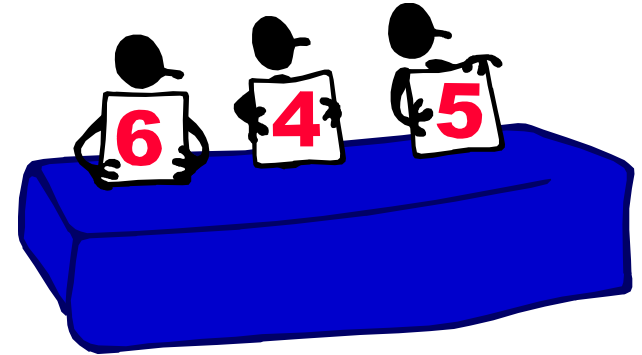


Micro
Research



How is a grant reviewed?

Prepared by
Professor Bob Bortolussi,
Dalhousie University

Grant Review Process

Objectives:

- Understand the general process that review panels follow.
- Understand criteria used for review.
- Understand how final decision is made.
- Develop Budget Planning Skills
- Learn how to apply for MicroResearch Grant.

Grant Submission:

- Many applications now done electronically.
 - Check out process ahead of time.
- You may need to “register” weeks before.
 - Grants screened for eligibility.
 - Organizes review panels.
- Remember.
 - Deadlines are final !
 - No excuses accepted.



“Click”

Dual Review System for Grant Applications Common

First Level of Review

“Scientific Review Panel”

- Judges scientific merit, rates grant and recommends level of support.



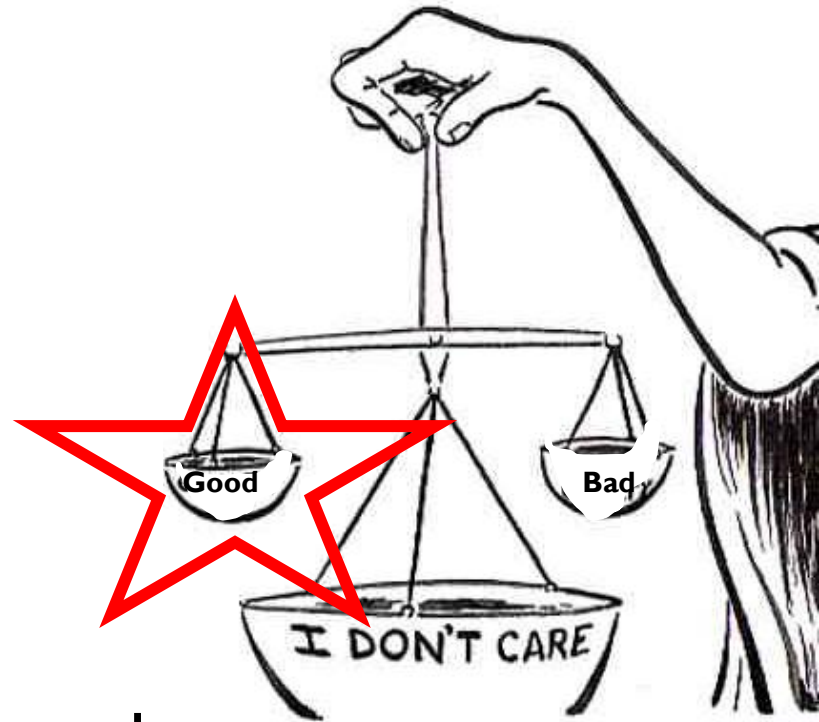
2nd Level Review...

“Council”

- Assesses Quality of review
- Recommends funding or not to Institute
- Evaluates program priorities
- Advises on strategic plan & policy

Review Principles-1

- Significance
- Investigator(s)
- Innovation
- Approach
- Research Environment



Review Principles-2

Significance:

- Does the project address an important problem or a critical barrier to progress in the field?
- If the aims of the project are achieved, will it improve scientific knowledge, and/or clinical practice?
- **How will successful completion of the aims change . . . this field?**

Review Principles-3

Investigator(s):

- Are the researchers **well suited to the project**?
- Do they have appropriate experience/training?
- If collaborative project, do they have complementary and integrated expertise?
- Is leadership approach and organizational structure right for the project?

Review Principles-4

Innovation:

- Does the proposal challenge or try to shift research or clinical practice models?
- Are there **novel** theoretical concepts, approaches, methods or interventions?

Review Principles-5

Environment:

- **Will the local scientific environment contribute to the probability of success?**
- Are institutional personnel, and resources that are available to the investigators adequate for the project proposed?

Review Principles-6

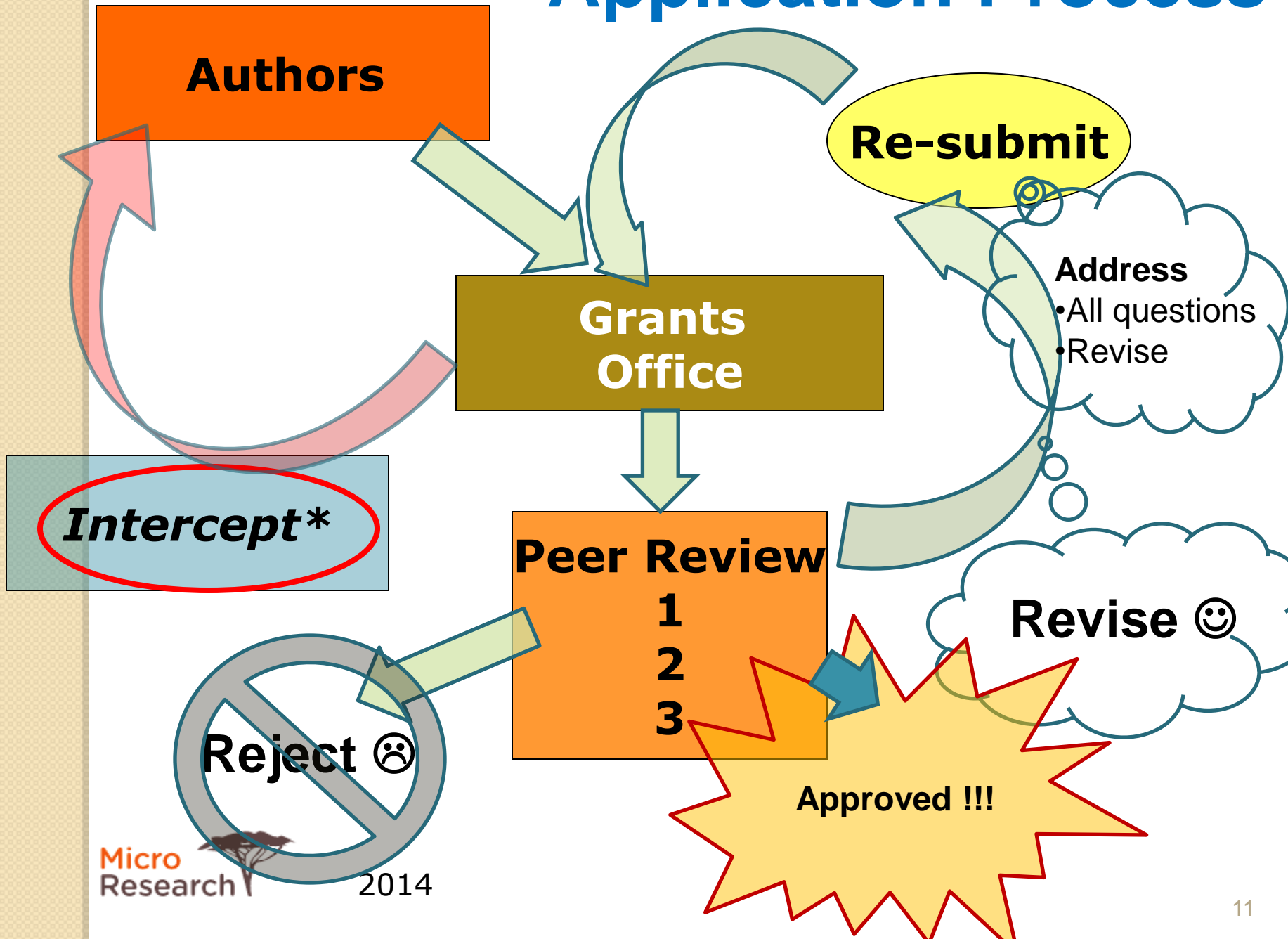
Approach:

- Is the overall strategy, methods, and analyses well-reasoned and justified to accomplish the aims of the project?
- If the project feasible and how will risky aspects be managed?

If it is clinical research, are there plans for:

- protection of subjects from research risks,
- inclusion of the appropriate subjects in the study; minorities and both sexes, children etc. and are they justified by the scientific goals and research strategy proposed?

Application Process



MicroResearch Grants

How do you apply: ...

www.microresearch.ca

- ➔ “Apply for a grant” tab
- ➔ Download instructions
- ➔ Download application form
(*comes as word.doc*)

When to apply:

- Deadlines are in May and November

MicroResearch Grant Reviews

Score Criteria (max 80 + 20):

F Feasibility: Is approach best for question
I Importance to maternal-child health
N Novelty
E Ethics and engagement of community
R Relevance: to science, community,

MDG and MicroResearch goals (20 points).

• **Other Considerations:**

- Is there a good multi-disciplinary team?
- Is there a good knowledge translation plan?
- Is there an appropriate coach- more needed?
- Does budget make sense?

MR Budget: planning

- Be realistic on budget (MR Max \$2000US)
- Ask a colleague and your coach for the “rules-of-thumb” for budget,
- Get a copy of a successful grant and the final budget,
- Don’t commit funds that you only hope for,
- Develop a system to track the money,
- Assign a team member to watch funds.

Budget:

	MicroResearch	Other Funders
• Personnel	62,000*	124,000**
• Services	11,500	
• Reusable items		
• Non-reusable items	80,950	40,000
• Other expenses		.
• TOTAL	154,450 (KSh)	164,000

- Give short Justification for each item (See examples in the instructions)

Budget Justification:

1. *Personnel expense requirements:

- part time project coordinator for 6 months (20,000 KSh)
- Research assistant @ 200 KSh/subject (40,000 KSh)
- Data input @10 KSh/ subject (2,000 KSh)

Total Microresearch Funds for personnel: 62,000 KSh

2. ** Other Funders:

We will request funds from UNESCO for this project in order to double the number of subjects enrolled (124,000 KSh)

Key Points on managing resources

- Ask coach for help to understand the research regulations and any contracts you need to sign.
- Learn how to manage and monitor research funds and who to approach for assistance.
- Be knowledgeable on the regulatory requirements of your institution for what you will be doing.

Outcome Decision

How does MicroResearch make final decision?

1. External Reviews are summarized by a MicroResearch Officer.
2. Team is asked to respond to concerns, with help of the coach
3. Final decision based on:
 - Unedited reviewer critiques and their scores
 - Budget feasibility
 - Response to concerns
 - Fit with MricroResearch goals and MDG

Outcome Response

How to respond to MicroResearch review?

1. Team work to respond to concerns, with help of the coach,
2. Be open to suggestions that will improve the project,
3. Make changes to project,
4. Respond in a letter;
 - quote each suggestion
 - In next paragraph give precise response. Use *italic* so its clear what is your comment,
 - Include discussion on budget changes.

MicroResearch Grants

When to Get started?

- 3-4 months before deadline
- Get the team excited about project!
- Figure out help needed.
 1. Review your notes from this workshop.
 2. Read “*How to write a grant*” (Chapter 16 on the memory stick)
 3. Ask your coach to get involved early.
 4. Plan outline, and assign tasks for each team member
- **Meet regularly even if mostly by emails!!!!**

MicroResearch Grant

Strategies to Decrease Pitfalls

- Plan and write the outline:
 - draft from MR workshop good starting point; think about judges' comments,
- Assign tasks for each team member
- Plan to meet regularly
- Work hard on all sections- Bkg, methods, budget, KT, lay summary etc
- Ask your coach for help
- Submit on time
- Respond thoughtfully to all points raised in review

MR Team Work Day 8

1. Your PPT should be well developed
2. Review and revise Methods bearing in mind
 - a) methodology proposed (see Day 2 Pitfalls)
 - b) community engagement
 - c) budget
3. Review KT and agree on Next Steps
4. Think about what questions judges might ask, who will answer on team, remember all team members need to show involvement
5. Assign tasks for completion by tomorrow