

Funding guidelines

Indigenous Learning Pathways to Prevention Fund

Launch date — September 8, 2017

Step 1. Expression of interest from eligible teams — October 20, 2017

Step 2. Full application deadline — November 10, 2017

Notification of funding — March 2018

Expected start date — On or before May 1, 2018



ONTARIO
HIV TREATMENT
NETWORK

Funding Research with Real-Life Impact

What is the Indigenous Learning Pathways to Prevention Award?

Indigenous peoples in Canada are disproportionately affected by HIV and other sexually transmitted and blood borne infections (STBBIs). The *Indigenous Learning Pathways to Prevention Awards* is intended to engage Indigenous post-secondary students in developing research projects, programs and services that embody Indigenous ways of knowing to better serve First Nations, Inuit, and Métis communities. The awards will support Indigenous students in learning about culturally-safe community-based research practices, building future research capacity.

How much funding is available?

Two awards of up to \$30,000 each will be available in 2017-2018. Teams will be notified of their success in March 2018. Funding may be used for up to one year after the agreed upon start date (before May 1, 2018). No more than \$15,000 of this budget may be allocated as salary to the student, with the balance of funds supporting the project's community-based research activities. No more than 20% (\$6000) may be claimed as an administrative fee by the host/partner organization.

What kinds of projects can receive funds?

Each award will support an Indigenous student working with an Indigenous community-based agency to undertake culturally-safe community-based research practices to do one or more of the following:

- Evaluate existing HIV/STBBI programs and services;
- Modify wellness programs currently addressing other aspects of health to include HIV/STBBIs;
- Identify a research question, project, or need related to HIV prevention;
- Identify a research question, project, or need related to culturally-safe treatment, care, and services for Indigenous people living with or at risk of HIV.

Applicants are encouraged to develop projects that:

- have a strong foundation in community involvement
- embrace the traditional and cultural values of the specific Indigenous communities that the program aims to serve
- follow the principles of O.C.A.P (Ownership, Control, Access and Possession) as well as other Métis, Inuit and/or community ethics research guidelines
- follow the principles of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (<http://www.pre.ethics.gc.ca/eng/index/>) (as appropriate)
- combine Indigenous ways of knowing with western approaches to community-based research, through practices including (but not limited to): sharing circles; storytelling; photo, voice, and arts-based approaches; and cultural or localized traditional research methods.

The student and the community-based agency must complete the application together.

Composition of eligible teams

Projects eligible for this funding program will involve three key partners:

- **An Indigenous (First Nation, Inuit, or Métis) post-secondary student** with a demonstrated interest in Indigenous health. The student may be attending college, university, or another professional training program (example: doula training), and must be actively enrolled as of September 2018.
- **An Indigenous health or community-based agency in Ontario** with a research question or a program to pilot. A supervisor within this agency must be able to maintain active and meaningful involvement with the student and the project.
- **An academic mentor who will support the student** with regard to culturally safe research methodologies and provide guidance on challenges involved in the research. If the student does not have a mentor when applying, the OHTN will help to find one.

How to Apply

Application for the Indigenous Learning Pathways to Prevention Awards is a two-step process:

1. Expression of Interest and Review of Eligibility – Deadline: **October 20, 2017**
2. Full Application – Deadline: **November 10, 2017**

Expression of interest

Students or representatives of Indigenous community-based agencies must contact Jessica Demeria, Coordinator of Indigenous Research Initiatives at OHTN at jdemia@ohsn.on.ca by **October 20, 2017**. We strongly encourage applicants to express their interest in this opportunity as early as possible, to confirm their eligibility and to increase the time they have to complete the application.

In your email, please provide:

- the names of the community-based agency and student proposed to be part of this project,
- a brief description of the proposed project (a paragraph or two is fine),
- the program and post-secondary institution where the student is enrolled, and
- a brief description of the activities/mission of the community-based partner agency

The Coordinator of Indigenous Research Initiatives will follow-up on this initial contact to arrange a (phone) meeting with your team. **Both the student and a representative of the participating agency must participate in this call.** During this call, the Coordinator will also confirm that the student has a relationship with an academic mentor to support their work on this project. If not, the Coordinator will initiate the process of matching the student applicant with an appropriate mentor.

Following this call, the Coordinator will confirm your team's eligibility for the award program, and send your team a **complete application form** and the **funding guidelines for this program**. The full application will be due by **November 10, 2017**. Portions of the application must be completed by each of the team members.

Full application

All members of the research team must be engaged in creating a successful proposal for this award, including the student, the host organization and the academic mentor. A complete application for this award funding will include:

1. A **completed application form**, including:

- Contact information for all applicants including the student, the academic mentor, and staff at the host organization including a designated supervisor and the fund administrator.
- Details of the student's program of study, institution, and period of enrollment.
- The host organization's mandate and its commitment to Indigenous people.
- A plain language summary of the project, which can be used by the OHTN to publicly describe this funding (max 500 words).
- A brief summary of how the project will advance knowledge, enhance capacity, and impact the health and well-being of Indigenous people living with or at risk of HIV and other STBBIs in Ontario (max 500 words).
- A knowledge exchange plan describing how the findings of this research will be shared (max 500 words).

2. **Attachments**, reviewed by **all team participants** including the student, the host organization and the academic mentor including:

- A **research plan** (3-5 pages). This document describes:
 - The research question and objectives.
 - A description of how the need for this project was identified within the community and the rationale for the current project.
 - Current research or community knowledge that already exists in relation to the project.
 - The activities and analyses to be performed, and the methods to be used. If not yet known, describe the process by which these will be determined.
 - The plan to minimize possible risks to individuals and communities (i.e., describe any necessary ethic review procedures).
 - Anticipated challenges and proposed solutions. This should include discussion of how decisions will be made, and how conflicts will be resolved.
 - An evaluation plan. For example, how would you know that your project was useful to the community, or that you have successfully achieved your research objectives?
- A **one-page timeline** outlining the anticipated progress of the project and how and when its findings will be shared.
- A **detailed budget** outlining the projected costs of the project with OHTN contributions of not more than \$30,000. Please note the following stipulations:
 - No more than \$15,000 of OHTN contributions may be allocated as salary to the student.
 - No more than 20% (\$6000) of OHTN contributions may be claimed as an administrative fee by the host organization for managing the project and its activities. Supported activities must be clearly stated.
 - The budget should show all research expenses – both those covered in kind by the community partner and those drawn from this award. Any activities related to the project

should be included, such as honoraria for community participants, community feasts/ suppers, and/or the costs of any knowledge exchange activities such as print materials and or other media development.

3. **Additional required attachments:**

- A short resume for the participating student
- The CV of the academic mentor
- A **letter of support** from the academic mentor outlining how she/he will support the student in completing this project
- A **letter of commitment from a leader at the host organization** (e.g., an Executive Director, Board Chair, or CEO), affirming the organization's accountability to complete this project in accordance with the timeline and to support this student. The letter will outline:
 - The organization's role in the project and the resources it will provide. Financial supports as well as organizational mentorship and expertise should be described.
 - The organization's commitment to be financially accountable for holding and dispersing award funds
 - The name of the agency contact who will be responsible for supervising and mentoring the student during the project, and commitment that this person will have the time available to do so.

One of the primary goals of this funding award is to provide mentorship to Indigenous students.

The application must demonstrate that the student, host organization, and academic mentor can establish supportive relationships that will enable success.

Evaluation criteria and review process

All applications submitted to this funding opportunity will go to a review committee comprised of Indigenous researchers, community members, and Elders. The review process may also include assessment of the application by ad hoc members appointed by the Indigenous Research Steering Committee as needed. Proposals will be assessed based on their relevance, feasibility, potential impact, use of Indigenous methods, and community engagement and commitment.

Reporting requirements

The OHTN requires timely submission of progress, final, and financial reports over the one-year life of this funding. Successful applicants will participate in monthly teleconferences with the Indigenous Research Initiatives Coordinator, and submit narrative and financial reports at two points in the project's life cycle. This is an important step in the funding process that allows an opportunity to discuss challenges, successes, and lessons learned. Specific meeting times and deadlines will be established with each successful team. Failure to submit reports on time may preclude the student and organization from receiving further financial support from the OHTN.

Students are also encouraged and to present their findings at research conferences and meetings.

OHTN support

The OHTN's Indigenous Research Initiatives Coordinator will provide the following types of support to the student and the host organization:

- meeting with successful applicants to confirm responsibilities, project objectives, and timelines prior to dispersing funds
- acting as the liaison between the OHTN and the host organization
- linking the student and host organization with a broader network of researchers and front line workers in HIV/STBBI prevention, treatment and care
- exploring opportunities to enhance HIV/STBBI knowledge translation and exchange activities for funded projects.
- Lend in-kind support to the host agency and student as needed. This might include expertise from the OHTN Knowledge Translation team or access to meeting spaces.

For any further questions, Jessica Demeria can be reached by phone at 877-743-6486 x2215.