



DIAGNOSTIC SERVICES  
MANITOBA

SERVICES DIAGNOSTICS  
MANITOBA

# **DSM Research and Innovation Grant**

# **2017-2019**

# **Awards Guide\***

## **DIAGNOSTIC SERVICES MANITOBA**

1502-155 Carlton Street

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*\*Note: As DSM continues to revise and transition its Research and Innovation Strategy, these award guidelines may change. The next call for proposals is anticipated to be January 2019.*

## **A. GENERAL INFORMATION**

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### **1. DSM Research Mission**

Quality is the foundational principle of all diagnostic services. Research is an essential component of this quality foundation. DSM's Research Strategy is intended to support research opportunities that meet the overall principles and strategic priorities for diagnostic services in Manitoba.

### **2. Principles**

While knowledge can be created, synthesized and translated through research, the strength and focus of DSM Research and Innovation Grants needs to be Knowledge Translation leading to adoption and implementation of evidence based, clinical practice and patient outcome improvements that can be most impacted by diagnostics.

### **3. Goals:**

- a) To develop a Research Strategy that will:
  - i. Provide support for research and innovation activities that are relevant to improving diagnostic services in Manitoba
  - ii. Create research and innovation opportunities for DSM staff working independently or in collaboration with other researchers
- b) To leverage existing DSM resources and expertise in collaboration and support of relevant research programs sharing the strategic direction of "Tri-Council" and other health care research agencies:
  - i. Focus on patients
  - ii. Focus on promoting world class excellence in "niche" areas of uniqueness and strength
  - iii. Focus on fostering partnerships

### **4. Contact Information**

Information about deadlines and application forms can be obtained from Dr. Yvonne Myal, Director of Research and Innovation; Ph: 204-789-3874. Email: [yvonne.myal@umanitoba.ca](mailto:yvonne.myal@umanitoba.ca) or DSM website: [www.dsmanitoba.ca](http://www.dsmanitoba.ca).

### **5. Research and Innovation Grant Categories**

There are two Research and Innovation Grant categories to which a principal investigator can apply for funding: i) Major and ii) Small. See D.1

## **B. ELIGIBILITY**

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1. DSM Research and Innovation Grants competition is open to employees and professional staff with DSM appointments; as well to professionals in the health-related fields who hold an academic appointment with a university in Manitoba.
2. Priority will be given to principal investigators or co-investigators who are DSM affiliated. Collaboration between University of Manitoba, CancerCare Manitoba and DSM researchers is strongly encouraged.
3. In any one competition year, an applicant may only apply for either a Major Award or a Small Award for Research or Innovation, but not both. Thus, an applicant is limited to one (individual or joint) Research or Innovation Grant award per competition.

## **C. FUNDING PRIORITIES**

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1. DSM Research and Innovation Grants will be prioritized for research and innovation projects<sup>1</sup> related to the disciplines within Laboratory Sciences: Microbiology, Hematology, Immunology, Biochemistry, Genomics, Pathology, and Transfusion Medicine; and within the discipline of Diagnostic Imaging.
2. Priority will also be given to research and innovation projects that support health care, health outcomes, service delivery improvements, business or process improvements, and have a connection to diagnostic services.

## **D. RESEARCH GRANT GUIDELINES**

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1. DSM will fund two categories of Research and Innovation Grants:
  - 4 Small Research and Innovation projects to a maximum of \$15,000 each
  - 2 Major Research and Innovation projects to a maximum of \$60,000 each
2. Proposals must be for research and innovation projects that can be completed within the 24-month period, April 1, 2017 to March 31, 2019. If the project cannot be completed within this time period and it is anticipated that an extension may be required, DSM should be notified and the request for extension made no later than four months prior to the expiry date of the award (November 30, 2018).
3. DSM Research and Innovation Grants can only be used to cover the direct costs of the research or innovation project such as: staffing costs related directly to the project itself, reagents and supplies, costs of specimen collection, specimen/tissue/block/slide retrieval, processing, packaging, laboratory tests or imaging procedures, etc. DSM does not support indirect costs for research (such as: administration fees, investigator's salary, etc; see E.2

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<sup>1</sup> *All proposed research and innovation grants must be related to human health and patient care. For the purposes of this document; "patient" refers to patients, clients, residents and generally anyone using or who may use health services.*

for budget requirements).<sup>2</sup>

4. Generally, DSM Research and Innovation Grants cannot be used to purchase equipment; however, in some cases essential, small-cost equipment may not be available to the investigator(s) and these should be identified in the proposal and funding request.<sup>3</sup>
5. DSM Research and Innovation Grants may be used in conjunction with funding from other sources. If concurrently applying for DSM funding to support the same project (in whole or in part) from any other funding source, applicants must identify and provide details of the funding requested from the other source. If the project is contingent on such other funds, DSM will request that evidence for receipt of said funds be provided prior to release of funds by DSM. Applicants are encouraged to make use of DSM Research and Innovation Grants to attract funding from other sources; however, duplicate funding requests will not be approved.
6. The applicant must clearly describe where each phase of the project will take place (subject recruitment, laboratory testing, imaging procedures, data analysis, evaluation, etc).
7. **The applicant must clearly describe the intended outcomes or “deliverables” of the research or innovation project.**
8. To demonstrate a commitment to the project’s success, the Principle Investigator or Co-Investigators must identify how much of his/her time will be devoted to the research or innovation project (i.e. #hours/week).
9. Acceptance of a DSM Research and Innovation Grant indicates agreement by the applicant and the institution that employs him/her to the general conditions as outlined in these Guidelines.
  - i. Applications must be signed by the applicant(s), Department Head, and/or Medical Director or their designates, and guarantees that the research or innovation project will be conducted in accordance with all appropriate ethical and logistical guidelines.
  - ii. By signing the application, the applicant(s) is (are) acknowledging that accurate information and full disclosure of all details with respect to the proposed research or innovation project attached to this application, have been provided.
10. Research Involving Radioactive Materials must be compliant with and meet the requirements for research involving radioactive materials; which is available from the Canadian Nuclear Safety Commission. ([www.nuclearsafety.gc.ca/](http://www.nuclearsafety.gc.ca/) )
11. Researchers and institutions are responsible for compliance with federal, provincial and

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<sup>2</sup> *DSM Research Support Office (RSO) will provide assistance to researchers in identifying eligible direct and ineligible indirect costs.*

<sup>3</sup> *Any equipment funded through DSM Research and Innovation Grants become the property of DSM upon completion of the research project.*

municipal requirements for disposal of hazardous materials and chemical and biological wastes, and for their use in the workplace.

## **E. APPLICATION PROCESS**

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*Application forms and information about deadlines can be obtained from the DSM website [www.dsmanitoba.ca](http://www.dsmanitoba.ca).*

### **1. Format**

Applicants must complete the required application forms and provide all requested information and ensure their applications are concise, well written and easy to follow. All abbreviations and acronyms should be explained and jargon kept to a minimum. The required number of copies of the application forms and all supporting material must be submitted to DSM by the stated deadline in order to be eligible.

### **2. Budget**

- i. The budget must identify all laboratory or imaging services that will be required for the proposed project. The budget must include the cost of all services to be provided by DSM<sup>4</sup>;
- ii. Note: DSM laboratory test costs, imaging costs, staff time, specimen collection, specimen/tissue/block/slide retrieval, processing, packaging and shipping, etc. must be included in the budget.
- iii. Costs for other services must be identified and included in the budget.
- iv. All other eligible costs (including travel) must be identified and justified in the budget.
- v. All/Any funds from other sources either received or applied for the proposed project should be listed. Append all summary and budget pages from other source applications to the original and electronic copy.
- vi. An application will be rejected if full budget information is incomplete.

### **3. Personal Data**

An appended 2-page, abbreviated CV is required for the Primary Investigator & Co-Investigators. CVs should include education, training, qualifications, position, research experience, other funds and publications. List only papers/abstracts published in the last 5 years.

### **4. Major Collaborators**

It is advisable to append letters from major collaborators who are not co-applicants to substantiate their willingness to participate in the project.

### **5. Required Signatures and Forms:**

When the Principal Investigator (PI) is a DSM staff signatures are required from the appropriate Medical Director. When the (PI) holds a University of Manitoba (or other eligible

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<sup>4</sup> *DSM RSO will provide assistance to researchers in identifying such costs for budget submission.*

university appointment), signatures are required from the appropriate Department Head and appropriate DSM Medical Director.

## 6. External Reviewers

All applicants should submit two names of potential external reviewers including names, addresses, phone and fax numbers and email addresses. The decision to contact these external referees will be left to the discretion of the DSM Research Innovations Grants Award Committee.

## 7. Ethics

Research funded by DSM must comply with the ethical conduct requirements expressed in the following guidelines<sup>5</sup>:

- i. Research Involving Humans - the Tri-Council Policy Statement “Ethical Conduct for Research Involving Humans” (CIHR, NSERC and SSHRC, August, 1998 with 2000, 2002 and 2005 amendments) available from the website of the Interagency Advisory Panel on Research Ethics (<http://pre.ethics.gc.ca/eng/policy-politique/tcps-eptc/readtcps-lireeptc/>).
- ii. Guidelines on Laboratory Bio-safety (3rd Edition 2004) prepared by the Public Health Agency of Canada and available on their website at <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>.
- iii. Integrity in Research and Scholarship (2004). A Tri-Council Policy statement prepared jointly by the Natural Sciences and Engineering Research Council and the Social Sciences and Humanities Research Council available from the NSERC website at [http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/tpsintegrity-picintegritie\\_eng.asp](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/tpsintegrity-picintegritie_eng.asp)

## 8. Personal Health Information

Where personal health information held by a government department or agency is used, the investigator must seek approval of the Health Information Privacy Committee to ensure that the project is PHIA compliant.

***APPLICATIONS THAT DO NOT MEET THESE GUIDELINES WILL NOT BE ACCEPTED.***

Please forward one **original hard copy** and one **electronic copy** of the completed package to:

**Research and Innovation Grant and Innovations Competition  
Diagnostic Services Manitoba  
1502-155 Carlton Street  
Winnipeg, MB R3C 3H8  
Attention: Kimberly Sawchuk  
Email: [ksawchuk@dsmanitoba.ca](mailto:ksawchuk@dsmanitoba.ca)**

<sup>5</sup> Where Research Ethics Board review is required, this may be an eligible cost. See footnote 3.

## F. REVIEW PROCESS

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1. Applications will be reviewed by the DSM Research and Innovation Grants Award Committee who will make final recommendations to the DSM Research Advisory Committee for approval.
2. DSM reserves the right to reject ineligible applications or incomplete applications that do not meet these guidelines.
3. A competitive process and peer review will be employed to evaluate and recommend research-funding proposals. Peer review will be undertaken by a committee of active health researchers and health professionals. Research and Innovation Grant applications may be sent out to external reviewers if deemed necessary.
4. DSM reviewers will use the following 5-point scale to rate proposals:
 

4.5-4.9	Outstanding: highest funding priority
4.0-4.4	Excellent: very high funding priority
3.5-3.9	Very good: high priority; should be funded if sufficient funds are available
2.0-3.4	Not Acceptable

Proposals will be ranked higher based on the degree to which they meet DSM's Research Mission, Principles and Goals. All applications must demonstrate strong scientific merit and clearly identify the deliverables of the research project.

5. All applicants will be notified in writing whether or not their project has been approved for funding and will receive feedback from the peer review process.
6. Successful applicants will receive an official Funding Letter. Successful applicants must accept in writing before the grant is activated.

## G. RESEARCH GRANT FUNDS MANAGEMENT

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1. All Research and Innovation Grants will be managed by DSM either directly or by overseeing the disbursement of funding to the successful applicants (or their respective institutions) who will be responsible for ensuring expenditures meet eligibility requirements for reimbursement or direct payment. Any commitment incurred by a PI or Co-Investigator in excess of approved funding or for ineligible costs are not the responsibility of DSM.
2. **Direct Management:** Expenses and invoices must be authorized by the PI or Co-Investigators and submitted to DSM for payment. The PI or Co-Investigators is/are responsible to ensure that funds are used only for expenditures directly related to the approved project.

3. **Indirect Management:** The PI or Co-Investigators may request that funds be disbursed on a periodic basis to an approved institution or agency that will be required to provide documentation to DSM detailing the expenditures related to the approved project and ensure adherence to approved budget.
4. Semi-annual status reports must be submitted to DSM. A full close-out report must be submitted at the close of the research project. The report must reconcile the project findings with the intended outcomes, including how the project achievements met the deliverables. The report must also include a “lay” summary of the findings in terms useful for public relations purposes.
5. Any publications arising out of the investigations supported by DSM Research and Innovation Grants must acknowledge DSM’s contributions. The PI or Co-Investigators must notify DSM of these publications and acknowledgements.
6. DSM reserves the right to terminate the Awards funding at its sole discretion and notify the PI or Co-Investigators of such termination and the reasons for the termination.