



OHTN Impact Focused Research Program - Annual Competition (2013)

REQUEST FOR PROPOSALS:

OHTN JUNIOR INVESTIGATOR DEVELOPMENT AWARD

The Ontario HIV Treatment Network:

Funding Research with Real-Life Impact

Launch Date: November 7, 2012

List of Priority Areas Posted: December 17, 2012

Letters of Interest Due: February 1, 2013 (11:59pm)

Results of LOI: March 2, 2013

Full Applications Due: May 24, 2013 (11:59pm)

Fund Start Date: September 1, 2013

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Description

The **OHTN Junior Investigator Development Award** (JIDA) supports exceptional junior HIV researchers conducting relevant, impactful research to develop a program of research that aligns with the OHTN's research funding policy '[Funding Research with Real-Life Impact](#)' - designed to help us achieve our mission to improve the health and well-being of people living with and at risk of HIV in Ontario.

The **OHTN Junior Investigator Development Award** will support Ontario-based new HIV researchers to:

- Develop a program of research
- Seek appropriate mentorship – both from academic experts and community leaders
- Develop a network of HIV researchers and stakeholders to support greater research impact

This award comprises 2 parts:

- A 2-year postdoctoral phase
- A 3-year junior researcher phase

OHTN Junior Investigator Development Award applications consist of two steps: 1) Letter of Interest, and 2) Full Application.

Funds Available

Up to \$520,000 is available from the OHTN to support up to two (2) OHTN Junior Investigator Development Awardee up to \$55,000 per year for up to 5 years. This award is non-renewable.

The annual award amount from the OHTN is allocated as follows:

- Up to \$50,000 annual salary for the postdoctoral phase of the award
- \$5,000 annual research allowance for the postdoctoral phase of the award
- \$30,000 annual salary support for the junior researcher phase of the award (co-funded with host institution)

- Up to \$20,000 annual research allowance for the junior researcher phase of the award

Note: For applicants with less than 2 years of postgraduate training upon the start date of the award, the annual salary will be \$40,000. For those with 2 to 3 years of postgraduate training upon the start date of the award, the annual salary will be \$50,000.

Payments will be made semi-annually based on satisfactory progress and financial reporting (including quarterly teleconferences).

Eligibility Criteria

To be eligible for the OHTN Junior Investigator Development Award – Postdoctoral training phase of the award, the **applicant** must be:

- A maximum of 3 years post-PhD or MD at the time of the start of a 5-year award (4 years if applying for a 4-year award)
- Proposing and engaged in research that focuses on/significantly impacts one or more of the populations most affected by HIV in Ontario:
 - People living with HIV/AIDS
 - Gay men and other men who have sex with men, including gay, bi, and queer trans men, youth, and newcomers
 - African, Caribbean and Black men and women, including youth
 - Aboriginal men and women, including youth
 - Men and women who use drugs, including youth
 - Women, including trans women, who are at risk (e.g. have unprotected sex or share drug equipment with people from the populations listed above)
- Supervised by an established HIV researcher:
 - Inside or outside of Ontario
 - Short-term rotations to other institutions for mentorship are allowable, but applicant should have a primary supervisor
- Able to commit, full-time, to the proposed research plan
- Planning a long-term research career in Ontario
- Proposing and engaged in research that is consistent with and promotes our [values](#)
- Proposing and engaged in research that is solution-focused – that is, research that seeks to develop, implement, and evaluate interventions, programs, services, treatments or policies to address the issues that are relevant to the populations most affected by HIV in Ontario
- Proposing and engaged in research that will have a measureable impact in the short- to medium-term (2 to 5 years) – in other words, research that has the potential to lead to an effective new or improved intervention, program, service, treatment or policy

As a condition of OHTN funding researchers and all members of their research team are expected to adhere to the [Tri-Council Policy Statement: Ethical Conduct for the Research Involving Humans \(Version 2\)](#)

To be eligible for the OHTN Junior Investigator Development Award – Junior Researcher phase of the award, the applicant must:

- Secure a paid academic position (e.g. Assistant Professor) at an Ontario-based academic institution by year 3 of a 5-year award

Research Priorities

The OHTN encourages proposals from individuals whose research is relevant to one or more of the populations in Ontario most affect by HIV. The OHTN will also seek, and will give preference to, proposals that address the priority areas identified. The priorities are currently under development, but will be posted [here](#) by December 17, 2012.

Priorities are being developed in the following five areas:

1. **Prevention** - Our goal is to identify effective, appropriate strategies to reduce HIV transmission and prevent new infections.
2. **Health, Social & Related Services** - Our goal is to ensure that people living with or at risk of HIV have access to appropriate services to support their health and wellbeing at the appropriate time in an appropriate way.
3. **Social Determinants of Health** - Our goal is minimize the negative impact of the broader social determinants on the health and well-being of people living with HIV and those most at risk.
4. **Policy & Decision-Making** - Our goal is to ensure that policy and other decisions affecting people living with and at highest risk of HIV are informed by the best evidence available.
5. **Knowledge Translation/Capacity Building** - Our goal is to ensure all our stakeholders -- people living with and at risk of HIV, community-based HIV/AIDS organizations, healthcare providers, researchers, and decision makers – have access to the best evidence and the skills to apply that evidence in their work.

How to Apply

Letter of Interest

Applicants will complete and submit both their Letter of Interest and, where applicable, Full Application using the OHTN's web-based Grants Application Manager. The steps required for a Letter of Interest application are described below.

****IMPORTANT****

1. OHTN Junior Investigator Development Award applications must be accessed for the **first time** at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35065
2. Once created, applications must be re-accessed using https://www.grantrequest.com/SID_920/ and entering a user-unique ID and password
3. The 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 (if desired) *prior* to electronic submission

Letter of Interest Application Instructions

1. Follow the link to the [OHTN Junior Investigator Development Award - Letter of Interest](#) application form
2. Create and/or log-in to your account
3. Complete the Principal Investigator Contact Information
4. Complete the Postdoctoral Phase Supervisor Contact Information
5. Insert the Title of your proposed research program (max 15 words)
6. Indicate the duration of funding you are requesting (up to 5 years (60 months)
7. Indicate the amount of funding you are requesting for the 1st year (up to \$55, 000)
8. Complete the [Relevance of Research](#)
9. Complete the [Plain Language Summary](#)
10. Complete the [Community Engagement Plan](#)
11. Upload the [Brief Description of Research](#) document in PDF
12. Upload the [Applicant Registration CV](#) in PDF
13. Review, print a copy of, and submit your application by the deadline

Relevance of Research

Describe the relevance of the proposed research plan to the HIV community in Ontario, specifically those populations most affected by HIV, and the [research priorities](#) identified. What gaps in existing knowledge will the proposed research fill, and what is the intended impact of the research? How might the proposed research and mentorship plan help to improve the lives of those living with and at risk of HIV in Ontario? *(maximum 200 words, entered directly into application form)*

Plain Language Summary

Provide a lay language summary of the research program and the anticipated impact it will have on the epidemic in Ontario. Connect the mentorship and community engagement plan to the overall vision of the research and its pathway to impact. Describe the knowledge translation and exchange approaches to be utilized to facilitate the desired outcomes. *(maximum 500 words, entered directly into application form)*

Community Engagement Plan

Community engagement in HIV research is viewed by the OHTN as an essential mechanism to ensuring that research is relevant to community needs. The funding policy **Funding Research with Real-Life Impact** reinvigorates the OHTN's commitment to meaningfully engage community members throughout the research process.

Describe how the community has previously been engaged in research conducted by the applicant, including decision-making processes, advisory roles, capacity-building, dissemination, uptake and other activities as appropriate. Describe the engagement process to be applied in the current proposal, including community mentors, and any steps taken to date to demonstrate progress. The OHTN requires investigators to meaningfully engage the HIV community in all stages of the research process beginning with conception and development through to dissemination and uptake of the research results.

Applicants are strongly encouraged to partner with community-based organizations, people living with or at risk of HIV, and government decision-makers during development stages, to encourage maximal relevance and uptake of research results. *(maximum 500 words, entered directly into application form)*

Brief Description of Research

The proposal (up to 5 pages) should contain the following information:

- Brief background and rationale for the proposed research and mentorship
- The objectives of the proposed research to be undertaken over the period of funding
- The relevance of the proposed research to the [research priorities](#) identified, and a description of the intended outcomes and impacts
- A brief description of the knowledge translation plan to be employed throughout the project and beyond

Applicant Registration CV

Applicants should include a completed [Common CV](#) finalized for the OHTN. For the LOI, complete the OHTN Registration CV template. Once completed, download and save the PDF version of your Registration CV from the 'History' section of your Common CV account.

Full Application

Full Application Instructions

1. Follow the link to your in-progress application here: [OHTN Junior Investigator Development Award – Full Application](#)
2. Create and/or log-in to your account
3. Ensure all previously entered information is correct, and make edits where necessary
4. Complete the Administration of Funds information, including Financial Administrator, and Executive Director contact information
5. Complete the Referee Contact information section
6. If applicable, complete and upload the [Resubmission](#) requirements in PDF
7. Complete and upload the full [Proposal](#) in PDF
8. Complete and upload the [Timeline](#) in PDF
9. Complete the [Impact](#) section directly into the application form
10. Upload any relevant [Appendices](#) in reduced-size PDF
11. Collate and upload any [REB approvals](#) or [Consent Forms](#) in PDF
12. Complete and upload the [Postdoctoral Phase: Host Institution Verification form](#) in PDF
13. Complete and upload the [Junior Researcher Phase: Host Institution Verification form and Letter of Institutional Support](#) in PDF
14. Collate and upload [Letters of Support](#) in PDF
15. Ensure [Letters of Reference](#) have been submitted by the deadline
16. Complete and upload the Applicant's [Common CV](#) in PDF
17. Complete and upload the [Postdoctoral Phase Supervisor's Common CV](#) in PDF
18. Ensure [Postdoctoral Phase Supervisor's Material](#) has been submitted by the deadline

19. Upload original [Transcripts](#)
20. Review, print a copy of, and submit your application by the deadline

Resubmissions

If you are **resubmitting** a previously unsuccessful proposal, you **must** include a two-page letter addressing both the reviewer's comments, and any changes made to the application as a result.

Note for resubmissions: Copies of the previous reviews must be included with the application. Please contact OHTN Research Development staff to obtain a copy of your reviews if you have not retained them.

Proposal

The proposal (up to 11 pages) should illustrate a clear rationale for the support being requested:

Research Plan (5-6 pages):

- a succinct description of the proposed program of research (objectives, methods, analyses), including its impact on one or more of the populations most affected by HIV in Ontario
- a brief description of the proposed mentorship plan, including a description of the proposed mentor(s), and why they are appropriate. Mentors from both the academic and community sectors are strongly encouraged.
- a description of complementary or conflicting research being pursued by others, and how their research is positioned within this work
- anticipated challenges and proposed solutions and limitations
- a discussion of the ethical implications of the research proposed, including risks to individuals and communities, and how those risks are/will be mitigated

Impacts (2-3 pages):

- a description of the envisioned impact, how the research is positioned to have an impact, and the steps required to achieve that impact

Knowledge Translation & Exchange Plan (1-2 pages):

- a description of the knowledge translation and exchange methods and approaches for the current proposal

More on Impact

The OHTN has adapted the logic model and impact framework developed by the [Canadian Academy of Health Sciences](#) for the measurement of returns on investment in health research.

Applications are expected to fulfill those categories that are appropriate to the research being proposed. There are 5 categories, ranging the spectrum of research impacts:

1. **Advancing Knowledge** - includes new discoveries and breakthroughs from health research, and contributions to the scientific literature

2. **Research Capacity-Building** - includes the development and enhancement of research skills in individuals and teams (personnel, activity funding, infrastructure)
3. **Informing Decision-Making** - includes the impacts of research in the areas of science, public, clinical, and managerial decision-making practice and policy
4. **Health-Impact** - encompasses advances in prevention, diagnosis, treatment, and palliation when related to research (in groupings of health status, determinants of health, prevention and health system performance)
5. **Broad Economic and Social Impacts** - commercialization of discoveries, direct cost savings, and human capital gains

The goal is for research funded by the OHTN to achieve impacts in at least categories 1 through 3, but ideally 4 and/or 5 as well. Applicants should refer to these categories and indicators when describing the impact of their proposal.

Note: Generating knowledge and contributing to the scientific literature (Advancing Knowledge), and building capacity (Research Capacity-Building) are important, but do not generate sufficient impacts on their own to qualify for funding. Proposals must also demonstrate impact in at least one of the other categories. Ideally, the OHTN will fund research that, taken with other evidence, will lead to a new or improved intervention, program, service, treatment or policy.

Proposals should be no more than 11 pages (not including references), single spaced, minimum 11 point font, with 1" margins. Proposals, including references, must be converted to PDF prior to uploading into the application form.

Timeline

A separate year by year plan for the proposed activities, including proposed/anticipated impacts, should be included. Anticipated plans for years 3-5 of the award are required. Any revisions must be submitted to the OHTN prior to the start of the Junior Researcher phase of the award.

Impact

Using bullet points, per the categories outlined above, list the top 2-3 impacts per (relevant) category anticipated from the successful achievement of the proposal. This information will be tracked to enhance our research funding accountability and reporting. *(maximum 100 words per category, entered directly into application form)*

Appendices

1. Applicants may upload up to three (3) manuscripts (submitted, accepted for publication, or published) that are relevant to the proposal *(manuscripts should be compressed to ensure easy upload)*
2. Applicants may upload up to three (3) products (presentations, testimonials, summaries) that demonstrate the dissemination and uptake of their research results
3. Questionnaires, surveys, or other tools related to the current proposal should be uploaded

Ethics Approval and Consent Forms

Upload collated copies of related ethics board approvals, as well as a copy of a consent form (draft form is encouraged if final approved version is not available) to be signed by prospective participants or other explanatory material (draft is acceptable) to be given out.

Postdoctoral Phase: Host Institution Verification

The [Postdoctoral Phase: Host Institution Verification form](#) should be downloaded and completed as instructed. The verification form certifies the institution's support of the applicant during the postdoctoral phase of the award, including provision of the necessary space and equipment. Where multiple institutions are proposed, include a separate form for each.

Junior Researcher Phase: Host Institution Verification and Letter of Support

Not required for the application – this form must be submitted prior to beginning the Junior Researcher phase of the award, once a paid academic position at an Ontario academic institution has been secured.

The [Junior Researcher Phase: Host Institution Verification form](#) should be downloaded and completed as instructed. The verification form attests to the position and salary support (minimum \$30,000 annually) to be provided by the institution during and after the Junior Research phase of the award.

Letters of Support (maximum 3 letters)

If the 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. Letters of support from decision-makers (i.e. people who have or will use the research results) are particularly significant. *(collate prior to uploading)*

Letters of Reference

Letters are required from **three** individuals with whom you have worked, and who are in a position to give an assessment of your suitability for the OHTN Junior Investigator Development Award. These letters should be submitted by the deadline date electronically to the OHTN (sbazinet@ohdn.on.ca) by the referee, or by mail each in a separate envelope, signed over the seal by the individuals providing the testimonials.

Applicant CV

Applicants should include a completed [Common CV](#) finalized for the OHTN. There are 2 possible templates that can be used – 1) Academic or 2) Community/Knowledge User. Please complete the Academic CV for this application. PDF versions of your CCV can be accessed in your CCV's 'History' section online.

Supervisor CV

The Postdoctoral Phase Supervisor must submit a completed [Common CV](#) finalized for the OHTN. A [Common CV](#) should be included for all other proposed mentors. For community mentors, the OHTN

Community/Knowledge User CV template should be completed. PDF versions of your CCV can be accessed in your CCV's 'History' section online.

Postdoctoral Phase Supervisor's Material

The Supervisor's material (not including the CV, which must be uploaded with the application) should be submitted electronically by the supervisor to sbazinet@ohln.on.ca or mailed via trackable courier (signed over the seal by the supervisor) and received by the application deadline.

The supervisor's material (maximum 4 pages) should include:

- a. a testimonial providing an assessment of the applicant's abilities and promise as a researcher
- b. details of the research training that has been planned and, when appropriate, details of the facilities available to the applicant to carry out the proposed program of research.
- c. a description of the particular role and responsibilities of the applicant when the applicant's project(s) is/are contributing directly to their supervisor's research program. Include any plans to give the applicant opportunities for independent work.
- d. any interruptions in the supervisor's career to be taken into consideration by the review committee.

Transcripts

The applicant must submit original transcripts of both undergraduate and graduate work at university. Transcripts should be scanned and uploaded with the application. If transcripts need to be ordered by the applicant, this should be done at least one month prior to the competition deadline to ensure timely receipt.

Research Allowance

Not required for the Postdoctoral phase application - the Research Allowance application deadline is 3 months prior to the start of the Junior Research phase of the award.

Activities in the Junior Researcher portion of the award (years 3 through 5):

A separate, but overlapping, plan describing the activities to be conducted during the Junior Researcher phase of the award period is required for applicants seeking the Research Allowance component of this award (up to \$20,000 per year). The proposal should identify new initiatives that will be supported by the Research Allowance. Up to five (5) additional pages may be submitted.

Research Allowance Justification – on a separate page entitled “**Research Allowance Justification**”, write an explanation of budget items identified on the Research Allowance Budget Form. Be sure to clearly link budget items with the Research Allowance plan (see above). Follow the guidelines set out below.

- Travel: costs associated with transportation where applicable. Please note that you may only use up to \$2,000 for travel expenses.
- Personnel: the rate(s) of remuneration requested for professional and nonprofessional staff should normally be those payable by the sponsoring organization or institution to similar categories of staff, including fringe benefits where applicable.

- Equipment: the need for equipment (not related to infrastructure support) should be explained.
- Supplies: please note that funds for the purchase of supplies are not intended for the purpose of furniture, office equipment and supplies (i.e., items normally supplied by an organization institution) or for infrastructure related to teaching or service delivery.
- Other Expenses: include justification for any other budget items requested.

Submitting the Proposal

Complete applications must be submitted electronically by the application deadline. No changes can be made to a grant application after the submission deadline. Where electronic copies (including scans, which are acceptable) of documents are not available, applicants may submit in unstapled hard copy only, via trackable courier; however these documents must be received by the deadline.

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 Stephanie Lemelin Bazinet if you have any questions.

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
c/o Stephanie Lemelin Bazinet, Coordinator, Research Development
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3

Evaluation Criteria & Review Process

Letter of Interest

Letters of Interest will be screened for their relevance to the policy and [research priorities](#) by appropriate OHTN staff in consultation with the Chair of the OHTN's Scientific Review Committee. Applications will also be assessed for their eligibility, with particular attention paid to:

- Excellence in research methodology and approach
- Relevance and ability to address a priority identified by the population
- Calibre and expertise of the team
- Meaningful stakeholder involvement (e.g., community, front line service providers, researchers, policy makers)

- Integrated KTE plan (i.e., knowledge users involved throughout the process)
- Clear and actionable outcomes

Applicants will receive a brief letter outlining the decision with respect to their Letter of Interest by **February 15th, 2013.**

The names, project titles, and plain language summaries of successful LOIs will be posted on the OHTN website [here](#).

Full Application

All proposals submitted to the OHTN's Impact Focused Research Program for research grants or awards are evaluated for their relevance and potential impact, as well as their scientific and technical merit, by the Scientific Review Committee.

For more information regarding the review process, criteria, and scoring chart, please visit the [OHTN website](#).

Reporting Requirements

Continued release of funds is contingent upon timely receipt of satisfactory progress and financial reports. Failure to submit a report of any kind will preclude the awardee from receiving further financial support from the OHTN.

In addition to engaging in the activities related to their proposal, OHTN Junior Investigators will be expected to:

- Actively participate in meeting(s) that bring researchers and others together to share learning
- Participate in the OHTN Annual Research Conference and other activities aimed at research knowledge translation and exchange

The following reporting requirements will be implemented to help demonstrate progress and success of the OHTN Junior Investigator Award program:

- Quarterly progress conversations via teleconference (15-20 minutes in most cases)
- Annual written Progress Reports (2-3 pages) (co-signed by the supervisor during the postdoctoral phase of the award)
- Annual Financial Reports detailing how funds were spent
- A confidential assessment of the Junior Investigator by the postdoctoral supervisor after the postdoctoral phase of the award
- A Final Report that includes a clear assessment of the anticipated and actual impacts of the research, including an update on all mentees (5-6 pages)
- Dissemination of knowledge through publications in peer-reviewed and grey literature
- Knowledge translation and exchange activities (as outlined in funding proposal)

- A Report 1 year past the end date of the award that describes successes and challenges with respect to actual and anticipated impacts

OHTN staff will work closely with funded researchers to: understand the context for their work; assist with managing challenges; help them meet their objectives; and understand and help disseminate their findings. Instructions and templates for reporting will be provided to successful grant recipients.

Communication Requirements

1. As a condition of funding, researchers are required to submit abstracts of OHTN-supported research for presentation at the OHTN's Annual Research Conference.
2. Significant deviations from the original objectives of the proposal, methodologies, budget or other significant changes must receive written authorization from the OHTN prior to implementation. Failure to notify the OHTN in a timely manner may result in termination of funding.
3. The OHTN expects investigators to publish their work in peer-reviewed publications and other appropriate formats. The OHTN expects to be notified before OHTN-supported research is published, and requests copies of all publications arising from work supported through this award to assist the OHTN in its evaluation of this program.
4. Plain Language Summaries will be published on the OHTN website.
5. 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. OHTN staff will work with grant recipients to ensure that its own dissemination efforts do not conflict with the teams' publication plans.
6. Funding recipients are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities (quarterly progress teleconferences, progress and final written reports, surveys, interviews, etc.), workshops, and providing data or reports as required for the purpose of assessing progress and results.
7. 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).*

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

Contact Information

For questions regarding this Request for Proposals, please contact:

Stephanie Lemelin Bazinet

Coordinator, Research Development

sbazinet@ohln.on.ca

416.642.6486 x2244