



OHTN

OHTN Impact Focused Research Program - Annual Competition (2013)

REQUEST FOR PROPOSALS:

OHTN RESEARCHER-IN-RESIDENCE (ACADEMIC STREAM)

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 Researcher-in-Residence (RiR) (Academic Stream)** award supports exceptional HIV researchers from outside of Ontario to support the development of expertise and capacity in Ontario for research that aligns with the OHTN's research funding policy '[Funding Research with Real-Life Impact](#)' and addresses identified [research priorities](#) – 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 RiR (Academic Stream) award will support academic researchers from outside of Ontario to bring expertise to Ontario, to:

- Teach and mentor other researchers and trainees in their field of expertise
- Engage in intellectual exchange, including knowledge translation and exchange activities with the OHTN and others to take advantage of the presence of a leading HIV researcher

Funds Available

Up to \$85,000 is available from the OHTN to support one (1) OHTN Researcher-in-Residence (Academic Stream) for up to one year. This award is not renewable.

The award amount is allocated as follows:

- Up to \$75,000 towards the salary and benefits of the Researcher-in-Residence (justified and pro-rated according to time spent)
- Up to \$10,000 towards direct research, capacity building, and knowledge translation and exchange costs (i.e. Research Allowance)

Funds will be available to support relocation and accommodation costs on a case-by-case basis.

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

Eligibility Criteria

The OHTN seeks proposals for OHTN Researcher-in-Residence (Academic Stream) awards from applicants who:

- Have held a PhD or MD for at least 5 years;
- Are considered a leader in their field of research (leaders may be considered to be those whose publications are generally cited in other's peer reviewed publications, who are nominated principal investigators for a substantial number of research projects, who are consulted by government officials, the media, community-based organizations and/or academic peers on a regular basis, who participate regularly in federal level peer review panels, and/or who have been called upon to present testimony at trials);
- Have an area of expertise focusing on/significantly impacting 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)
- Are located outside of Ontario, and may be located outside of Canada;
- Are willing to relocate to Ontario for the duration of the residency;
- Will be released from teaching, clinical, supervisory and/or service/administrative workload at the home institution for the duration of the residency;
- Have identified appropriate researchers and trainees to be trained/mentored;
- Conduct research that is consistent with and promotes our [values](#);
- Will meaningfully engage affected communities - involving people with and at-risk of HIV throughout the research process, including capacity building, decision-making, knowledge translation, and implementation of results;
- Will conduct 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;
- Demonstrate how the residency 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 on the HIV epidemic in Ontario;
- Agree to adhere to the [Tri-Council Policy Statement: Ethical Conduct for the Research Involving Humans \(Version 2\)](#).

The OHTN will actively promote this funding opportunity to researchers working in HIV outside of Ontario who may not be aware of this new funding opportunity.

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 research 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 Researcher-in-Residence (Academic Stream) LOI applications must be accessed for the **first time** at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35063
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 Researcher-in-Residence \(Academic Stream\) - Letter of Interest](#) application form
2. Create and/or log-in to your account

3. Complete the Principal Investigator Contact Information
4. Insert the Title of your proposed research program (max 15 words)
5. Indicate the duration of funding you are requesting (up to 1 year (12 months))
6. Indicate the amount of funding you are requesting (up to \$85, 000)
7. Complete the [Relevance of Research](#)
8. Complete the [Plain Language Summary](#)
9. Complete the [Community Engagement Plan](#)
10. Upload the [Brief Description of Research](#) document in PDF
11. Upload the [Applicant Registration CV](#) in PDF
12. Review, print a copy of, and submit your application by the deadline

Relevance of Research

Describe the relevance of the proposed plan to the research and HIV communities in Ontario, specifically those populations most affected by HIV, and the [research priorities](#) identified. What gaps in existing knowledge will the proposed residency fill, and what is the intended impact? How might the proposed plan 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 proposed plan and the anticipated impact it will have on Ontario's capacity to address [research priorities](#) within the HIV research sector. 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, 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 plan, including current gaps in Ontario, where the residency will take place, and with whom
- The objectives of the proposed research and training to be undertaken over the period of funding
- The relevance of the proposed research and training 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: [Researcher-in-Residence \(Academic Stream\) – 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 Host Organization contact information
5. Complete the Home Organization contact information
6. Complete the Mentee contact information
7. Complete the Host Organization Administration of Funds information, including Financial Administrator, Department Head and Executive Officer contact information
8. Complete the Referee contact information
9. If applicable, complete and upload the [Resubmission](#) requirements in PDF
10. Complete and upload the full [Proposal](#) in PDF
11. Complete and upload the [Timeline](#) in PDF
12. Complete and upload the [Mentoring Plan](#) in PDF
13. Complete and upload the [Research Allowance Proposal](#) in PDF
14. Complete the [Impact](#) section directly into the application form
15. Complete and upload the [Applicant's Common CV](#) in PDF
16. Complete and upload the [Investigator/Mentee Common CVs](#) in PDF
17. Upload any relevant [Appendices](#) in reduced-size PDF
18. Complete and upload the [Host Institution Verification form](#) in PDF
19. Ensure [Home Institution Letter of Support](#) has been submitted by the deadline
20. Ensure [Letters of Reference](#) have been submitted by the deadline
21. Complete and upload the [Budget](#) and [Budget Justification](#) in PDF

22. 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 funding being requested:

Research and Training Plan (5-6 pages):

- a description of the gaps in Ontario's research expertise (tied to stated priorities) that the applicant wishes to address
- a succinct description of the applicant's *current* program of research
- a description of the *proposed* research (objectives, methods, analyses), including its potential for impact
- anticipated challenges and proposed solutions and limitations

Impacts (2-3 pages):

- a description of the anticipated impacts of the residency, and how these impacts will be measured

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

- a description of any knowledge translation and exchange activities planned while the researcher is in Ontario

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 (not including references) should be no more than 11 pages, 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 plan detailing the timeline for the proposed activities, including proposed/anticipated impacts, should be included.

Mentoring Plan

The (maximum 3 page) mentoring plan should include a description of the proposed training and mentoring plan:

- may include research, proposal development, seminars, teaching, workshops, working one-on-one with an Ontario-based investigator, and/or other investigators, students, trainees, and community partners
- include a brief description of the proposed mentees (researchers, trainees, community partners) and the amount of time to be committed to being trained/mentored

Research Allowance Proposal

A brief overview (maximum 2 pages) of the plan and activities to be conducted using the research allowance should be included.

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)*

Applicant CV

Applicants should include a completed [Common CV](#) (CCV) finalized for the OHTN. Please use the Academic CV template.

Investigator/Mentee CVs

A Common CV should be included for each proposed investigator/mentee to be trained by the applicant in a one-on-one format. There are 2 possible templates that can be used – 1) Academic or 2) Community/Knowledge User. CVs for seminar or workshop participants are not required. PDF versions of the CCV can be accessed in the CCV ‘History’ section in each individual’s profile online.

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.

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

Host Institution Verification

The [Host Institution Verification form](#) should be downloaded and completed per the instructions. The verification form certifies the host institution’s support of the application and attests to the research-related salary support to be provided to the applicant if successful. The verification form articulates the proportion and duration of time to be committed to the residency, and describes the equipment, office space, library access, and other amenities to be provided for the duration of the residency.

Home Institution Letter of Support

The applicant’s home institution should submit a letter supporting the applicant’s secondment to the host institution, and verifying the release from teaching, clinical, supervisory, or service/administrative workload at the home institution for the duration of the award. The relation of this release to the salary support being provided by the OHTN should be clearly articulated. Any ongoing research-related workload should also be clearly articulated.

Letters of Reference

Letters are required from three individuals with whom the applicant has worked, and who are in a position to give an assessment of the applicant’s suitability for the OHTN Researcher-in-Residence (Academic Stream). These letters should be submitted by the deadline date electronically to the OHTN (sbazinet@ohrn.on.ca) by the referee, or by mail in separate envelopes, signed over the seal by the individuals providing the testimonials.

Budget & Budget Justification

Download and complete the [detailed budget template](#).

In a separate document, include a justification for the requested budget using the following guidelines:

- Researcher salary (up to \$75,000 annually): Indicate the proportion of (up to 100%¹) and duration of (3-12 months) time to be dedicated to the residency award, and whether this includes pro-rated benefits for the proportion of time being requested.
- Research Allowance (up to \$10,000): Describe the research, capacity building, and knowledge translation and exchange activities to be undertaken during the period of the award, and the costs of each.

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

¹ The time to be committed to the residency may not be 100% due to the investigator's ongoing research-related commitments at the home institution

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 applicant
- 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 Researcher-in-Residence (Academic Stream) awardees 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 (when it overlaps with the residency) 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 Researcher-in-Residence (Academic Stream) program:

- Quarterly progress conversations via teleconference (15-20 minutes in most cases)
- A Final Financial Report detailing how funds were spent
- A Final Report that includes a clear assessment of the anticipated and actual impacts of the research, including an update on the training/mentoring plan and outcomes (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 for reporting will be provided to successful grant recipients.

Communication Requirements

1. Researchers-in-Residence are strongly encouraged to submit abstracts 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@ohntn.on.ca

416.642.6486 x2244