risks of your research program for relevant communities and individuals, and address how these risks will be minimized

- e. Please include a knowledge transfer and exchange plan that describes how your work will be disseminated and discussed in an ongoing fashion throughout the tenure of the award to relevant stakeholders
- f. In context of the above, the application should indicate why you and your CBR program should be supported through this award
- g. Include a timeline for the work proposed (**mandatory - one additional page may be used**)

Do not write more than **ten** single-spaced (single sided) sheets (8 ½” x 11”, approximately 600 words per page) excluding references (works cited). Type no less than 11 point font, leave margins of 1” on all sides, and number each page.

Ensure that your proposed program is well supported with appropriate references to peer-reviewed and grey literatures. Provide appropriate detail to ensure that reviewers will be able to clearly envision your plan and its significance to the HIV/AIDS community and other stakeholders.

References – Append references (i.e. works cited) to the Research Program Plan. They are not included in the ten-page limit of the Research Program Plan and should start on the page following the timeline.

Detailed Budget – Complete the Community Scholar Award budget template. The following expenditures will be considered eligible for funding received through this RFA:

Salary Costs for the researcher:	\$50,000 to \$75,000
Administrative Costs:	Up to \$10,000
Program Development Costs:	Up to \$15,000

Budget Justification – Describe details of budget items included in the budget template following the guidelines below:

- a. Salary Costs for the researcher: the rate of remuneration requested should be justified, based on experience, achievements to date, and capacity of the sponsoring organization.
- b. Administrative Costs: up to \$10,000 per year may be requested to cover costs associated with providing appropriate space and equipment for the scholar, as well as associated administrative activities.
- c. Program Development: up to \$15,000 per year may be requested to assist with program development costs (including research, library fees, travel, staff support, etc.). Costs must be justified, but are up to the discretion of the applicant to allocate.

Appendices – Adhere to page and other limits as stated below:

- 1. You may submit up to five (5) publications or manuscripts that are directly relevant to the proposed research program.
- 2. Study instruments, tests, and/or questionnaires should also be submitted as appendices.
- 3. A maximum of five (5) pages of figures/tables may be included as appendices.

Please note that any attachments exceeding the limits stated above will be removed from the application prior to review at the OHTN’s discretion.

Support Letters – If your research involves the support or collaboration of external organizations or individuals please submit letters of support indicating their approval of, role in, and commitment to, your proposed research.

Ethics Approval and Consent Forms – Include a copy of at least one consent form (drafts are encouraged if final approved versions are not available) from the projects outlined in the program of research.

Curriculum Vitae – A curriculum vitae must be submitted (maximum 5 pages). CV's should include education, employment, publication and other achievements, as applicable.

Research Funding Details (*not included in 5 page limit, but appended to CV document*) – Provide the following information for all currently held peer-reviewed research funds (i.e. grant funds where you are a Principal Investigator or Co-Investigator), other grants and awards you hold currently or have held within the past four years, including OHTN funding:

- Name of PI
- Project Title
- Funding Agency
- Year(s) of Award
- Total Budget
- Proportion of time given to the project

Reference Letters – Confidential letters of reference are required from three individuals who are familiar with your work, have considerable familiarity with CBR as a research process, and who are able to provide a critical assessment of your suitability for the OHTN Community Scholar Award. These letters should be submitted electronically to the OHTN (jmajor@ohln.on.ca) by the referee, or by mail in separate envelopes, signed over the seal by the individuals providing the testimonials.

Submitting the Proposal

All Community Scholar Award applications must be submitted electronically via https://www.grantrequest.com/SID_920/ by the application deadline. Where electronic copies (including scans, which are acceptable) of documents are not available, applicants may submit in hard copy only, via trackable courier; however these documents must be received by the deadline.

Documents of the same nature should be collated together before uploading and submitting. For example, please submit all support letters in one electronic document. Please be sure to name your uploaded documents as stated in these guidelines.

The OHTN reserves the right to refuse to review any application that does not adhere to these Guidelines for Submission.

Please note: No changes can be made to a grant application after the submission deadline. Applicants may update the OHTN about developments that arise after the submission deadline, which may impact on the reviewer judgments, but cannot in any way alter the proposal submitted.

Applications for Career Scientist Awards must be submitted electronically via https://www.grantrequest.com/SID_920/ by August 10 2010 at 11:59pm. Late or incomplete applications will not be accepted.

Note: Allow a sufficient amount of time to ensure successful electronic submission. File limits have been imposed to ensure your application is accessible to reviewers. If you experience any difficulty with the online process, please notify Research Development staff at least 24 hours prior to the deadline so that any issues may be resolved.

Address hard copy documents (if applicable) to:

Ontario HIV Treatment Network
Fall Competition 2010
c/o Jennifer Major, Manager, Research Funding & Development
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3

Advice to Applicants

In writing a proposal the author should bear the following points in mind:

- The reviewers – both external reviewers and members of The OHTN’s Scientific Review Committee (internal reviewers) – are volunteers who give their time to the difficult task of assessing applications. Applicants are advised to make the reviewer’s task as manageable as possible by adhering strictly to these Guidelines for Submission. A clear, concise and simple exposition is best.
- Limit the use of appendices to materials that are essential for evaluating the application. If you have a few recent manuscripts or reprints that will help the reviewers to evaluate the new work you are proposing, please include them.
- Ensure you have fully reviewed relevant literature and communicated with appropriate stakeholders to ensure that your proposal is well referenced, timely, relevant, and innovative.
- The reviewers include both experts in the topic proposed, scientists active in the same general field, and community representatives. It is necessary to show how a proposal fits into the field generally, in addition to demonstrating proficiency in the specific area of research.
- **Special consideration should be given to community criteria as outlined in section 5 of the [General Program Information and Guidelines](#). Consultation with community stakeholders is an essential component of the OHTN process. Failure to comply may result in proposals being rejected.**

Peer Review Process

The Community-Based Research (CBR) Review Committee reviews all applications for Community Scholar Awards. The CBR Review Committee will review and assess applications according to:

- Evidence of ability and accomplishment in community-based activities of the applicant, including community capacity building, research development and productivity, and dissemination activities
- Adherence to CBR principles
- Feasibility of the activities described in the proposal

- Relevance of the objectives of the program, and the potential to have measurable impact on the HIV community (as defined by the applicant), the OHTN Strategic Plan, and the HIV Epidemic in Ontario
- The appropriateness of the knowledge transfer and exchange (dissemination) activities

All decisions and recommendations made by the CBR Review Committee are final. If an applicant believes that his/her proposal did not receive due process, the applicant may outline his/her concerns in a letter addressed to the Chair of the CBR Review Committee. The recommendations of the CBRRC are subject to final review and acceptance by the OHTN Board of Directors.

Please be advised that all application materials and information provided to the OHTN, including personal information such as sexual orientation or HIV status is kept strictly confidential and only forwarded to the members of the Scientific Review Committee and external grant reviewers. It may also be referenced in the review of your application. Please omit any personal information from your application that you do not want shared with members of the Scientific Review Committee or external reviewers. Contact Jennifer Major if you have any questions.

Evaluation Criteria

The following evaluation criteria will apply for this award. It is recognized that applications will emphasize different approaches to research and to knowledge translation; therefore reviewers are expected to weight criteria such as these differently from one application to another.

Scientific Assessment

(i) Research Program Plan

- Scientific Merit
- Originality and potential for new observations or knowledge
- Relevance: to the OHTN mission, the HIV epidemic in Ontario and to policy development
- Ethical Issues

(ii) Applicant's Productivity, Experience and Training

- Track Record (productivity and training)
- Suitability of Research Environment

Community Assessment

- Relevance and benefit of the program of research to the HIV community
- Degree of innovation and relevance to community needs
- Ethical Issues
- Community Engagement
- Dissemination of research findings to community stakeholders

Terms of Award

OHTN Community Scholar Awards may be awarded for periods of up to three years at \$50,000 to \$75,000 in salary support per year.

The term of an award may be shortened at the OHTN's discretion prior to or after approval of the award if deemed appropriate or if there is evidence of insufficient progress. If a term of less than three years has been awarded, the Community Scholar may reapply to the RFA for additional funding in subsequent years.

Successful candidates are expected to devote at least 50 percent (for clinicians) or 75 percent (for other researchers) of their time to the program described in this application. While they may engage in teaching and consultation to a limited extent, there is no restriction on the time spent in the supervision of research trainees.

The contribution provided by the OHTN may be supplemented at the discretion of the host agency.

Upon successful application, candidates, their sponsoring agency, and the OHTN will enter into an agreement setting out clear expectations for all parties involved.

Reporting Requirements

Continued release of funds for multi-year awards is contingent upon timely receipt of satisfactory annual progress and financial reports. FAILURE TO SUBMIT A FINAL REPORT WILL PRECLUDE THE AWARDEE FROM RECEIVING ANY FURTHER FINANCIAL SUPPORT FROM THE OHTN.

Templates for Progress and Final Reports are available from OHTN Research Development staff and will be sent to award recipients approximately one month prior to the report due date.

The OHTN requires an annual progress report (maximum four (4) pages) from the recipient of an OHTN Community Scholar Award. The report should include the following:

- **Program Update:** describe your activities during the report period and list major accomplishments of the research/program development to date and challenges faced. Please include an explanation of any changes that have been made to your program plan and whether you have experienced any delays (notify the OHTN as soon as possible if significant changes or delays occur)
- **Program Outcomes and Dissemination Activities:** describe any outcomes achieved to date and list those that you expect to achieve in the coming year including results from research/capacity-building as well as publications, presentations (at conferences and/or community settings), or any other relevant activities undertaken
- **Community Engagement:** describe what actions you have taken to implement your community involvement plan and describe any changes made or challenges encountered

Annual progress reports are due no later than September 1 and must be received before the next year's funds will be released.

The OHTN also requires a final report (maximum six (6) pages) covering the entire funding period of the OHTN Community Scholar Award. This should include the following:

- **Program Summary:** describe your activities during the entire funding period and list major accomplishments of the research program
- **Program Outcomes:** describe the significant results of the research program and/or projects. Emphasize the implications of your work for advancing knowledge, improving health care

practice or service delivery, or contributing to policy development in the field of HIV. Comment on the potential long term application or outcomes of your work.

- Program Dissemination: describe communications, including dissemination of knowledge/results at conferences and other settings, as well as any publications or other relevant dissemination materials (attach any materials you feel are particularly relevant)
- Community Engagement: report on the implementation of your community engagement plan, detailing successes and challenges
- Future Career Plans: provide a brief description of your future career plans and describe how this award has influenced these
- Plain language summary: up to 500 words, suitable for publishing on OHTN's website. Include a brief description of the research program, significant outcomes, and community engagement outcomes

As The OHTN may wish to disseminate the results of the work it supports in a variety of ways, all reports should be written in a form that is easily accessible to readers who may not be experts in the subject matter being presented.

Financial Reporting Requirements

The sponsoring organization's accounting office must submit an annual statement of expenditure on the form provided by the OHTN as soon after September 30 as possible and no later than November 1.

Acknowledgement

The following acknowledgement must be included in all publications resulting from research supported by The OHTN: *This research was supported by an award from The Ontario HIV Treatment Network (OHTN).*

Notifications

When an applicant has been successful in obtaining funds from another agency, she or he must inform OHTN Research Development staff without delay.

A successful applicant must consult The OHTN immediately if she or he finds it necessary at any time during the tenure of the award to change the line of work and/or alter the proposed arrangements.

Changes to Funded Research Awards

Significant deviations from the original objectives of the research program, its methodologies, or other significant changes must receive written authorization from the OHTN prior to implementation.

Communication Requirements

As a condition of funding, researchers are required to submit abstracts of OHTN-funded projects for presentation at OHTN's Annual Research Conference.

The OHTN expects investigators to publish their work in peer-reviewed publications and other appropriate formats and will consider publication/dissemination as the evidence of work successfully completed.

OHTN assumes responsibility for disseminating the information contained within submitted reports via the [OHTN website](#). However, OHTN affirms that the results are the intellectual property of the grant recipient and recognizes the need for teams to pursue publication in peer-reviewed publications or other appropriate formats. It is expected, however, that grant recipients will provide the OHTN with copies of all publications arising from work supported with this grant to assist the OHTN in its evaluation of this program. OHTN staff will work with grant recipients to ensure that its own dissemination efforts do not conflict with the teams' publication plans.

Funding recipients are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities (surveys, interviews, etc.), workshops, and providing data or reports as required for the purpose of assessing progress and results.

Dissemination of results through these methods ensures the OHTN is able to demonstrate accountability and impact to its various stakeholders.

Contact Information

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