

AVOID Frailty Regional Centres for Healthy Aging Grants Competition

- Please read all the instructions before completing the Application.
- An Application will only be considered if the Intent to Apply has been properly submitted by the deadline.
- Refer to the Request For Proposals and Application Form Content documents for supplemental information.
- Please note that all applications must be submitted in English.
- The RCHAs will not be funded beyond March 31, 2023.

Competition launch date: August 10, 2021

Intent to Apply deadline: Noon ET November 1st, 2021

Full Application deadline: Noon ET on January 10, 2022

Earliest start date: March 10, 2022

Maximum length of funding term: 12 months

Total funding envelope: \$750,000 (max \$250,000 per proposal)

Number of awards: minimum 3



Definition of a Regional Centre for Healthy Aging (RCHA)

A RCHA is comprised of like-minded team of individuals, residing within a defined geographic area, who are dedicated to implementing and promoting a community-based program to encourage older adults to engage in behaviour changes that prevent frailty and promote healthy aging. A RCHA demonstrates evidence of interdisciplinary collaborations and commitment to advancing knowledge dissemination, research, and community engagement to promote a holistic approach to healthy aging. As a leadership node for multisectoral initiatives, a RCHA is responsible for coordinating the implementation and management of the [AVOID Frailty Program](#) in a culturally, environmentally, and economically appropriate way that acknowledges and honours the characteristics of community members.

Funded RCHAs will work with CFN to refine their regionally tailored implementation strategies and best practices of the [AVOID Frailty Program](#), which will be informed by CFN's Kingston, Frontenac, Lennox and Addington RCHA currently being developed.

A. Application Information and Instructions

The Intent to Apply must first be submitted on Forum by noon ET, November 1st, 2021.

Applications must be completed online using CFN's online system, Forum (https://forum.tvn-nce.ca/index.php/Main_Page). It is the responsibility of the applicants to ensure that their applications are complete prior to their submission to the competition. CFN will reject all submissions that are incomplete. Rejected submissions will not be reviewed/considered for funding.

Full Application consists of the following documents. Due by Noon ET on January 10, 2022.

- Project Team information (completed Excel template)
- Administrative information
- Proposal Summary - Lay proposal summary
- Proposal
- Letters of support from Project Team partners, collaborators, and knowledge users (PDF documents on organization letterhead)
- Budget (completed Excel template)
- Project Leader CV (PDF document)

- CVs/Resumes for other Project Team members (PDF documents)
- Required signatures
- Proof of Study Submission to Research Ethics Board

1: Project Team information

Please download the template Excel document and upload a single Excel file named **RCHA2021-Surname_TeamList.xlsx**

Note: Unless otherwise indicated, when naming documents, “RCHA2021-Surname” refers to the Surname of the Project Leader.

- Complete using the Project Team template (Excel document) downloadable from Forum.
- Only the Project Leader has the functionality to submit the application.
- DO NOT CHANGE formatting of the template.

The Project Team will be a multisectoral collaboration committed to implementing the AVOID Frailty Program. As such, the Project Team must represent the following possible community partnerships (although not all are required, more partners and collaborators as evidence of increased engagement will be evaluated favourably):

1. Tri-Council eligible post-secondary institution
 2. Community (health and/or social support) organization(s)
 3. Seniors’ association
 4. Family health team or interprofessional primary care clinic
 5. Local municipality
 6. Not-for-profit organization
 7. Private sector/industry
- Upload the completed Excel document onto Forum.
 - There is no limit on the number of team members per proposal.
 - CFN is not a traditional funding agency, and so our definitions of project roles may not be the same as other funding you apply for. **Please take the time to review the Project Team Roles for CFN Funded Grant Programs** to ensure that you use the correct roles for team members (See Appendix A).
 - If you plan to hire HQP, but do not have the names, use “TBD” in the First Name and Surname fields, but complete the remaining fields regarding role on the project, educational level/year, expected duration and % of time, etc.

2: Application Form

- The Application Form comprises of administrative information and other required information that can be completed online by accessing Forum.
- To prepare your application in advance, please see Application Content document.

3: Proposal Summary and Proposal

- Upload a single document named **RCHA2021-Surname_Proposal.pdf**
- In the document header, include the name and affiliation of the implementation lead (Project Leader).
- Ensure that the Proposal does not exceed 5 pages, single spaced in Calibri 12 font with 1-inch margins.
- Supporting information (e.g., tables, figures, references) does not contribute to the Proposal page limit.
- The Proposal must include the following subheadings (refer to the Application Form Content document for descriptions of each section):
 1. Rationale and Impact
 2. Objectives and Deliverables
 3. Description of Team Member Expertise
 4. Readiness to Implement and Plan for Adaptation

5. Evaluation
6. Budget Description and Justification

4: Letters of Support

Upload a single PDF file named **RCHA2021-Surname_Partners.pdf** (The Surname refers to the Project Leader's surname).

- In a single PDF document please provide letters of support for each partner or collaborator etc. Upload the single PDF document onto Forum.
- Make sure that each letter of funding support is on the organization's letterhead, detailing the partnership and specifically listing in an itemized fashion their cash and/or in-kind contribution(s) and the total partner funding amount. Support letters must have an explicit statement about their willingness and ability to manage effective partnerships for the duration of the proposal. The letter should also specifically include reference to CFN, the AVOID Frailty RCHA, and any conditions placed on funding.
- Each letter should be signed by a person at the partner organization with the appropriate authority to authorize the contribution.
- Please order partner letters in sequence as listed in Application Form. Each letter should match the details provided in the Application Form. Where information differs between the letter and the information provided in the Application Form, the information in the letter will be considered to be accurate and used for review.
- Individuals from the partner organizations that will be participating as Project Team members must also be listed in the submitted Project Team information document.
- All financial information provided in the Application Form and Partners' Letters must also appear in the submitted Excel 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 <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-conflict-of-interest-policy-1.pdf>
- CFN competitions follow the Tri-Council Guidelines. Please consult http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/orgpartners-orgpartenaires_eng.asp for all questions related to partner eligibility, budget considerations (e.g. in-kind eligibility), etc. Applicants should also direct these and similar questions to their host institutions' research services office/unit for further assistance.

5: Budget Document

Please download the template Excel document and upload a single ZIP file containing completed excel budget documents for each Principal Investigator. Name the ZIP file **RCHA2021-Surname_Budget**. (The Surname refers to the Project Leader's surname).

- Complete using the Budget template (Excel document) downloadable from Forum.
- For budget purposes use April 1, 2022 as the fiscal start date.
- Upload the single ZIP file containing all the budget Excel documents for each Investigator. Note: All Investigators and organizations receiving funds directly from CFN must submit a budget.
- **Please note:** The Excel file contains four (4) worksheets. Refer to the first worksheet for budget instructions.

Document 6: CVs for Project Team

Upload a single PDF file named **RCHA2021-Surname_TeamCVs.pdf** (The Surname refers to the Project Leader's surname).

- Upload the single PDF document onto Forum.
- Single file must contain summary CVs (or resumés for non-academic team members) for other Project Team members (i.e., not a Project Leader), in the order they appear in the Project Team List spreadsheet (Document 1).
- Each summary CV or resumé cannot be more than 5 pages and should highlight relevant knowledge translation, research, education, and work or volunteer related experience. A CIHR Biosketch will also be accepted.

8: Signatures

Please download the Signature template and upload a single PDF containing signature documents for each Principal Investigator. Name the PDF document **RCHA2021-Surname_Signatures.pdf**. (The Surname refers to the Project Leader's surname).

- Complete using the Signature template (PDF document) downloadable from Forum.
- Upload onto Forum a single PDF document containing all signed documents for each Investigator.
- Signatures on each form are required from:
 - Project Leader
 - Vice-President of Research at host institution of Project Leader (or designate)

9: Proof of Study Submission to Research Ethics Board

Submit a single PDF containing proof of ethics submission for each investigator. Name the PDF document **RCHA2021-Surname_REB.pdf**. (The Surname refers to the Project Leader's surname).

- Submit separate documents for each investigator (Principal Investigator or Co-Investigator) where approval from a Research Ethics Board is required for any component of the project.
- If ethics submission is not permitted prior to funding approval or final funder review, please provide a letter from your REB stating that reviews will only take place after funding is confirmed.

APPENDIX A:

CFN Funded Grant Programs

Project Team Roles



Project Leader	<p>Where there are multiple principal investigators, the project must select ONE principal investigator to act as Project Leader. All principal investigators will be listed in public communications, but the Project Leader acts as the primary contact with Canadian Frailty Network (CFN) and is responsible for required reporting.</p>
Principal Investigator	<p>A Principal Investigator leads and is responsible for a research project or defined portion of a research project, with primary responsibility for the intellectual direction of the research, and accountability for the reporting and achievement of related deliverables. She/he assumes administrative and financial accountability for the project or his/her component, including applicable reporting. She/he may supervise students, ensures the participation of students in CFN-funded research projects and the CFN Interdisciplinary Training Program, and assumes a leadership role with respect to collaboration and networking with other Network Investigators and with partners.</p> <p>Principal Investigators receive CFN funding and must have the funds sent directly to a research account at his/her institution/organization, and the institution must report directly back to the Network on use of those funds (filing an SOA Form 300 report) each year as part of the NCE reporting requirements. Each Principal Investigator must also report details and costing of in-kind and cash contributions each year.</p>
Host Institution	<p>The Host Institution must also be willing to execute a Network Agreement with CFN, through which the institution and investigator will become CFN members, and take on all of the associated rights and obligations. It is not necessary for an institution to be a party to the Network Agreement before applying. When an award decision is made, the process to execute a Network Agreement will take place.</p> <p>Where a research project has international co-investigators or collaborators, the international counterparts must support the international portions of the project. Funds can only go towards the Canadian portion of the initiative and cannot be transferred to non-Canadian institutions.</p>

Co-Investigator	<p>Co-Investigators cannot receive funds.</p> <p>Co-Investigators may be Canadian or International.</p> <p>Canadians must be employed at a Canadian university or at a Canadian not-for-profit institution or public institution that may or may not have a formal affiliation with a Canadian university. International co-investigators must be employed at a postsecondary institution.</p> <p>A Co-Investigator contributes substantively to aspects of the intellectual direction of a funded research project, and provides a leadership role in aspects of the project and in support of a Principal Investigator with respect to collaboration and networking with other Network Investigators and externally with Network Partners and funders. She/he may, at the discretion of the Principal Investigator, supervise HQP engaged in Network research.</p> <p>Co-investigators do not include most HQP students (undergraduate/masters/doctoral students or candidates) or research associates/assistants. Post-docs/fellows may be co-investigators so long as they meet the other criteria listed above.</p>
Collaborator	<p>An individual whose role in the proposed project is to provide a specific service (e.g., access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, literature searches, access to a patient population, etc.).</p> <p>Collaborators may be Canadian or International. International collaborators cannot receive funds.</p>
Knowledge Users	<p>Those likely to be able to use the knowledge generated through the research project in order to make informed decisions about health policies, programs and/or practices. Their level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs.</p> <p>Knowledge users can be practitioners, policy makers, educators, decision makers, health care administrators, community leaders, or individuals in health charities, patient or advocacy groups, private sector organizations, media outlets, or patients, their families or caregivers.</p>
HQP (Highly Qualified Personnel)	<p>All CFN-funded projects must include HQP trainees who will be <u>directly involved in a meaningful way in the research and/or KT</u> components of the project, and who will also participate in the CFN Training Program. CFN's Training Program has been designed to promote and facilitate interdisciplinary learning and experience for the next generation of HQP by providing opportunities not available within their institutions and/or educational programs.</p> <p>Meaningful involvement in the research components of a CFN-funded project would include such activities such as data collection, data synthesis, report writing, etc., but would exclude tasks that are more related to administration and/or coordination (see "Other Project Roles").</p> <p>HQP can be part-time or full-time undergraduate/masters/doctoral students, post-docs, residents, fellows or working professionals.</p>
Partner	<p>Partners are organizations that contribute cash and/or in-kind resources to projects, according to terms negotiated by the applicants. There does not need to be a formal relationship between CFN and partners in CFN-funded projects. Not all contributions may be recognized by CFN and used in evaluating funding applications. Please consult your institution's Research Services Unit for more information on eligibility.</p>
Other Project Roles	<p>Other individuals not directly associated with the research can be included as part of a project team, but will not be considered HQP or included in the CFN Interdisciplinary Training Program. These roles would be limited to non-professional and usually time-consuming activities such as web updates, data entry, scheduling, minute taking, completion and paperwork distribution, etc.</p>

