

MMSF

Manitoba Medical Service
FOUNDATION

Supported by Manitoba Blue Cross

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MANITOBA MEDICAL SERVICE FOUNDATION OPERATING GRANT GUIDELINES AND CRITERIA

GUIDELINES AND CRITERIA FOR APPLICATIONS FOR RESEARCH FUNDS

The Manitoba Medical Service Foundation (MMSF) will consider the provision of funds for the advancement of scientific, educational, and other activities in the maintenance and improvement of the health and welfare of the residents of Manitoba. The primary focus of the Foundation is to promote and encourage the work of new health researchers in Manitoba.

Research applications are welcomed from Manitoba-based researchers¹ in the health field, e.g., physicians, scientists, social workers, nurses, epidemiologists, and any other health workers engaged through organizations involved in the preventive, therapeutic and rehabilitative care of persons or groups of persons.

Applications may be submitted in a language of your choice, however, to ensure that all applications are similarly and fairly adjudicated, any applications and related materials that are submitted in a language other than English must be accompanied by an accurate translation issued by the primary investigator or a member in good standing of a provincial or territorial organization of translators and interpreters in Canada. Reviews, grant agreements, interviews and all correspondence will be conducted in English. The MMSF does not have the ability to translate applications, documents, or correspondence nor the ability to conduct interviews in any other language.

Board Members of MMSF cannot submit a grant application, nor can they be co-applicants, co-investigators, or collaborators for MMSF operating grants.

Applications for the Manitoba Medical Service Foundation Operating Grant are located on the MMSF website at www.mmsf.ca and submitted directly to info@mmsf.ca. All submissions are due by **4:00 pm on August 15**. If August 15 falls on a Saturday or Sunday, the deadline for submission will extend to 4:00 pm the next business day. Only one application per year will be considered from any principal investigator.

Research grants awarded are not to be greater than \$35,000 and are only for a one-year period commencing the 1st of April in the following year. All funded projects must begin within three (3) months of the allocation date. Any unused funds may not be carried forward without special permission from MMSF. When permission is obtained from MMSF, a period of three (3) months will be allowed for the expenditure of carry-over funds.

Funds will be administered through an approved agency (e.g., University of Manitoba), which will submit quarterly account reports to MMSF on behalf of the grant recipient.

Grants are not transferable from one recipient to another, and the money must be expended on the specific research project for which it was granted.

Grants may be used by the MMSF in attracting partnership funding from other sources. All eligible applicants must attend an interview with an Award Review Panel. The Award Review Panels are comprised of MMSF Board Members who include a mixture of physicians, healthcare

workers, scientists, as well as individuals who are not scientists or in a healthcare profession. Interviews are scheduled in October of the competition year. During the interview, applicants will be required to give a summary of their project followed by answering questions from the panel. The panel will evaluate, and grade applications based on a category and project point scale. Recommendations for funding will be made to the Board of Directors for final approval by the Awards Assessment Committee based upon panel scoring and availability of funds. Decision letters will be sent to all applicants following the December Board meeting.

The highest priorities for funding will be given to New Researchers² applying for meritorious projects. Established Researchers³ applying for support of a project will only be eligible to apply should they meet the requirements included in the Experienced Researcher⁴ definition. All other Established Researchers are not eligible to apply.

Applications for a second year of support by MMSF will not be accepted. Applicants are expected to approach other granting agencies for continuing support.

Bridge funding will be considered prior to the initiation of major funding by a national granting agency provided such funding is of no more than six (6) months duration and does not exceed 50% of the annual cost requirement of the project.

No principal investigator (PI) will be eligible for funding if a MMSF research operating grant has been previously awarded to that individual as a PI. The only exception are Residents and Clinical Fellows⁶ who have received an operating grant, as they shall subsequently be eligible to apply for an operating grant when they become an independent researcher.

Residents and clinical fellows are eligible to apply for operating grants. However, to be eligible to apply in their final year of a training program they are required to provide a letter of support from their supervisor and department head assuring that salary funding support is in place for the duration of the granting term.

Postdoctoral fellows (post PhD), research associates, and research affiliates are not eligible to apply.

LEGEND (DEFINITIONS)

Most definitions have been adapted from the Canadian Institutes of Health Research.

¹*Manitoba-Based Researchers.* To qualify as a Manitoba-based researcher, the principal investigator must maintain status as a resident of Manitoba.

²*New Researcher.* Researchers who are within five (5) years of establishing themselves as an independent researcher⁶. These may include Residents and Clinical Fellows (Residents and Clinical Fellows are not required to have an academic or research appointment). The MMSF

defines the start of the five (5) years to begin when the applicants received their first appointment at an academic institution⁷ in any province or country.

³*Established Researcher:* Researchers who are beyond five (5) years of establishing themselves as an independent researcher.

⁴*Experienced Researcher:* Established researchers who conduct additional training (e.g., MSc or PhD) will be eligible as an experienced researcher contingent upon being within five (5) years from the completion date of their new training and the application being research in the area of the new training.

⁵*Residents and Clinical Fellows:* Are individuals who are enhancing their research skills through actual involvement in research and who work under the formal supervision of an independent researcher. For example: a postgraduate-health professional degree fellow (e.g. in nursing, physiotherapy, medicine, dentistry) at an academic institution or research institution⁸. This list of examples is not exhaustive. Applicants are encouraged to communicate with MMSF.

⁶*Independent Researcher:* An individual who:

- is autonomous regarding their research activities; and
- has a Manitoba academic appointment which:
 - must commence by the effective date of funding; and
 - allows the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees, and to publish the research results; and
 - obliges the individual to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with MMSF funding.

Note: An individual who meets the above requirements but is also a "Resident/Clinical Fellow" as defined below, is considered an "independent researcher" by MMSF provided that:

- the research proposal covers only areas of investigation for which one is deemed to be an independent researcher; and
- one can demonstrate in the application to MMSF that one will have sufficient time to devote to the proposed research.

In these cases, the individual must attach a description of their area of study to the application.

⁷*Academic Institution:* An institution dedicated to education and research; and which grants academic degrees.

⁸*Research Institution:* An institution dedicated to conducting research.

RATING GUIDELINES

Categories						
A1	New Researcher – with less than \$100,000 of funds annually available for research from competitive grants.					
A2	New Researcher – with more than or equal to \$100,000 of funds annually available for research from competitive grants.					
A3	Experienced Researcher – with less than \$100,000 in funds annually available for research from competitive grants.					
A4	Experienced Researcher – with more than or equal to \$100,000 in funds annually available for research from competitive grants.					
B	A grant application with quality insufficient to consider funding.					
Category Point Scale			Project Point Scale		Communications Point Scale (Kerry Bittner Award Qualifier)	
A1	25 Points	Level 1	Excellent	16-20 Points	Excellent	9-10 Points
A2	20 Points	Level 2	Very Good	11-15 Points	Very Good	7-8 Points
A3	20 Points	Level 3	Good	6-10 Points	Good	5-6 Points
A4	15 Point	Level 4	Acceptable	1-5 Points	Acceptable	3-4 Points
B	0 Points	Level 5	Insufficient Quality	0 Points	Poor	<3 Points
Total			Total		Total	
(Shaun Lamoureux Overall Award Qualifier)TOTAL						

CONDITIONS FOR FUNDING

1. Grantees are required to submit a final report within six (6) months of completion of the project.
2. Any changes required in the method of fund disbursement must first be approved by MMSF.
3. Personnel whose salary is wholly supported by MMSF for specific projects must not be employed in any other research projects. MMSF does not provide salaries for the principal investigators but may provide salary for support staff.
4. Equipment purchased by a MMSF grant becomes the property of the sponsoring agency, (e.g., University of Manitoba), and not the individual researcher. Applications made for equipment costs are only considered favorably when no other similar equipment is available for use by the applicant in the work area. The cost of equipment is not to exceed 50% of the annual grant awarded.
5. Travel expenses will be made available only in special circumstances. Allowable expenses include field trips for the collection of specimens or the use of facilities away from the usual location of research. Attendance at conferences, meetings and symposia will not be funded.
6. Any publications arising from the grant should acknowledge the source of funding and copies of publications should be forwarded to MMSF.
7. Publication costs are not eligible for grant funding.
8. Institutional costs are not eligible expenses for grants and awards funding.

9. Failure to comply with the conditions governing the grant may prejudice the continuation of funding.

POLICIES OF GRANT REVIEW

In selecting people to participate in conducting external peer reviews of grant applications or to serve on its Awards Review Panel and to serve on its Awards Assessment Committee, the MMSF looks for individuals who have experience, knowledge and are open-minded to make an efficient, effective and ethical evaluation. The MMSF engages external peer reviewers to assist in conducting a review of grant applications. Reviewers include peer reviewers, members of the MMSF Award Review Panels and members of the MMSF Awards Assessment Committee and are hereafter referred to as Reviewers. Elements of an ethical review are described below and together comprise the Policies of Grant Review.

Confidentiality of Information

1. Reviewers must treat both the material that they review, and any documents and discussions related to their assessment as strictly confidential.
2. Reviewers must not discuss with applicants, or anyone outside of the committees or MMSF, any information relating to the review of a specific application or offer opinions on the chances of success or failure.
3. Reviewers must not disclose information about grant applications or award nominations.
4. Reviewers must not discuss the names of the applicants, the recommendations, nor any comments made by other Reviewers during meetings.
5. All materials related to the review process must be kept by Reviewers in a secure manner to prevent unauthorized access.
6. Materials must be transmitted using secure carriers and technologies. Any loss or theft of these materials must be reported to MMSF immediately.
7. When materials are no longer required, all material related to applications and their review must be returned to MMSF for retention or destruction or be securely filed or destroyed by the Reviewer.

Applicants must not contact Reviewers, including the Chair, or any MMSF Directors, regarding the status of their application (ratings, rank within committee, etc.) at risk of disqualification. All requests for information on an application or a review should be referred to the MMSF Executive Director.

External peer reviews may be shared with the applicant if permission has been granted by the Reviewer. MMSF will not edit the external peer reviews provided. The identity of the external peer reviewer will not be revealed to the applicant unless written permission has been provided by that Reviewer.

Applicants, external peer reviewers and MMSF panel and committee members are hereby advised that while the review process is intended to remain confidential, and discussions and

disclosure of information are intended to be restricted, MMSF cannot guarantee the confidentiality and security of either the application or review material.

Conflict of Interest

A conflict of interest (COI) is a conflict between a person's duties and responsibilities about the MMSF Operating Grant Application or award review process, and that person's private, professional, business or public interests. Some factors to consider when determining if a conflict of interest exists in the review of an application are:

- a) Potential for professional or personal benefit
- b) Level of leadership or immediate authority over the candidate
- c) Professional or personal proximity to the competition or application being reviewed, or to the applicant
- d) Direct or indirect financial interest in a competition or application being reviewed
- e) MMSF board members are not permitted to be principal investigator, co-applicants, co-investigators, or collaborators on operating grants

No Reviewer with a conflict of interest may participate in the review of an application. A Reviewer is considered to have a conflict of interest with an application if they meet any of the following criteria:

- a) has collaborated, been a co-applicant or published with the applicant, within the last five years (exception will be made for funded networks designed to increase partnerships among disciplines or institutions, and thematic research)
- b) has been a student or supervisor of the applicant within the last ten years
- c) is a friend or applicant's relative
- d) has had long-standing scientific or personal disagreements or disputes with the applicant
- e) can gain or lose financially from the outcome of the application (e.g., holds stock in the company of an industry partner or a competitor outside of a mutual fund); or
- f) for some other reason feels that they cannot provide an objective review of the application.

MMSF must make every effort to ensure not only that its decisions are fair and objective, but also that they are seen to be so. Any otherwise eligible reviewer may be considered for providing an external peer review or serving on the Awards Review Panel or Awards Assessment Committee unless they:

- a) have disclosed a potential conflict of interest about the competition to be reviewed, and has been determined to be in material conflict of interest in regard to the competition, by MMSF's Executive Director or their delegate, or
- b) are a Principal Investigator on an application to be reviewed by the Awards Assessment Committee.

The above COI criteria would not usually be considered a COI with a collaborator named in the grant application, as the MMSF adjudication is with the principal applicant. However, in selected submissions there may be a potential conflict of a reviewer with a collaborator of the application which would be considered substantive. In this situation, or if there is uncertainty, the reviewer should promptly notify the grant administrator or MMSF Executive Director.

All Reviewers are subject to the same conflict of interest guidelines. It is the responsibility of the individual Reviewer to identify and notify MMSF of any potential conflict of interest, in a timely manner after the request for participation of the Reviewer has been made. MMSF Executive Director or Assistant Executive Director and the Chair of the Awards Review Panel are responsible for resolving areas of uncertainty before and/or during the interview.

All Reviewers must read and agree to abide by the MMSF Policies of Grant Review prior to viewing any application information. By agreeing to act as a Reviewer and to perform a review, it is deemed that the Reviewer has read and is in agreement with the MMSF Policies of Grant Review.

Fairness

Success of the review system is critically dependent upon the willingness and ability of all Reviewers to be fair and reasonable; to exercise rigorous scientific judgment; and to understand, and consider, in a balanced way, the context of each application. MMSF does not take responsibility for the content of the external reviewer. An applicant will not accept that a review is fair if it contains comments that could be construed as sarcastic, flippant, arrogant, or inappropriate in any way. Conversely, a constructive review, which includes helping an applicant by pointing out deficiencies, and/or suggestions for improvement, will help to convince each applicant of a fair and useful assessment.

MENTORSHIP

What is mentoring?

Mentoring is most often defined as a professional, personal developmental relationship in which a more experienced or knowledgeable person (the mentor) assists a less experienced or knowledgeable person (the mentee) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth. The mentor may be older or younger but should have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn. MMSF's intention for the mentoring process is that the mentor should be an expert in the research area, successful in grant funding and generous regarding time allocation to the grant review process. The mentor should help the mentee to express their approach in a way that will answer reviewers' queries as to focus, scientific feasibility and interpretability of results. The mentor can also assist in the identification of and the means to address the common problems seen in grants from new investigators (too broad/lack of focus; lack of clarity between the projects to be funded by the current grant and others held by the PI; lack of a clear statement linking hypotheses, projects, deliverables and intended interpretation). MMSF's request for formal or structured mentoring is intended to take mentoring to the next level and aims to expand its usefulness and learning value. Additionally, multiple mentors can be helpful because having more than one mentor may widen the knowledge of the person being mentored, as different mentors may have different strengths.

What are the benefits of mentoring?

Mentoring benefits research program planning and research program development, grant application submissions and the development of career/research goals for the mentee. At the grant submission stage, mentors enhance grant success for the mentee through anticipating reviewers' queries, addressing the feasibility of the approach/research plan in the new investigator's lab and using the page limit well, through good focus and communication skills. By enlisting mentors at the research project stage, new investigators can speed quickly over the bumps and cut through unnecessary work. Mentors can assist in explaining and navigating day to day tasks and eliminating unnecessary roadblocks. Mentors can help the mentee to streamline processes and to get things done more quickly, efficiently, and effectively.

What is a mentor?

A person who helps to guide the mentee's career, through support, feedback, providing perspective and advice as needed. A mentor can assist in the building of networks and the avoidance of problems.

Qualities of a good mentor

Relevant work experience, role model for career success (especially at writing grants), enthusiastic, being a good listener, patient, provides a long-term perspective, honest, and commitment to spend time as a mentor.

How to identify and work with a mentor

- Connect with an established, high - quality individual who the mentee can identify with, about career path development (basic scientist/clinician)
- Establish and set short and long-term goals (grants, papers, students, post - doctoral fellows, meeting etc.)
- Decide the frequency of meetings; bi-monthly, yearly, informally over coffee, lunch etc.
- by Department Head
- Inform Department Head and get approval of a selected mentor by the Department Head
- Establish realistic goals and expectations annually for performance review
- Keep track of personal success and failures and revisit to ensure plan is on track
- Develop informal meetings of mentor, mentee, and Department Head to discuss career progression and development of research program
- Correct path with appropriate remediation as required

Grant Writing

Grant writing is a learned skill that develops over time. Mentors may provide guidance and feedback when it comes to preparing your application submission to granting agencies. Also, attending a class or course in grant writing may be useful prior to submitting your application to a granting agency.

MMSF LEGACY AWARDS

Shaun Lamoureux Legacy Award

The MMSF Shaun Lamoureux Legacy Award is for the best operating grant in the MMSF Annual Operating Grant Competition. This award is presented annually to a Principal Investigator who received the highest overall score in the competition. It may be shared in the event of a tie. Selection is based on the quality of the MMSF written grant application, oral presentation, response to questions, the external reviewer's comments and the resulting overall adjudication score of the subcommittee panel. The award is valued in the amount of \$1,000.00 (Cdn) as a supplement to the adjudicated amount of the grant.

Kerry Bittner Communications Award

The MMSF Kerry Bittner Communication Award is to recognize a Principal Investigator who provides the best communication of an operating grant, based on the quality of the oral/visual presentation to the adjudication Sub-Committee. This award is presented annually to a Principal Investigator who received the highest overall score in the competition. It may be shared in the event of a tie. The award is valued in the amount of \$1,000.00 (Cdn) as a supplement to the adjudicated amount of the grant.

Criteria to Consider for Adjudication will include:

Clarity of Message

The organization of the research proposal and the ability to verbally explain in particular the Lay Person and Knowledge Translation portions of the application.

Verbal and Non-Verbal Communication

Clarity of speech, including timeliness within the 15 minutes allocated, comfortable pace, engagement with the audience, energy and enthusiasm and appropriate non-verbal communication cues.

Visual Communication

The originality, readability and appropriateness of slides or visual presentation materials.

Receptive and Expressive Communication

The overall impression of the message and the ability to understand and respond to questions, so consequently the expected ability to address the media.

Approved: December 15, 2021 – Board of Directors