



Workshop, Symposium & Conference Fund Guidelines

NOTE: This award is *not* currently being offered. Please contact Jennifer Major (416.642.6486 x2249) for information about how we can assist you in applying for other funding opportunities.

Important Dates	
Request for Applications	CLOSED
Application Submission Deadline	CLOSED
Anticipated notification of Decision	N/A
Summary	
<p>The Ontario HIV Treatment Network (OHTN) supports research and knowledge transfer activities that have the potential to improve health and quality of life for people with HIV and communities at risk. In accordance with its Strategic Plan to 2010, the OHTN will:</p> <ul style="list-style-type: none"> • Support community efforts to address the social determinants of health; • Invest strategically in research to have a significant impact on the HIV epidemic in Ontario • Support knowledge transfer and exchange (KTE) <p>This OHTN fund will support workshops, symposia and conferences that develop capacity for conducting and using research, that build partnerships and networks, and that provide knowledge transfer and exchange opportunities relevant to people living with and affected by HIV/AIDS in Ontario. By supporting such events, the OHTN hopes to help put knowledge into action and influence practice and policy.</p> <p>As part of its commitment to building partnerships and other collaborative opportunities, the OHTN encourages applications that leverage support and funds from other stakeholder organizations and funders.</p>	
Funding	
<ul style="list-style-type: none"> • Requests for funding may be for up to a maximum of \$10,000 • Amount is for a one-time contribution only • This call is a year-round, open call for proposals, contingent on availability of funds 	

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Definitions

Knowledge Transfer and Exchange (KTE) is defined as:

- the sharing of information between researchers, community, and policy decision-makers. Policy decision-makers can be in government, or in agencies providing care and services in HIV or related fields. Information can include findings from research that could help shape policies or programs, or questions emerging out of service delivery that could be addressed through research or help shape research priorities
- Building skills or relationships that will help the community, service providers and policy-makers to understand and use research results
- Building skills or relationships that will help researchers design their research to be more relevant to people who may use it, or to communicate the results of their research more effectively

You will be expected to address KTE on two levels: (1) The role your overall event will play in KTE, and (2) how you will disseminate the specific results or outcomes of your event to those who participated in it, and to wider audiences to whom the results may be of interest.

A **workshop** is defined as either of the following:

A) a consultative meeting of individually invited persons (usually less than 30 people) to address specific questions or problems relevant to the OHTN mission, with the purpose of developing recommendations leading to an improved focus on research and/or knowledge transfer and exchange (KTE) for HIV/AIDS care and policy; or

B) A training/skills-building workshop aimed at enhancing the capacity of OHTN stakeholder groups to participate in and benefit from research and KTE activities. In most circumstances, the majority of participants should be residents of Ontario.

A **symposium** is a formal meeting (typically 1-day) at which several experts deliver short lectures on a topic or related topics with an opportunity for knowledge transfer and exchange. The subject matter should be relevant to the OHTN mission. It should also clearly demonstrate the potential to:

- enhance the capacity of OHTN stakeholders to conduct and/or make use of research; and/or
- improve HIV prevention efforts, and/or
- improve care, treatment and support for people living with HIV/AIDS in Ontario.

A **conference** is defined as an event typically lasting one day or longer with open registration for a large number of participants. The subject matter of a conference should be relevant to the OHTN mission. It should also clearly demonstrate the potential to:

- enhance the capacity of OHTN stakeholders to conduct and/or make use of research; and/or
- improve HIV prevention efforts, and/or
- improve care, treatment and support for people living with HIV/AIDS in Ontario.

Prior to initiating a request, applicants should read these Guidelines for submission and must consult with the Manager, Ethics & Research Development to ensure that:

- The proposal fits within the scope of this funding mechanism
- The topic is not already being addressed through another project
- Funds are still available within the fiscal year

Contact information: Jennifer Major, Manager, Ethics & Research Development (jmajor@ohrn.on.ca; 416-642-6486 x2249)

How to Apply

A complete **Workshop, Symposium & Conference Fund** application contains the following:

1. A covering letter (*limit 1 page*) from the Principal Applicant(s) addressing the following:
 - a. The proposed title of the workshop/symposium/conference
 - b. A clear statement of the purpose of the event that you are applying for (workshop, symposium or conference) and its relevance to the OHTN mission.
 - c. The date and location of the workshop/symposium/conference

Append the following items:

- A list of all applicants and partners
- A list of all other committed sponsors and potential sponsors that have been or will be approached

2. A plain language summary of the event (*maximum 250 words*) that will be intelligible to a lay reader. If technical terms are unavoidable, define them when they first appear. This summary should provide a compelling explanation of how the proposed event is relevant to the OHTN's mission, specifically the objectives to support research development, knowledge transfer and exchange, and community efforts to address the social determinants of health.
3. A description of the Workshop/Symposium/Conference (*maximum 3 pages, not including references and appendices*):
 - a. Background and rationale for the proposed event
 - b. The objective(s) of the proposed event, and/or
 - c. The specific question, issue or problem to be addressed
 - d. A description of partnerships and why they are relevant to the event
 - e. The expected number of attendees/participants and a description of the stakeholder groups that you expect to attend
 - f. Identify any invited presenters and provide a brief explanation for their inclusion

- g. Describe the intended impact (in relation to knowledge transfer and exchange and the OHTN's mission) and how this will be evaluated

* Please append a detailed program or agenda for the event (draft is acceptable)

4. A knowledge transfer and exchange (KTE) plan (*maximum 1 page*) that provides an overview of your approach to knowledge transfer and exchange and your dissemination plan. Please include the following:
 - a. A description of how you plan to maximize opportunities for knowledge transfer and exchange at the event.
 - b. A description of how you plan to share the outcomes of the event with participants and other audiences, including who those audiences may be and a description of how you intend to tailor your KTE activities to their specific needs (if relevant).
 - c. Identify any challenges you expect to encounter and how you propose to minimize or resolve such challenges
5. A budget with justification:
Provide an outline of the expenses requested and a justification for each of the following:
 - a. Travel – *costs associated with transportation if applicable*
 - b. Accommodation – *costs associated with accommodation of out-of-town presenters and attendees, including number expected if applicable*
 - c. Personnel – *the rate(s) of remuneration requested for professional and non-professional staff should normally be those payable by the sponsoring organization or agency to similar categories of staff, including fringe benefits where applicable.*
 - d. Equipment – *explain any requirements for equipment purchase or rental*
 - e. Meeting Room Rentals – *explain any costs associated with room rentals. Applicants are encouraged to partner with organizations that will allow use of adequate space for the proposed event.*
 - f. Technical Support – *explain any costs associated with preparing materials for and support on the day of the event*
 - g. Meals – *provide details*
 - h. Supplies – *please note that funds for the purchase of supplies are not intended for the purpose of office furniture and office equipment or for infrastructure related to service delivery*
 - i. Other costs – *please specify and justify any additional costs*
 - j. Please also include any in-kind or other support provided by partners or the organizing institution/agency (pending and committed)
 - k. If any registration fees or other fees will be charged to attendees, please include this in the budget as revenue
6. References:
These are compiled separately and are not included in the page limit above.
7. Resume / Curricula vitae for Principal Applicants(s):
A short resume/CV (maximum 5 pages) for the Principal Applicant(s) including mailing address, email address, and telephone number.
8. Collaborator and Sponsor Letters:
Include letters from any collaborators and co-sponsors describing their involvement and support for the initiative.

Submitting the Proposal

Please submit two (2) hard copies (including 1 original) and one (1) electronic copy of the completed application to Jennifer Major, Manager, Ethics & Research Development (jmajor@ohrn.on.ca) *at least 1 month prior to the anticipated date of the event.*

In writing the proposal, authors should bear the following points in mind:

- A clear, concise and simple description is best
- Limit the use of appendices to materials that are essential for evaluating the application
- Consultation and partnership with community stakeholders is a critical component and a required element of the OHTN process for funding. Applications must describe current and/or intended collaborative consultations and partnerships with relevant community stakeholders.
- The proposal should be in a format that allows comfortable reading. Characters must be no less than 11 font. Use single-sided sheets (8 1/2" x 11"), number each page and leave margins of 1" on all sides. Ensure that photocopies are legible, and that text material is submitted in original size.

Address your submission to:

Ontario HIV Treatment Network
Jennifer Major
Manager, Ethics & Research Development
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3

Review Process

Applications for workshop/symposium/conference funds will be reviewed by the OHTN's Scientific and Executive Director. In some cases, external reviewers may be required to appropriately assess the merits of the proposed project. Final approval will rest with the OHTN's Scientific and Executive Director.

Applications will be assessed according to the following criteria:

- a. Relevance of stated objectives to the OHTN's mission and strategic objectives
- b. Inclusiveness of, and collaboration with, relevant stakeholders
- c. Sharing of knowledge among key stakeholders
- d. Clearly defined knowledge transfer and exchange activities for outcomes of the event (e.g. proceedings, position papers, published guidelines, training curriculum, research agenda, grant application, etc.)
- e. Impact of anticipated outcomes (e.g. capacity building, consensus, research priorities, guidelines, research project, etc.)

Reporting Requirements

The OHTN requires a final report covering the entire funding period that includes the following:

- a. Event Objectives and Outcomes
- b. Description of the Event
- c. Event Deliverables
- d. Knowledge Transfer & Exchange activities
- e. Plans for Follow-up

f. Leveraged funding details

The OHTN will send successful applicants a Final Report Template to complete. The report must be submitted to the OHTN within two (2) months of completion of the activities described in the proposal. Please submit the report electronically to jmajor@ohrn.on.ca.

As the OHTN may wish to disseminate the outcomes of the initiatives it supports in a variety of ways, all reports should be written in a form that is easily accessible to a general audience.

FAILURE TO SUBMIT A FINAL REPORT WILL PRECLUDE THE AWARDEE FROM RECEIVING ANY FURTHER FINANCIAL SUPPORT FROM THE OHTN.

Financial Reporting Requirements

The sponsoring agency or institution's accounting office must submit a final statement of expenditure on the form provided by the OHTN. The OHTN reserves the right to terminate a grant that fails to meet its objectives and timelines. At the end of the grant period, the agency or institution must return any unspent funds to the OHTN.

Acknowledgement

In the program/agenda, publications or other dissemination work resulting from this grant, the following acknowledgement should be included: "This initiative/event was supported by funding from The Ontario HIV Treatment Network (OHTN).

Changes to Funded Awards

Significant deviations from the original objectives of the initiative must receive written authorization from the OHTN prior to implementation

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

Communication Requirements

OHTN assumes responsibility for disseminating the information contained within submitted reports via the [OHTN](#) website.

Contact Information

Jennifer Major
Manager, Ethics & Research Development
Phone: 416-642-6486 X 2249; 1-877-743-6486
Email: jmajor@ohrn.on.ca