

**2018 Catalyst Grant – Frailty
Priorities Competition
Online Application Content**
FOR INFORMATION ONLY



Canadian
Frailty
Network

Réseau canadien
des soins aux
personnes fragilisées

NEW: Please note that CFN will be rejecting all submitted grant applications that are incomplete (e.g., missing any of the required documentation, documents that are incomplete). Rejected grants will not be reviewed/considered for funding. Please also read Application instructions very carefully and be sure to meet 1:1 matching partnership funding and ethics requirements.

- Please read the Program Guidelines and Application Instructions before completing the online application.
- Applications will only be considered if Intent to Apply was received by **Monday, January 15, 2018 at 5 pm ET.**
- Applications are due by **Monday, February 26, 2018 at 5 pm ET.**
- Please provide all information in English.

Section 1: Administrative Information

Title of CAT Proposal provided in Intent to Apply: (Maximum 15 words; appropriate for lay audience)
Term of CAT Proposal: (Maximum 16 months)
Funding Requested from CFN: (Maximum \$100,000)
Total Partnership Funds Secured: (This must be at least 100% of funding being requested from CFN, and match the funds listed in the excel budget document)

Please provide information on the Principal Investigator who will act as Project Leader for proposal

First Name:	Last Name:	Designations:
Email:	Daytime Phone:	Other Phone (optional):
Host Institution that will receive and administer funds:		
Secondary Contact Name:	Secondary Telephone Number: Secondary Email:	

Please select only one frailty priority that your application addresses. (Select the best fit with your application)

<input type="checkbox"/> How can health systems be organized to provide integrated/coordinated care that would better meet the health and social care needs of older adults living with frailty, and their family/caregivers? <input type="checkbox"/> How can care, services and treatments be tailored to meet the needs of older adults living with frailty who are isolated and/or without family/caregiver support or advocates? <input type="checkbox"/> What is the impact of community- and home-based services, programs and resources in preventing and managing frailty (including slowing progression and/or minimizing the impact of frailty)? <input type="checkbox"/> What are the costs and benefits of alternative models of housing, including multigenerational or shared living, for older adults living with frailty? <input type="checkbox"/> What would help avoid unnecessary hospitalizations and emergency department visits for older adults living with frailty? <input type="checkbox"/> What frailty-related attitudes, skills and knowledge should health and social care providers have? What are effective ways of improving attitudes and providing skills and knowledge about frailty for health and social care providers? <input type="checkbox"/> What would help older adults living with frailty and their family/caregivers recognize when living at home is no longer viable? <input type="checkbox"/> What are effective ways of supporting family/caregivers of older adults living with frailty to maintain their own health and wellbeing and/or that of older adults living with frailty? <input type="checkbox"/> How can frailty measures be used by health care practitioners, older adults and family/caregivers to inform treatment and care decisions? <input type="checkbox"/> What is the impact of exercise and physical activity (including type, duration and intensity) in preventing and managing frailty (including slowing progression and/or minimizing the impact of frailty)?

CFN Strategic Objective -- Select <u>ONE</u> CFN strategic priority this project most closely aligns with: <input type="checkbox"/> Matching care to values <input type="checkbox"/> Empowering, engaging and supporting patients and their families/caregivers <input type="checkbox"/> Improving clinical outcomes <input type="checkbox"/> Improving care across the continuum	Theme – Select <u>ONE</u> theme this project most closely aligns with: <input type="checkbox"/> Improved end-of-life care/advance care planning <input type="checkbox"/> Improved acute/critical care <input type="checkbox"/> Optimization of community/residential care <input type="checkbox"/> Optimization of transitions of care
Setting of Care -- Select <u>ONE</u> setting of care that your project will most significantly impact: <input type="checkbox"/> Palliative/EOL care <input type="checkbox"/> Acute/critical care in hospital <input type="checkbox"/> Long-term care facility <input type="checkbox"/> Home care <input type="checkbox"/> All settings of care	Focus of Impact -- Select <u>ONE</u> primary focus of impact for your project: <input type="checkbox"/> Patients, their families and informal caregivers/support systems (volunteer) <input type="checkbox"/> Health care professionals and caregivers (paid) <input type="checkbox"/> Health care facilities <input type="checkbox"/> Health care system
Knowledge Activities -- Indicate the portion of your project that addresses the following activities on the knowledge continuum: _____ % Knowledge synthesis _____ % Knowledge creation _____ % Knowledge translation/mobilization	

1.3 Research Ethics/Environmental Assessment

Please answer the two questions below.

1. Research Ethics: If the proposed study involves biohazards, humans, human embryonic stem cells or animals, AND is funded by CFN, certification of approval by your institutional certification committee must be provided to CFN prior to the release of funds.

Yes, I expect that this study will require an ethics review

No, I do not expect that this study will require an ethics review

2. Environmental Assessment: Does any phase or part of the study described in this proposal a) take place outside an office or laboratory, or b) involve an undertaking as described in part 1 of Appendix B of the Natural Sciences and Engineering Research Council of Canada (NSERC) Form 101 (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F101_e.pdf)?

Yes, I expect that this study will require an environmental impact review.

No, I do not expect that this study will require an environmental impact review.

If you answered yes to this question, and your project is selected for funding by CFN, you will be required to complete an Environmental Assessment Impact Statement and the Canadian Environmental Assessment Act Pre-Screening Checklist for review and approval by CFN before funds will be released.

Section 2: Project Summary

2.1 Lay Project Summary (Limit: 250 words)

- Provide a non-confidential summary in lay terms of the CAT proposal.
- A lay summary is an overview of a project described in a way that can be easily understood by those without prior experience of the subject.
- See Appendix A for CFN's DRAFT - Guidelines for Writing a Lay Summary

2.2 Scientific Project Summary (Limit: 250 words)

- Provide a non-confidential scientific summary of the CAT proposal, highlighting the hypothesis, study objectives, milestones and deliverables and potential socioeconomic impact. (For funded CAT proposals, this summary will be used externally in media releases, communications and posted on the CFN's website.)

Section 3: Scientific Excellence

3.1 Background, Knowledge Gap(s) and Rationale (Limit: 750 Words)

- Provide a comprehensive review of the relevant background literature and identify the knowledge gaps.
- Clearly state the rationale for the project and how the results of this proposal may be used to improve the care of older Canadians living with frailty and improve the lives of their family, friends and caregivers.

3.2 Hypothesis and Study Question(s) (Limit: 150 Words)

- State the proposed hypothesis and question(s) to be addressed in the study.

3.3 Overall Goal and Objectives (Limit: 150 Words)

- Describe the overall goal and specific objectives of the study.

3.4 Methodological Approach (Limit: 750 Words)

- Describe how this project will be managed overall and who specifically will manage each major aspect of the study.

- Describe the overall study design, approaches, procedures and methods used in the study and why they are appropriate to meet the goals and objectives and deliver upon the proposed output(s).
- For example, if relevant, include aspects of participant recruitment, methods and tools used to assess participants for frailty, data collection, statistical analysis, etc.
Note: Study protocols must include frailty assessment of all study participants using a published frailty assessment instrument appropriate for the care setting.

3.5 Study Outcomes, Deliverables and Milestones (Limit: 750 Words)

- Describe all milestones and anticipated deliverables, outputs and outcomes for the duration of the project.
- Provide a project schedule with dates for all milestones and anticipated deliverables, outputs and outcomes for the duration of the project, including all knowledge translation activities.
Note: The project schedule is mandatory and will be used to track progress of the study.
- Describe how this project will be managed and deliverables tracked.

Section 4: Project Feasibility

4.1 Feasibility (Limit: 750 Words)

- Identify all feasibility issues, barriers, challenges and limitations to the successful execution and completion of the study. Specifically address issue related to budget constraints, time constraints, structural issues, and organizational and personnel challenges that may delay or derail timely completion of the study.
- Describe how the investigative team plans on mitigating and overcoming these barriers, challenges and limitations.

4.2 Expertise and Experience of Study team (Limit: 500 Words)

- Please describe the expertise and experience of each Principal Investigator, Co-investigator, Partner and other critical team members to demonstrate that the team is capable of delivering on the proposed outputs and achieve the goals and objectives of this proposal.
- Please provide an estimate on the number of hours per week (contribution) for each Principal Investigator, Co-investigator, Partner and other critical team member that will be working on the study and describe why this is an appropriate level of engagement and/or commitment to deliver the proposed outputs and achieve the goals and objectives of this proposal. (Note: All Individuals participating as project team members will also need to be listed in the Project Team List document).
- For each Principal Investigator, Co-investigator, Partner and other critical team member please describe why the environment (academic institution and/or other organization) is appropriate to enable the conduct and success of the project.

4.3 Budget Description and Justification (Limit 250 Words)

- In addition to the information provided in the budget excel document please justify your overall budget and the need for the budget items listed, and associated costs.

Section 5: Project Relevance and Impact (Limit 500 words)

- Describe the relevance and the importance of the proposed project to CFN's mission and strategic programme goals, priorities, and potential to assist CFN in achieving a positive impact on policy and practice.
- Identify how the proposed study meets the specific objectives of the Catalyst Grant Program to foster novel, innovative projects demonstrating potential for significant socio-economic benefits related to the care of Canadians living with frailty.

Section 6: Capacity Building – Highly Qualified Personnel (Limit: 250 words)

CFN funded proposals must contribute to the development of Highly Qualified Personnel (HQP) through their inclusion as project team members in a meaningful manner.

- Briefly summarize the number and level of HQP required and the experience/expertise afforded by involvement in the study.
- Specify expected contributions to HQP studies.

Section 7: Project Networking and Engagement

7.1 Project Networking (Limit 250 Words)

A funded project must represent a collaborative effort of different Investigators in more than one discipline (e.g., combinations of biomedical science, natural sciences and/or the social sciences) and at more than one Institution and with involvement of partners and stakeholders from other sectors.

- Describe the networking and engagement planned for the project across disciplines, study sites (universities, hospitals, institutes) and sectors.

7.2 Citizen Engagement (Limit 250 Words)

CFN is committed to empowering and engaging older adults living with frailty and their families and caregivers and other knowledge users.

- Describe how knowledge users (e.g. patients/families, decision makers, stakeholders, practitioners) will be involved in the study in a meaningful manner. For clarity, meaningfully involved participation of knowledge users includes assisting in the planning and execution of the project and/or in assisting in the interpretation and translation/mobilization of the findings.

Section 8: Knowledge Translation

2.8 Potential for Knowledge Translation/Knowledge Mobilization/Commercialization (Limit 350 Words)

- Describe the opportunities for knowledge translation and exchange and/or technology transfer or commercialization of the proposed study along a continuum leading to social or economic impacts or policy and practice change. *Because of the relatively short-length of the CAT funding term, proposals must describe future implementation plans to demonstrate future scalability and spread.* If there are specific companies or organizations that will be involved, list in Section 3 (Partnerships) and ensure that a letter of support is included.

2.7 KT Framework/Platform (Limit 350 Words)

- Please identify the KT framework that will be used and how it will be implemented. The framework should be one from the April 2012 Knowledge Translation Framework for Ageing and Health from the World Health Organization (http://www.who.int/ageing/publications/knowledge_translation.pdf).

Section 9: Supporting Information (No limit)

- Provide tables and figures and a list of references as necessary to support sections above.

Section 10: Partnerships & Letters of Support (No limit)

- Complete the table below.
- In a single PDF document please provide letters of support for each partner, collaborator etc. Upload this document below. Make sure that each letter of support within the PDF is on the organization's letterhead, detailing the partnership and specifically indicating their cash and/or in-kind contribution. The letter should specifically include reference to CFN, the proposed study, and any conditions placed on funding. See Application Instructions for guidance on allowable expenses and eligible partners and contributions.
- Individuals from the partner organizations that will be participating as project team members must be listed in the submitted Project Team Information document.
- All financial information provided in the table below must also appear in the submitted budget document.
- Where an investigator has a "financial interest" (as defined by NCE Conflict of Interest Guidelines) in a partner, the potential conflict of interest should be declared in the table. This does not preclude the partnership in any way, but provides transparency during the review process. Please see CFN Conflict of Interest Policy and Guidelines for additional guidance <http://www.cfn-nce.ca/media/23963/cfn-conflict-of-interest-policy.pdf>

Partner Organization/ Receptor Company	Potential Conflict of Interest (Yes or No)	Role in Project and Specific Use of Contribution in Project	Nature of Contribution (cash or in- kind)	Contribution Amount (CDN\$)

Insert additional rows as needed.

Section 11: Other Funding (No limit)

- For all Principal Investigators please provide details on grants currently planned, being applied for, pending and awarded, for the entire period covered by this application.

Status of Grant	Funding Source	Budget Amount of Grant	Title of Grant	% Overlap with this application	
				Scientific	Financial

Include one chart per person and Insert additional rows as needed.

Appendix A

CFN Guidelines for Lay Summaries

What is a lay summary?

A lay summary is an overview of a project described in a way that can be easily understood by those without prior experience of the subject. It is not a slight modification of the abstract or a simplification of the study; a well-written lay summary allows the public to understand the study and its value, impact, and applications. Lay summaries also help juries evaluate grant applications and facilitate use of the study findings by government, the public and private sectors, and the community at large.

How are lay summaries used at the Canadian Frailty Network (CFN)?

CFN uses lay summaries to:

- communicate the nature and importance of research/KT on frailty and older adults living with frailty, to the general public,
- inform prospective citizen members on CFN committees, research/KT teams, and projects CFN supports,
- help adjudicators score grant applications, and
- encourage multidisciplinary work by helping those in unrelated disciplines fully understand each other's research/KT studies.

How to write a lay summary

Using plain language, clearly describe in simple language:

- what question the investigators are asking,
- why they are asking the question
- what they will do to find the answer,
- what do they expect to find out,
- why the anticipated findings matter, and
- how they plan to use the findings.

The summary should be as brief as possible, which is about the same length as the abstract or in compliance with the requirements outlined by the grant application. The lay summary should also aim to be written at a grade 8 level or lower, in compliance with the standard for CFN's public documents.

Tips:

- Define any technical terms used
- Refrain from using jargon
- Refrain from using acronyms, but if some are necessary, spell them out in full when first mentioned in the text
- Have someone from outside the field of study read the summary before submitting it to CFN for review
- Read the summary aloud to catch errors or awkward expressions
- Provide simple, relevant examples when describing the study
- Use people-first language by focusing on the person, not the disability; for example, say "people who are blind" rather than "the blind", or "older adults living with frailty" rather than "frail older adults"

Lay Summary Template:

1. **Title**
 - Short and simple
2. **What is/are the study question(s)?**
3. **Why are the investigators proposing this study?**
 - Describe how the study addresses the relevant evidence gap
 - How many older adults living with frailty would be affected by the results of the study?
 - Why is the study needed? Highlight the direction of the study
4. **How are they proposing to do it?**
 - Describe the study methods, the study setting, and the study population
5. **How long will it take?**
6. **What are the expected outcomes?**
7. **How would it make a difference in the lives of the population being studied?**
 - The potential applications of the study findings
 - The relevance and benefits of the study to the wider population, to the quality of life, health and care of the older adults living with frailty, and to the body of knowledge about frailty
 - Suggestions on how these findings could impact older adults living with frailty and/or their family caregivers and how this might be measured
8. **One- or two-sentence summary of the project**

Some websites for reference...

- From the Plain Language Association International: <http://plainlanguagenetwork.org/plain-language/what-is-plain-language/>
- From the Canadian Literacy and Learning Network: <http://www.literacy.ca/research-and-resources/clear-writing-tools/>
- Examples to assist with writing lay summaries, from the Heart and Stroke Foundation: <http://hsf.ca/research/en/4-lay-reviewers-and-structures-lay-summaries>
- *Plain Language, Clear and Simple*, a handbook intended for government authors that outlines how to write using plain language, available in English and French: <http://publications.gc.ca/site/eng/9.644871/publication.html>
- Plain Language Online Training from the National Institutes of Health (NIH): <https://plainlanguage.nih.gov/CBTs/PlainLanguage/login.asp>

Readability tests

Use the online tools below to generate a readability score for your text.

- Read-able: <http://read-able.com>
- Text Readability Consensus Calculator: <http://www.readabilityformulas.com/free-readability-formula-tests.php>
- Readable.io: <https://readability-score.com/text/>

Lay Summary Examples

Two examples of lay summaries are provided below. The “before” example was prepared by a researcher, who was surprised to learn it was written at a grade 14 level. This example was revised, with help from a group of citizens and provided below as the “after” example.

Before: Original lay summary prepared by researcher

(Word count: 250, Grade level 14)

Those who provide care at home for a dying family member often face tremendous burden. Attention to family caregivers needs for support is therefore important to help protect their health. Home care nurses provide such support but because they are pressed for time, they tend to focus on the patient, and consideration of the family caregiver's needs is often informal and not written down in the chart. Family members are also reluctant to express their own needs. To address this gap, we have developed a brief intervention for assessing the support needs of family members providing care to dying persons at home. The Carer Support Needs Assessment Tool (CSNAT) intervention has the potential to benefit the health and well-being of family caregivers. In this project we will train home care nurses to use the CSNAT intervention with a group of family caregivers (intervention group) and compare their quality of life, burden and other outcomes, to a group of family caregivers whose home care nurse is not using CSNAT. We will also interview family caregivers and home care nurses to gain a better understanding of how the CSNAT works in practice. Findings will allow us to determine the effectiveness of using the CSNAT as an intervention to identify, monitor and address family caregiver support needs in palliative home care.

After: Revised lay summary

(Word count; 223, Grade level 8)

Those who care for a dying family member or friend at home often carry a heavy burden. Although these caregivers rarely convey their own needs, they too need support and to take care of their own health.

Home care nurses can provide support to family and friend caregivers. However, they usually do not have time to. Most of their focus is on the patient.

We have created a tool that nurses can use to support caregiver needs. This intervention is called the Carer Support Needs Assessment Tool (CSNAT). We do not know if it will affect the health and well-being of caregivers yet. Therefore, we will assess the use of the CSNAT in practice for the first time, in this study.

To do this, we will compare two groups of caregivers. One group will receive support from a trained home care nurse using the CSNAT. The other group will receive support from a nurse that is not using the CSNAT. The quality of life, burden, and other outcomes of caregivers will be compared after the nurse intervention. We will also interview caregivers and home care nurses about how the CSNAT works in practice. This will help us understand if the CSNAT can help support and improve the lives of caregivers at home with a dying family member or friend.

