



## Healthcare Research by Community Physicians Guidelines

The Physicians' Services Incorporated (PSI) Foundation was established in 1970 by the physicians of Ontario with the original capital of Physicians Services Incorporated, the doctor-sponsored prepaid medical care plan. The Foundation was established with the mission of improving the "health of Ontarians". Physicians from across Ontario remain involved as members of the Foundation's House of Delegates as well as part of the governing board of directors for the Foundation. The Foundation's granting interests are in two areas: education of practising physicians and health research with an emphasis on research relevant to patient care.

### About the Grants for Healthcare Research by Community Physicians

To assist physicians practising in a community setting to undertake a review of their practice patterns which would enhance effectiveness of practice and patient care in their own clinic, hospital or region.

Grants up to \$20,000 are available to cover the costs of the data gathering and analysis, support staff and preparation of reports. Up to an additional \$500 will be provided for travel costs incurred in presenting papers on the results of a community practice study.

Funds cannot be paid directly to a physician and therefore arrangements must be made with a hospital or other charitable institution in the community to administer the grant. A letter from the appropriate person at the hospital or institution should accompany applications for support of the healthcare research by a community physician. The authorized officer of the hospital or institution should also sign the application.

Evidence of approval of the local review committee for research ethics is required as applicable. A formal approval form from the local research ethics committee must be provided to the Foundation before funds can be released on a grant.

### How to Apply

In addition to the brief description of the proposal, please provide a full protocol (research design / methods / analysis), including samples of relevant materials, questionnaires, etc.

Information on the present state of knowledge should be provided, as well as a list of references to the background information. A curriculum vitae should be attached for each applicant.

**The PSI Foundation no longer has deadlines. You may submit an application at any time.** All requests for funding must be submitted using PSI's online application system. PSI's internal review committee will consider your application at its next meeting following the peer review process. You will receive a decision within 6 months.

To be eligible for consideration, applications must contain all requested information in full. The Foundation is unable to consider incomplete applications.

Please do not upload scanned documents to the online system, with the exception of letters of support with signatures and the completed signature page.

### **Decision Process**

All applications received by the Foundation through the online system are acknowledged automatically. Applications submitted will be reviewed for completeness and eligibility. Once completeness and eligibility are confirmed the application will be sent for external peer review by experts in the research focus area. Applicants will receive unattributed external reviewer comments once a funding decision has been made by the Grants Committee.

The Grants Committee will review the full applications and external reviews prior to their meeting. At the Grants Committee meeting each application will be discussed and a consensus funding decision will be reached based on potential for study results to enhance effectiveness of practice and patient care. All applicants will be notified of the Committee's funding decisions within 15 business days.

### **Resubmission of previously declined applications**

Declined applications may be resubmitted to the Foundation one time only and must include a letter detailing how the external reviewer comments to the previously declined application have been responded to in the revised resubmission.

### **Requirements if Funded**

If funding is awarded, the following requirements are a condition of funding:

#### **Research Ethics and Standards**

The Foundation requires that all funded research projects adhere to the sponsoring institution's policies and procedures as well as accepted research standards. First payment of funding and annual payments thereafter will be conditional upon receipt of all applicable approval certificates.

The project must start within six months of the offer of funding

#### **Reporting**

The Foundation expects to receive a report and/or copies of any papers presented or published as a result of the research. The papers should indicate the name of the journal and the issue in which it was published.

#### **Recognition of Funding**

All publications and presentations arising from the funded project are to include acknowledgement of funding from "The Physicians' Services Inc. Foundation". Furthermore, the Foundation's logo should be included whenever possible. An electronic file of the logo will be provided to grant recipients.

## **Contact Us**

Please contact us at 416.226.6323 or by email at [psif@psifoundation.org](mailto:psif@psifoundation.org) to discuss any questions you may have about submitting an application for funding.