

Innovation and Translational Research Award 2025 Application Instructions

These instructions outline the required and optional components for submission of an Innovation and Translational Research award application. Scanned or electronic copies of the signatures and all documents are acceptable.

1. Program/Dept Manager Statement of Support (required for all VCH or PHC health care professional PI)
2. Research Module (required)
3. Research Proposal (required)
4. Biographical Sketch (required for PI, Co-PI and all Co-investigators)
5. Appendices (optional)
6. Response to previous reviewers (optional)

1. Program/Dept Manager Statement of Support (required for all VCH or PHC health care professionals)

This form ensures that you have the support of your Program or Department Manager. The Program or Department Manager should be at least one hierarchical level above your team members and will have the ability to schedule and/or budget your time and address any administrative issues that can arise with your project.

2. Research Module (required)

Please see the following guidelines when filling out the research module sections:

Signature pages

- Signatures (e-signatures are accepted) are required by the applicant, co-investigators, Academic Department Head, Clinical Department Head and if applicable the PI's Faculty Dean.

Summary of Research Proposal

- Summarize the objectives and research plan.
- Include a clear statement on innovation - how will your project impact the health of individuals and/or health care delivery
- **IF** a commercial opportunity, outline the implementation plan including letters of support from stakeholders and/or partners (appendices)

Research Project Team

Clearly describe the various roles and responsibilities of all team members listed, and your team's capacity to complete this two-year project. Provide clarification on protected research time for the PI, if applicable.

Lay Abstract

Provide a brief lay abstract for your project, written in simple and clear language. Include a statement of how your project may impact the health of individuals and/or health care delivery. The summary must include a detailed statement of how your research will have an impact on patient care, provide savings for the health system, or create a medical device and/or commercial opportunities.

Note: If your proposal is funded, this abstract may appear on the VCHRI website. Please do not include anything that might compromise future protection of intellectual property or patenting.

Budget

Clearly outline the project budget and justifications (section 4 and 5a). Provide detail and rationale for each item so that the review committee can determine the feasibility of the project, and whether the costs for each are reasonable and required.

- Release Time:
 - VCH or PHC health care professionals: release time **is an eligible** expense within the budget, to a maximum of 50% of the total budget. However, if you are currently holding a VCHRI or PR salary

IN PARTNERSHIP WITH

award, requests for additional release time is not permitted. Your supervisor / manager must approve all potential release time arrangements before submission.

- Hiring Personnel
 - Personnel: this should include the rate, benefits and estimated hours
 - If you plan to hire or contract with project staff as a result of this research grant, you must use either VCH, PHC or UBC HR processes. If you are intending to hire a VCH or PHC employee, offers of employment or contracted services must not be made without the involvement of your VCH or PHC HR advisor. Please talk to your Manager about this process.
- Travel:
 - Travel costs are not eligible expenses and will be removed from the budget. Exception for the direct delivery of the research project (e.g., research participant's reimbursement for parking).
- Research Equipment:
 - Research equipment costs are not eligible expenses and will be removed from the budget.
- Note about in-kind contributions:
 - Documented in the In-Kind section of your budget in order to be recognized. The valuation of in-kind contributions must be stated either at the internal cost to the partner or at retail cost less 40%, whichever is less. In-Kind items should be accompanied by a statement signed by the partner's appropriate authorized official certifying the value of the contributions.

In Section 5b, contextualize the current application and proposed budget in relation to your overall program of research and funding history (e.g., all funding currently held and pending). It will be incumbent on the applicant to illustrate clearly to reviewers why the requested funds are needed, how they are distinct from the funds currently held, and how they will advance research.

3. Research Proposal (required)

The research proposal is a required component of your application. The proposal should be a maximum of 4 pages, plus references, tables, chart/figures. Legends must be succinct. The proposal should provide a clear and concise description of the project, including a statement(s) of how your project may impact the health of individuals and/or health care delivery, and if it's a commercial opportunity, outline the implementation plan (including letters of support from stakeholders and/or partners as appendices). Clearly state how the proposed research project is innovative and translational. Include a section on equity, diversity, and inclusion (EDI) [considerations](#) relevant to each stage of the research process (e.g., research questions, design of the study, methodology and data collection, analysis and interpretation, dissemination of results). If the team believes no EDI considerations are applicable to the research design, please provide an explanation. The research proposal must be formatted using single-spaced type in either Times New Roman 12 point or Arial 11 point.

4. Biographical Sketch (Required for PI, Co-PI and Co-Investigators)

The principal investigator (PI), Co-PI and all Co-Investigators must use the VCHRI Biographical Sketch for this competition (five-page maximum). Instructions on how to complete each section of the template is provided on the VCHRI website.

5. Appendices (optional)

The appendices may only include letters of support from collaborating departments or organizations, ethics approval certificates (if already approved), and declaration of conflict of interest(s) to provide clarity on any relationships with companies. All other information included as an appendix will be removed from the application before being forwarded to reviewers.

6. Response to previous reviews (optional)

If you have submitted an Innovation and Translational Research award in a previous competition cycle, you may provide a 1-page (maximum) response. This response is only applicable if resubmitting a project that was unsuccessful in a previous Innovation and Translational Research award competition.

Grant Cover Sheet (required only if your award is funded)

IN PARTNERSHIP WITH

If your award is funded, a Grant Cover Sheet will need to be submitted. Depending on the PI's appointment a UBC Research Project Information Form (RPIF), a VCHRI Grant Cover Sheet, or a Providence Research (PR) Grant Cover Sheet will need to be completed. VCHRI will contact you directly when you need to attain this. This is not required prior to submitting a full application.

PI has a UBC appointment

If the PI has a UBC appointment, the PI will need to complete the UBC [Research Project Information Form](#) (RPIF). The applicant is responsible for obtaining all the appropriate signatures for this form.

PI has a VCH/PHC appointment

If the PI has a VCH/PHC appointment without a UBC appointment, then the PI must fill out VCHRI or PR Grant Cover Sheet, as appropriate. *Note:* The PI's VCH or PHC Program Director/Supervisor must also sign the research module and the statement of support.

PI has both a VCH/PHC and UBC appointment

It will depend on the UBC appointment that the PI holds. If the PI has a UBC clinical assistant professor appointment or higher appointment, the PI will need to complete the **UBC Research Project Information Form (RPIF)**. *Note:* The PI must obtain their academic department head's signature on the cover sheet, as well as on the research module.

Contact Information

Krista Glowacki
Research Awards Lead
Vancouver Coastal Health Research Institute
education.award@vch.ca

IN PARTNERSHIP WITH