



# **FUNDING GUIDELINES**

## **2024 PSI Graham Farquharson Knowledge Translation Fellowship**

Last Updated: March 21, 2023

---



## TABLE OF CONTENTS

<b>OVERVIEW</b> .....	<b>2</b>
<b>CONTACT INFORMATION</b> .....	<b>2</b>
<b>PURPOSE OF THE FELLOWSHIP</b> .....	<b>3</b>
<b>PSI'S DEFINITION OF KNOWLEDGE TRANSLATION RESEARCH</b> .....	<b>3</b>
<b>FUNDING EXCLUSIONS</b> .....	<b>3</b>
<b>ELIGIBILITY OF CANDIDATE</b> .....	<b>4</b>
Eligible Candidate .....	4
Ineligible Candidate .....	4
Reapplying to this Program.....	4
<b>APPLICATION POLICY &amp; REQUIREMENTS</b> .....	<b>5</b>
Sponsoring Institution .....	5
Amount and Duration of Funding .....	5
Use of Funding.....	5
<b>FUNDING CRITERIA</b> .....	<b>6</b>
<b>APPLICATION PROCESS</b> .....	<b>7</b>
Submission Deadlines & Application Timeline.....	7
How to Apply .....	7
Decision Process .....	7
<b>FELLOWSHIP RECIPIENT REQUIREMENTS</b> .....	<b>8</b>
Assisting the Foundation.....	8
Conditions of Releasing the Initial Payment .....	8
Reporting & Conditions of Releasing Funds.....	8
Changes to the Original Proposal .....	8
Unused Funds.....	8
Acknowledging PSI Foundation .....	9
Other Requirements.....	9



## OVERVIEW

The 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.

PSI’s granting interests are in two areas: education of practising physicians and health research with an emphasis on research relevant to patient care.

This document serves as the funding guidelines for the PSI Graham Farquharson Knowledge Translation Fellowship funding program offered by PSI.

## CONTACT INFORMATION

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.

Follow us on Twitter [@PSIFoundation](https://twitter.com/PSIFoundation) and check our website at [www.psifoundation.org](http://www.psifoundation.org) for the latest news and updates, such as updated application forms and policy revisions.



## PURPOSE OF THE FELLOWSHIP

This Fellowship is intended to provide salary support for an Ontario investigator, who has demonstrated the ability to successfully complete high impact knowledge translation research. The Fellowship's funds, dedicated to salary support, must protect at least 50% of the Fellow's time to conduct such research.

**PLEASE NOTE: THIS FUNDING OPPORTUNITY IS NOT AN ADDITIONAL PSI OPERATING GRANT. KNOWLEDGE TRANSLATION MUST BE THE FUNDAMENTAL PURPOSE OF THIS FUNDING REQUEST AND MUST BE DEMONSTRATED IN THE APPLICATION.**

## PSI'S DEFINITION OF KNOWLEDGE TRANSLATION RESEARCH

PSI recognizes that numerous definitions exist for knowledge translation research. Please see the following PSI Foundation definition to assist with your application.

Knowledge translation research is aimed at taking research discoveries and moving them into the real world to improve health outcomes. Relevant discoveries may result from many disparate sources, including the physiologic or mechanistic studies in the laboratory setting, or findings from human trials. Therefore, knowledge translation research may involve taking observations in the laboratory and integrating them into the design of clinical studies, or may involve taking clinical research findings and encoding them into clinical policies. The latter is the knowledge translation focus of the PSI Foundation, which is more likely to directly affect the health outcomes of Ontarians. Approaches to knowledge translation could include, but are not limited to, understanding and analyzing barriers to health care availability, access or uptake; examining behavioural, organizational, financial, ethical, and cultural determinants of practice; or effectively and efficiently addressing modifiable gaps in care. Translational research of greatest interest to the PSI Foundation is multi-disciplinary and multi-method, focused on improving the processes of care and/or outcomes of care for Ontarians.

## FUNDING EXCLUSIONS

Listed below are the items and areas which will not be accepted for consideration by the Foundation:

- Research in the areas of cancer, heart and stroke, and pharmaceutical drug development studies
- Projects outside the province of Ontario



## ELIGIBILITY OF CANDIDATE

### ELIGIBLE CANDIDATE

The candidate for the Fellowship must be either:

- **A practicing physician** with a College of Physicians and Surgeons of Ontario licensed M.D. having direct patient care responsibilities and an academic appointment, thus eligible to apply for their own research grants as an independent investigator
- **Within six years of their first academic appointment** and have demonstrated potential for high impact research work (*Note: PSI has adjusted this eligibility requirement in recognition of the impact of the COVID-19 pandemic*)
- Dedicate at least 50% of a full-time schedule to the Fellowship

OR

- **A clinical fellow** who is a practising physician having direct patient care responsibilities, with a supervisor who has an academic appointment and provide the necessary research supervision and infrastructure (including administering the grant at the sponsoring institution).
  - Please note: Fellows must include with their application a letter of support from this supervisor.

The PSI Graham Farquharson Knowledge Translation Fellow is able to apply to PSI for an operating grant (e.g. New Investigator grant).

### INELIGIBLE CANDIDATE

Applications will not be considered from the following Principal Investigators:

- Residents
- Individuals who hold a Ph.D but not a M.D.
- Individuals based outside of Ontario

### REAPPLYING TO THIS PROGRAM

Applicants who were unsuccessful in previous competitions may reapply to this program.



## APPLICATION POLICY & REQUIREMENTS

### SPONSORING INSTITUTION

All applications must have a sponsoring institution which is registered with Revenue Canada as carrying on charitable activities.

Eligible institutions must:

- Be located in the Province of Ontario
- Be a registered charity
- Have its own, independent research ethics board
- Be eligible to hold Canadian Institute of Health Research grants. The list can be found at <http://www.cihr-irsc.gc.ca/e/36374.html>.

The sponsoring institution must provide the necessary infrastructure for the award, including but not limited to, accounting and reporting of award funds as well as ensuring the research is carried out according to the institution's policies and procedures and accepted research standards in Canada.

### AMOUNT AND DURATION OF FUNDING

This program offers two options for a funding timeline for salary support:

- A maximum of \$150,000 per year for two years;

OR

- A maximum of \$100,000 per year for three years.

*Please note: the award is intended to protect at least 50% of the fellow's time to undertake research, regardless of whether the award is taken over two or three years.*

### USE OF FUNDING

Even though this program is primarily intended to offer salary support to protect research time, the fellow may allocate a portion of the total award to undertake a research project.

PSI will consider up to 25% of the award to support a research study.

Please note: PSI expects the Fellow to have a minimum of \$30,000 from another source in place to undertake this study, before allocating any of these funds to the operating grant. Any institutional In-Kind support will not be considered towards this required amount.

The proposed budget involving research expenses must include a detailed budget narrative within the application (including quantities and rates/prices) to explain how amounts were determined. A detailed breakdown and justification of costs is required for projects involving the Institute of Clinical and Evaluative Studies (ICES), specifically the number of hours an analyst is dedicating to a project and their hourly rate.



## FUNDING CRITERIA

Applications will be assessed on the following:

- The strength of the knowledge translation deliverables and alignment with PSI's definition of knowledge translation
- Candidates past research productivity
- Research Plan: the research protocol(s) in the field of knowledge translation that will be undertaken during the duration of the Fellowship
- Leveraging PSI funding: other funds in place
- Institutional support and in-kind support
- PSI's internal review committee will evaluate support provided by the sponsoring institution, demonstrated by letters of support.
- PSI's internal review committee will seek to fund the candidate who is best able to demonstrate the ability to leverage the fellowship with funding from other sources, such as in-kind support from the sponsoring institution and/or grants from other peer review agencies



## APPLICATION PROCESS

### SUBMISSION DEADLINES & APPLICATION TIMELINE

PSI is launching this competition through a Letter of Intent (LOI) process. Please note that for this competition, applicants are required to submit their applications directly to PSI, not through the institution.

We require all applicants to submit the completed LOI directly to PSI by **June 5<sup>th</sup>, 2023 5pm EST**. LOIs will be reviewed by the PSI Grants Committee in July 2023.

PSI will invite successful applicants to submit full applications by November 6<sup>th</sup>, 2023 5pm EST, which will undergo internal review for a final funding decision in December 2023.

### HOW TO APPLY

All requests for funding, including the LOI and full application, must be submitted using PSI's online application system (<https://psifoundation.smartsimple.ca/>). Please refer to the online application form for specific information in regards to documents required, page limits, signatures, etc. for the proposal.

To be eligible for consideration, applications must contain all requested information in full. PSI 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.

Please note: all applications received by the Foundation through the online system are acknowledged automatically. You will receive a second notification of acceptance within a few weeks.

Applications submitted will be reviewed for completeness and eligibility. PSI will notify you through the online grants management system if we require clarification or additional information. Failure to respond in a timely manner may result in your application's review being delayed or your application being declined.

Once completeness and eligibility are confirmed, the application will be reviewed by the internal review committee.

### DECISION PROCESS

The internal review committee will review the applications prior to meeting, and each application will be assessed and a successful candidate may be selected. Please note: the Foundation may not award this Fellowship.

All applicants will be notified of the result within 15 business days of the Committee's decision.





## FELLOWSHIP RECIPIENT REQUIREMENTS

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

### ASSISTING THE FOUNDATION

- PSI reserves the right to invite the Fellow to participate in the peer review process for the Health Research funding program. This may include, but is not limited to, providing peer reviews of operating grant applications and to rank multiple applications.
- The Fellow must agree to attend and potentially present their results of research at PSI events, which may include but not limited to its annual symposium, Fellows' retreat, and Lunch & Learn workshops.

### CONDITIONS OF RELEASING THE INITIAL PAYMENT

- The Fellow is to provide a start and end date of the fellowship. Please note: PSI will use this date to determine when the sponsoring institution will close the funds account and when to expect interim and final reports from the Fellow.

### REPORTING & CONDITIONS OF RELEASING FUNDS

- The Fellow is responsible for submitting an annual report for review by PSI's internal review committee. Subsequent funding depends upon a satisfactory report.
- The Fellow is responsible for submitting a final report via the PSI Online Grants Management system, describing the impact of the fellowship within three months of the end date of the scholarship.
- If a portion of the award is used to fund a study, a statement of disbursement of these funds must be submitted to the Foundation at the completion of the project.

### CHANGES TO THE ORIGINAL PROPOSAL

- The Fellow and/or the sponsoring institution are responsible for notifying the Foundation of any significant changes to the scholar's position.
- The Fellow must notify the Foundation of any leave to be taken that will affect the award.

### UNUSED FUNDS

- The institution to which a Fellowship is paid must immediately notify and return unused funds to PSI if the Fellow is unable, for any reason, to carry out or complete the research for which the Fellowship is given.
- Within three months of the end of the granting period, the research account must be closed and all unused funds remaining in the account must be returned to PSI along with a final accounting statement for how funds were used.



- When work is completed or cannot be continued for any reason unused funds must be immediately returned to PSI.

#### ACKNOWLEDGING PSI FOUNDATION

- All publications, presentations, public messages, or media coverage arising from the funded project are to include acknowledgement of funding from "PSI Foundation." Grant recipients are encouraged to connect with us prior to any media announcements. Furthermore, PSI's logo should be included whenever possible. An electronic file of the logo is available on the [website](#).
- Where papers are published or presented, reprints or copies must be submitted to PSI. Please note that you may send electronic copies by email rather than paper copies.

#### OTHER REQUIREMENTS

- PSI requires that all funded research projects adhere to the sponsoring institution's policies and procedures as well as accepted research standards.