



Major Equipment Grant Guidelines

Important Dates	
Request for Applications	July 2 2010
Application Submission Deadline	October 1 2010 at 11:59pm
Anticipated notification of Decision	February 2011
Grant Start Date	April 1 2011
Summary	
<p>The Ontario HIV Treatment Network (OHTN) supports research that has the potential to have tangible impacts for people living with and at risk of HIV, and their communities. In accordance with its Strategic Plan to 2015: Striving for Excellence, Achieving Impact, 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 living with and at risk of HIV in Ontario.</p> <p>A proposal for a Major Equipment Grant (MEG) may only be submitted in conjunction with a proposal for an OHTN Research Operating Grant. If the Research Operating Grant is recommended for funding by the OHTN, but is declined due to funding of the project by another funding agency, the MEG may still be awarded.</p> <p>Major Equipment Grants are made to assist in the purchase of major research equipment only; they are not for the purchase of personal computers, laboratory furniture, or such items of permanent equipment as are normally supplied by the sponsoring institution, or to equip new laboratories with general equipment, or to provide tools for teaching, diagnosis, or care of patients.</p> <p>The OHTN generally offers support to Ontario-based researchers in HIV disease in the areas of:</p> <ul style="list-style-type: none"> • Basic Science • Clinical Science • Epidemiology • Social / Behavioural Research <p>The OHTN recognizes the need to support a broader range of research, and encourages applicants from the interpretive/critical social sciences, humanities, and other fields to apply to this request for applications. The OHTN also strongly encourages applications from researchers conducting community-based research (CBR), multidisciplinary or transdisciplinary research.</p>	
Funding	
<ul style="list-style-type: none"> • Major Equipment Grants (MEG) are intended for the purchase of research equipment costing not less than \$20,000 and not more than \$50,000 • Priority will be given to applicants who are able to demonstrate matching funds from another sponsor for the amount of the MEG requested from the OHTN 	

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Eligibility

A proposal for a Major Equipment Grant must be submitted in conjunction with a proposal for an OHTN Research Operating Grant.

Awarded Major Equipment Grants (MEG) will be funded only if the associated research operating grant is funded, either by the OHTN or by another funding agency. In order for the MEG to be awarded, the OHTN Research Operating Grant proposal must have been recommended for funding by the OHTN Scientific Review Committee.

How to Apply

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

****NOTE****

1. Major Equipment Grant applications can be accessed **for the first time** at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35007
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
4. Print a copy of the application for your records *prior* to electronic submission

Application Instructions:

1. Follow the link above to the Major Equipment Grant Application page
2. Create and/or Log-in to your account
3. Complete the Eligibility Quiz
4. Complete the Contact Information page
5. Complete the Administration of Funds information
6. Complete the Proposal Information:
 - a. Title of Research Proposal (maximum 15 words)
 - b. Track(s) selection for application review
 - c. Total amount requested
 - d. Relevance of equipment to furthering research

7. Click on the Signature Page and Host Institution Application Form links to obtain the necessary forms
8. Upload Required Attachments in PDF:
 - a. [Proposal Description](#)
 - b. Manufacturer's Quotes
 - c. Resubmissions Only: [Previous Reviews](#)
 - d. Resubmissions Only: [Response to Previous Reviews](#)
9. If available, upload Required Attachments in PDF:
 - a. Signature Page
10. If applicable and available, upload Optional Attachments in PDF:
 - a. Confirmation of Other Funding
 - b. Letters of Support
11. Review Application for any errors or omissions
12. Print a copy of your Application for your records
13. Submit your Application electronically
14. You will receive a confirmation e-mail that your application has been received. If you do not receive an e-mail within 2 hours, please contact OHTN staff.
15. Submit, via trackable courier, any documents not submitted electronically. Be sure to include your name and title of the proposal with the submission. Documents submitted in hard copy must be received by the deadline. The OHTN does not require a hard copy of your full application.

Detailed Instructions for Completing Your Application:

Resubmissions – If you are **resubmitting** a previously unsuccessful proposal, you **must** include a two-page cover letter to discuss the changes to the application and provide a response to the reviewers' comments. If you are submitting a proposal that is similar to a previously unsuccessful grant proposal that is not considered by you to be a resubmission, include a one-page explanation stating your reasoning. ***[save as: Response_to_Previous_Reviews_MEG]***

Note for resubmissions: All previous reviews must be included with the application. Please contact OHTN Research Development staff to obtain a copy of your previous reviews if you have not retained them. *[save as: Previous_Reviews_MEG]*

Proposal Description – Provide a written description (not exceeding **three (3) pages**) covering the following points:

- a. The research you propose to conduct with the equipment – Explain why the equipment is essential and show that no other suitable equipment is available.
- b. Provide a list of all other investigators who will use the equipment – Briefly describe their research interests and the funding that they have obtained for their research.
- c. Details of the costs of the equipment – Components should be itemized separately. Please attach three (3) manufacturers' quotes, or provide an explanation if this is not possible (e.g. equipment not manufactured by multiple companies, etc.).
- d. Confirmation of any matching funding that is available.

Support Letters – If other HIV researchers will benefit from the equipment proposed, please include letters of support indicating the anticipated benefit that would result. ***[save as: Support_Letters_MEG]***

Submitting the Proposal

All Major Equipment Grant 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.

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. For instance, applicants may alert the OHTN about manuscript submissions/acceptances and successes in obtaining grant funds, but cannot alter any aspect of the proposal submitted.

Applications for Major Equipment Grants must be submitted electronically via https://www.grantrequest.com/SID_920/ by October 1 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 your hard copy documents (if applicable) to:

Ontario HIV Treatment Network
Fall Competition 2009
c/o Jennifer Major, Manager, Ethics & Research Development
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3

Terms of Award

The OHTN will make payment to the sponsoring institution upon receipt of a detailed statement of the disbursements (i.e. invoice). If the equipment purchased has not been invoiced or paid for within the grant period, the OHTN should be notified to this effect. The OHTN will not meet any commitment the grantee incurs in excess of the amount awarded.

The OHTN will award the Major Equipment Grant only in the event that the accompanying Research Operating Grant (ROG) proposal is recommended for funding by the OHTN. If the successful candidate also receives funding for the ROG from another granting agency, the applicant may request that the OHTN fund the MEG only. In this case, the candidate will be required to fulfill the Reporting Requirements as per the stipulations below.

The grantee (or the institution on her or his behalf) should notify The OHTN promptly if it is not possible for the grant to be used for its original purpose.

Equipment purchased under any OHTN grant belongs to the institution to which the grant was made; it may not be transferred to another institution without the approval of the original institution and The OHTN.

Reporting Requirements

For projects where the associated ROG is being funded by the OHTN, refer to the ROG Guidelines for Reporting & Communication Requirements. For projects where the associated ROG is being funded by another funding agency, it is expected that applicants submit a final report to the OHTN detailing the outcomes of their work. FAILURE TO SUBMIT A FINAL REPORT WILL PRECLUDE THE AWARDEE FROM RECEIVING ANY FURTHER FINANCIAL SUPPORT FROM THE OHTN.

The OHTN requires a final report (maximum six (6) pages) from the recipient of an OHTN Major Equipment Grant. This report should cover the entire funding period of the Research Operating Grant for which the Major Equipment Grant was awarded and include the following:

- Program Summary: describe your activities during the entire funding period and list major accomplishments of the research project
- Program Outcomes: describe the significant results of the research project. 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 outcome of your work
- Project 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)
- Plain language summary: up to 500 words, suitable for publishing on OHTN's website. Include a brief description of the research program project and significant outcomes. Also include links to full papers or other websites that describe your research in more detail (if applicable).

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 a reader with scientific training and expertise but who may not be an expert in the subject matter of the report. Templates for Progress and Final Reports are available on the OHTN website.

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 March 31 as possible and no later than June 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 The OHTN 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.

[Click here](#) to view the complete Guidelines for the Use of Research Funds.

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 upon request 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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