



## Research Operating Grant Guidelines

<b>Important Dates</b>	
Request for Applications	<b>July 2 2010</b>
Application Submission Deadline	<b>October 1 2010 at 11:59pm</b>
Anticipated notification of Decision	<b>February 2011</b>
Grant Start Date	<b>April 1 2011</b>
<b>Summary</b>	
<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 <a href="#"><i><u>Strategic Plan to 2015: Striving for Excellence, Achieving Impact</u></i></a>, 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>The OHTN generally offers support to Ontario-based researchers in HIV disease in the areas of:</p> <ul style="list-style-type: none"> <li>• Basic Science</li> <li>• Clinical Science</li> <li>• Epidemiology</li> <li>• Social / Behavioural Research</li> </ul> <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 to conduct community-based research (CBR), multidisciplinary or transdisciplinary research.</p>	
<b>Funding</b>	
<ul style="list-style-type: none"> <li>• Funding of Research Operating Grants (ROG) will be for periods of one (1) to three (3) years and for funding of up to \$150,000 per year</li> <li>• Applications for further support beyond the three-year period must be clearly marked as a renewal application, and will be subject to a full review</li> <li>• Only applications receiving above 3.5 will be considered for funding</li> </ul>	

## **Table of Contents**

[Eligibility](#)

[How to Apply](#)

[Submitting the Proposal](#)

[Advice to Applicants](#)

[Peer Review Process](#)

[Evaluation Criteria](#)

[Terms of Research Grant](#)

[Reporting Requirements](#)

[Communication Requirements](#)

[Contact Information](#)

## **Eligibility**

Applications from all Ontario-based researchers are welcome. This includes applicants who are based at community-based HIV/AIDS organizations, academic institutions, healthcare institutions and other non-profit organizations deemed to have acceptable mechanisms for professional, ethical and financial accountability, as well as meeting standards of scientific excellence and research integrity.

Under no circumstances may any person simultaneously hold as principal investigator more than two Research Operating Grants from the OHTN, nor may any person submit more than two research operating grant applications as nominated principal investigator in one competition. The OHTN reserves the right to determine whether the participation of any person in more than two grants of any type is appropriate. See Terms of Research Grant below for additional details regarding amount and time duration of funding.

When more than one investigator is named in an application, the principal investigator should provide a covering letter outlining the unique contribution of each investigator. No person may be named as a co-investigator, collaborator, consultant, etc. without prior agreement from that person.

Signatures on the application form serve as a formal agreement from all principal and co-investigators to fulfill the responsibilities as outlined in the application and relevant OHTN policies. Letters of participation from all consultants and collaborators should be included in the application.

The OHTN supports community-based research (CBR) and multidisciplinary or transdisciplinary research projects. In team initiatives with co-principal investigators, it is expected that one person be identified to whom correspondence should be directed (i.e. Nominated Principal Investigator). In such cases, however, it is understood that both principal investigators are accountable to the OHTN for compliance with the conditions of the grant and for the provision of reports, and other responsibilities as outlined below.

## **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. Research Operating Grant applications can be accessed for the first time at [https://www.GrantRequest.com/SID\\_920?SA=SNA&FID=35008](https://www.GrantRequest.com/SID_920?SA=SNA&FID=35008)**

2. Once created, your application can be accessed using [https://www.grantrequest.com/SID\\_920/](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 Research Operating Grant Application page
2. Create and/or Log-in to your account
3. Complete the Eligibility Quiz
4. Complete the Principal Investigator Contact Information page
5. Complete the Research Team information page. You may enter up to 10 additional investigators. If you have more than 10 additional investigators, please contact OHTN Research Development staff for instructions.
6. Complete the Administration of Funds information
7. Suggest up to three external reviewers (where not applicable, type 'NA' in the Last Name box. Note that completion of the Last Name box is required to submit your application.)
8. Complete the Proposal Information:
  - a. Title of Research Proposal (maximum 15 words)
  - b. Track(s) selection for application review
  - c. Total amount requested (all years)
  - d. Number of years of funding requested (in months)
  - e. [Plain Language Summary](#)
  - f. [Community Engagement Plan](#)
  - g. [Scientific Abstract](#)
  - h. [Relevance of Research](#)
9. Complete the [Detailed Budget](#) by downloading the budget template
10. For Clinical Trials only, complete the [Additional Details](#) page
11. Click on the [Signature Page](#) link and obtain the necessary signatures
12. Upload Required Attachments in PDF:
  - a. [Cover Letter](#)
  - b. [Research Project Description](#) (including timeline and references)
  - c. [Detailed Budget](#)
  - d. [Budget Justification](#)
  - e. [Principal Investigator's CV](#) (including Funding Details)
  - f. [Co-Investigator's CVs](#)
  - g. Renewals Only: [Progress Report](#)
  - h. Resubmissions Only: [Previous Reviews](#)
  - i. Resubmissions Only: [Response to Previous Reviews](#)
13. If available, upload Required Attachments in PDF:
  - a. [Signature Page](#)
  - b. Clinical Trials only: [Relevant Correspondence](#)
  - c. Clinical Trials only: [No Objection Letter](#)
14. If applicable and available, upload Optional Attachments in PDF:
  - a. [Appendices](#)
  - b. [Support Letters](#)

- c. [Research Ethics Approval](#)
  - d. Animal Care Approval
  - e. [Consent Form\(s\)](#)
  - f. Laboratory/Bio-Safety Approval
15. Review Application for any errors or omissions
  16. Print a copy of your Application for your records
  17. Submit your Application electronically
  18. 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.
  19. Submit, via trackable courier, any documents not submitted electronically. Be sure to include the Nominated PI 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:**

**Covering Letter from Principal Investigator(s) and details of Co-Investigators** – The title of your project (maximum 15 words) and the names of all Principal and Co-Investigator(s) must appear at the top of the page. Include Principal Investigator(s)' long-term research goals and how this grant would be of assistance in reaching those goals. Provide concise and relevant details about all co-Investigators, if applicable, their area(s) of expertise, and what they will contribute to the project. Briefly describe the project being proposed. If space permits, include other relevant information you feel will support your application. **Maximum three (3) pages.**

**Signature Pages** – Complete the signature page, making additional copies, or adding additional lines as necessary to accommodate all co-investigators.

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

- a. The principal investigator's name followed by the title of the project (maximum 15 words) at the top of the page.
- b. A description of the project in language that will be intelligible to a lay reader; if technical terms and names are unavoidable, define them when they first appear. Summarize the questions posed in the research project and how the project is designed to answer them.
- c. A statement to show how the project 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 proposal will engage community stakeholders.

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

Community engagement in HIV research is viewed by the OHTN as an essential mechanism to ensuring that research is relevant to community needs. The OHTN also expects that funded researchers understand the HIV epidemic and its impact on people infected with and affected by HIV/AIDS. You can contact Jennifer Major, Manager, Research Funding & Development ([jmajor@ohntn.on.ca](mailto:jmajor@ohntn.on.ca)) if you have any questions or require assistance.

Summarize your (team's) efforts in encouraging and supporting community involvement in your HIV/AIDS research and provide a description of how you plan to share the results of your research with the HIV community. 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. The community to be engaged in the research should be relevant to the research being conducted.

Whenever possible, the OHTN expects investigators to meaningfully engage with the HIV community through all stages of the research process beginning with the conception and development of the proposal and continuing during the course of the project and during the dissemination/impact phase. Provide a description of both past experience as well as your plan for the current proposal. Please note that presentations at conferences do not suffice as an adequate plan. **Maximum 500 words.**

**Application Form – Scientific Abstract Sheet** – Complete the scientific abstract sheet in the space provided (**maximum 500 words**) using the following headings (as appropriate):

- Background and Rationale
- Goal and Objectives *or* Principal Aims
- Hypotheses *or* Research Questions
- Methods *or* Research Design
- Relevance and Potential Impact

**Application Form – Relevance of Research** – State clearly and concisely the relevance of the proposed research 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.**

**Renewal Applications** – Candidates who are seeking a renewal of a Research Operating Grant must submit a progress report on what has been accomplished during the prior grant period. The report must include the following (**Maximum 4 pages**):

- **Project Update:** describe your activities during the report period and list major accomplishments of the research/project development to date and challenges faced. Include an explanation of any changes that have been made to your project plan and whether you have experienced any significant delays.
- **Project Outcomes and Dissemination Activities:** describe 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 engagement plan and describe any changes made or challenges encountered
- **Plain Language Summary:** up to 500 words, suitable for publishing on OHTN's website. Include a brief description of the research program, significant research outcomes, and community engagement outcomes [**save as: Progress\_Report\_SCI**]

**Resubmissions** – If you are resubmitting a previously unsuccessful grant 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\_ROG**]

**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\_ROG**]

**Project Description** – Use the headings listed below and follow the advice about format given in the section entitled “Advice to Applicants” (below).

Describe the proposed project using the following (suggested) headings:

- a. **Background and Rationale** – Summarize the state of knowledge relevant to the proposal
- b. **Goal and Objectives or Principal Aims** – State these clearly and concisely
- c. **Hypotheses or Research Questions** – State these clearly and concisely
- d. **Methods or Research Design** – Give essential details of methods. Describe the data to be collected and the method of data analysis proposed
- e. **Relevance and Potential Impact** – State how the project will advance knowledge and/or impact policy and practice if it is completed as planned
- f. **Time Portion** – Show in a table on the last page of the project description the proportion of time each investigator and co-investigator plans to spend on the project
- g. **Timeline** (mandatory - one additional page may be used)

Please ensure your proposal fulfills the following criteria:

- Demonstrate the importance and originality of your proposal, and the potential impact it will have
- Ensure that the methodology and/or theoretical framework is thoroughly described and supported with references, including consideration of any weaknesses or difficulties anticipated
- Please consider the potential ethical risks of your proposed project for relevant communities and individuals, and address how these risks will be minimized
- Ensure that your proposed project is well supported by reference to peer-reviewed and, where appropriate, grey literature
- Provide appropriate detail to ensure that reviewers will be able to clearly envision your plan and its significance to the HIV/AIDS community
- Include a timeline for the work proposed

If an experimental study is contemplated, be sure to include, at a minimum, the following: a summary of the background and any preliminary findings; the specific aims of the project and the hypotheses; experimental design and methods.

Do not write more than **ten** single-spaced (single sided) sheets (8 ½” x 11”, approximately 600 words per page) excluding timeline and references. Please type no less than 11 point font. Leave margins of 1” on all sides, and number each page. **[save as: Project\_Description\_ROG]**

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

**Detailed Budget** – Complete the Research Operating Grant Budget Template. Totals will auto-tabulate. Refer to the IDRP [Guidelines on the Use of Research Grant Funds](#) for detailed information on allowable expenses. Please note that the OHTN will not supplement or ‘top-up’ funding received from other granting agencies for the same proposal. Note the addition of release time for eligible social science and humanities investigators (see Budget Justification section for additional details).

**Budget Justification** – On a separate page describe details of all budget items identified on the Budget Sheet. Follow the guidelines set out below.

- a. Personnel/Salaries – The rates of remuneration requested for professional and nonprofessional staff should normally be those payable by the sponsoring institution to similar categories of staff, including fringe benefits. The OHTN does not pay the salary of a principal investigator or co-investigators (see note below for exception).
- b. Equipment – Research Operating Grant budgets may include a request of no more than \$20,000 for the purchase of research equipment (or items of equipment). Equipment expenditures in excess of this amount will be considered only in exceptional circumstances, and only where the principal investigator has discussed the matter with The OHTN prior to submitting the grant application. The need for equipment should be explained in the “Budget Justification.” Where a piece of equipment is approved, title to it will be vested with the sponsoring institution. Application for equipment or items of equipment exceeding \$20,000 must be made as a separate application for a Major Equipment Grant.
- c. Supplies – Funds for the purchase of supplies are not intended for the purpose of laboratory furniture, office equipment and supplies, i.e., items normally supplied by the institution. They are not intended to equip new laboratories with general equipment or to provide tools for teaching, diagnosis or care of patients.
- d. Knowledge Transfer & Exchange – Please itemize all requests for KTE. You may not request money for publication costs in the first year of a new project.
- e. Other Expenses – The OHTN will consider requests for computing costs, local travel for data collection, transportation of participants, etc., but the applicant must explicitly justify the need for these items.
- f. Travel to Scientific Meetings – Applicants must indicate on the budget sheet travel funds requested to attend scientific meetings. Except in exceptional circumstances, the maximum amount that may be granted for travel in any one year will be \$2000. This amount is not transferable between fiscal years of an award, unless previously approved by OHTN Research Development staff.

**\*NOTE\***

For Social Science and Humanities Researchers who qualify, up to \$15,000 may be requested per ½ course release, to a maximum of \$30,000 total over the course of the grant. Insert requested amount in the Personnel/Salaries section of the budget template and provide appropriate justification.

**Eligibility:**

- Researcher in the Social Sciences or Humanities
- Nominated Principal Investigator status
- Full-time faculty member
- Minimum three (3) course teaching load per term
- Fully justified rationale for course release
- Not eligible if on leave or if concurrent with salary award

**Application Form – Additional Details** – To be completed and included with applications for Clinical Drug Trials only.

**No Objection Letter** – For Clinical Trials requiring a Clinical Trial Application (CTA) to Health Canada, a copy of the No Objection Letter (NOL) must be submitted to the OHTN before funding will be released.

**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.

**Ethics Approval and Consent Forms** – Include a copy of the appropriate ethics approval, as well as copies of any consent forms (drafts are encouraged if final approved versions are not available) to be signed by prospective participants or other explanatory material (draft is acceptable) to be given out. Please consider the potential risks of your proposed project for communities and individuals, and address how these risks will be minimized in your project description. *[save as: Ethics\_Approval\_ROG], [Consent\_Forms\_ROG]*

**Curriculum Vitae for Principal Investigator(s) and all Co-Investigator(s)** – 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, appended to individual CV documents*) – Provide the following information for all currently held peer-reviewed research funds (i.e. grant funds where the applicant is a Principal Investigator or Co-Investigator), other grants and awards currently held or held within the past four years, including OHTN funding:

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

Note: For individuals applying for funding who do not currently hold peer-reviewed grants as Principal Investigators, but who have in the past, please include these.

Indicate proposals that have been made to other funding bodies that are identical to, or have substantial overlap with, the present submission. In these cases, please put an asterisk beside the grant title and attach the Facesheet, abstract and budget of the relevant applications.

*[save as: Curriculum\_Vitae\_ROG\_Last\_Name]*

**Support, Consultant and Collaborator Letters** – Include letters from supporters, essential consultants and collaborators, as appropriate, confirming their approval of, availability and contributions to the proposed project, as applicable. These should be uploaded to the application website prior to submission. Letters may also be sent to Jennifer Major ([jmajor@ohln.on.ca](mailto:jmajor@ohln.on.ca)) prior to the application deadline.

### **Submitting the Proposal**

All Research Operating Grant applications must be submitted electronically via [https://www.grantrequest.com/SID\\_920/](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.



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 Research Operating Grants must be submitted electronically via [https://www.grantrequest.com/SID\\_920/](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, Research Funding & Development  
1300 Yonge Street, Suite 600  
Toronto ON M4T 1X3

### **Advice to Applicants**

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

- The reviewers – both external reviewers and members of The OHTN’s Scientific Review Committee – 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. 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 researched the 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 technical proficiency in the area of specialization.
- **Special consideration should be given to community engagement criteria as outlined in section 5 of the [General Program Information and Guidelines](#). Community engagement is an essential component of the OHTN process. Failure to comply may result in proposals being rejected.**

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

## **Peer Review Process**

The OHTN Scientific Review Committee (SRC) reviews all applications for Research Operating Grants. When reviewing applications the SRC will take into account:

- The scientific excellence and relevance of the proposed research
- Evidence of the applicant(s) ability and accomplishments in the area

All decisions and recommendations made by the Scientific 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 Scientific Review Committee. The recommendations of the SRC 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.

Please refer to Section 4 of the IDRP [General Program Information and Guidelines](#) and the [IDRP Peer Review Process Guidelines](#) for more information.

## **Evaluation Criteria**

The following evaluation criteria will apply to these guidelines. 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. Where your application omits or conflicts with aspects of the evaluation criteria, provide an explanation, to ensure that no assumptions will be made about you or your proposal.

### **Scientific Assessment**

#### ***(i) Project Description***

- Scientific Merit
- Clarity of focus and feasibility
- 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**

In order to ensure that funded research is relevant to the HIV community, The OHTN Scientific Review Committee includes a community member in each of the four research tracks. Each community representative of the Scientific Review Committee will review each application in his/her research track using the following criteria:

- 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 Research Grant**

### **Budget Limitation**

Budgets for Research Operating Grants may not exceed \$150,000 in any one year. Principal Investigators who **have not** previously held a peer-reviewed Research Operating Grant as a Principal Investigator (from any funding institution) may apply for **up to 2 years** of funding. Principal Investigators who **have** previously held a peer-reviewed Research Operating Grant as a Principal Investigator may apply for **up to 3 years** of funding.

The grant year starts on April 1 and ends on March 31 of the following year.

The OHTN is permitted to reduce an applicant's budget based on consensus recommendations made by the Scientific Review Committee and/or available funds. In such cases, the grantee will be required to submit a revised budget within the amount approved.

Appointed faculty members are not eligible for salary support under Research Operating Grants (except in certain circumstances – see Budget Justification section for details). Research Operating Grants may be used for the salaries of technicians, research assistants, and other project staff, as detailed in the budget proposal.

It is not usually necessary to seek approval from The OHTN for minor changes in the budget. However, if expenditures in any category vary from the approved budget by 20 per cent or more, the principal investigator must obtain prior approval from The OHTN. In addition, principal investigators should note the following restrictions on the use of grant monies:

- A maximum of \$2,000 per year may be spent on travel, which is restricted to scientific conferences (see notes on budget justification);
- Allowances for travel are not transferable between fiscal years of an award, unless previously approved by OHTN research staff;
- No more than \$20,000 may be spent on equipment or items of equipment;
- Total expenditures in any year must not exceed the approved budget or the funds available in that year. The OHTN will not assume responsibility for budget deficits.

Funds for grants are paid to the accounting office of the sponsoring institution at the beginning of April for each award year.

The OHTN will not supplement or 'top-up' funding received from other granting agencies for the same proposal.

## **Reporting Requirements**

***Continued release of funds for multi-year awards is contingent upon timely receipt of satisfactory annual progress 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 Research Operating Grant. The report should include the following:

- **Project Update:** describe your activities during the report period and list major accomplishments of the research program to date and challenges faced. Please include an explanation of any changes that have been made to your research project and whether you have experienced any delays (notify the OHTN as soon as possible if significant changes or delays occur)
- **Project 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 engagement plan and describe any changes made or challenges encountered

Please note, annual progress reports are due no later than March 1. Please send a signed copy and one electronic copy to: [jmajor@ohtn.on.ca](mailto:jmajor@ohtn.on.ca). Funds for the subsequent grant year will not be released until the annual progress report has been submitted.

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

- **Project Summary:** describe your activities during the entire funding period and list major accomplishments of the research project
- **Project Outcomes:** describe the significant results of the 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)
- **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 grant 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 research outcomes, and community engagement outcomes. Also include links to full papers or other websites that describe the investigator's 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.

### ***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. If a grant is funded for more than one year, unspent funds as of March 31 may be carried forward for use in the following grant year.

At the end of the grant period, the institution must return unspent funds to The OHTN.

### ***No-Cost Extensions***

If the applicant(s) makes a request for a no-cost extension before the end of the project, the OHTN may give authority to use unspent funds to complete the project. A request for a no cost extension must clearly explain how the unspent balance of the funds will be used; and provide a new completion date. Contact the Research Development staff for more information.

### ***Acknowledgement***

In all publications resulting from research supported by The OHTN, the following acknowledgement should be included: *"This research was supported by a Research Operating Grant 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 grant to change the line of work and/or alter the proposal arrangements.

### ***Changes to Funded Research Grants***

Significant deviations from the original objectives of the research project, its methodologies, the investigative team or the approved budget, 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.

The 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.

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