Sault Ste. Marie Academic

Medical Association (SSM AMA)

2021 Grant Guidelines

# SSM AMA Grant Types

1. SSM AMA X-Large Research Grant < $35,000
2. SSM AMA Regular Research Grant < $12,000
3. SSM AMA Micro Research Grant < $5,000
4. SSM AMA Innovation Implementation Grant < $12,000

# Deadlines:

**\*Currently SSM AMA grants are being accepted and reviewed on a rolling basis.**

Research Applications will be *accepted on a rolling basis throughout the year* and approved based on the criteria in Appendix C and adjudicated by *either* the Scholarly Activity Subcommittee or the Board of Directors, depending on which is meeting sooner for expedited response times.

# Grant Checklist

Please use the checklists below to ensure you have completed all respective items for each grant. Failure to complete any of the checklists, unless otherwise indicated, will nullify your application leading to automatic rejection. Once you have completed all the items for the respective grant checklist, you will receive a response within 3-4 weeks from the grant submission date.

## Research Grant Submission Checklist

Please use the checklist below to ensure you have the help you need for your application.

* Have you contacted the SSM AMA Coordinator for support throughout your study’s development and the grant prep process?
* Have you filled out the Grant Funding application form?
* Do you need help with your literature review?
* Do you need help with your project Budget? If so, use the SSM AMA budget template for guidance [email document with application]
* Have you acquired a Letter of Support from someone with the authority to verify your research on behalf of the institution? **The Letter of Support will be required in order for your project to receive final approval and can be submitted after conditional approval.**

# Eligibility of Principal Investigators

The Principal Investigator (PI) applicant for any research grant must be a member of SSM AMA. They must be a licenced MD with the College of Physicians and Surgeons of Ontario and hold an academic appointment with the Northern Ontario School of Medicine (NOSM). Any student or resident studies will have a qualified PI attached and responsible.

# SSM AMA Research Strategy Summary

The SSM AMA Research Strategy endeavours to prioritize opportunities for novice researchers. Micro Research Grants will prioritize physicians embarking on their initial research career. Regular and X-Large Research Grants offer opportunities to more experienced researchers while maintaining the priority on novice researchers.

The Innovation Implementation Grant will support small projects that implement innovative tools, practices, or technology in patient care or medical education.

Beyond the limited internal granting opportunities, the SSM AMA offers several services and resources that will be available to **all SSM AMA faculty members**, including but not limited to the following as offered on a case-by-case basis:

* Research Project Planning (such as HR, budget, data collection, metrics)
* Project Application Review and submission
* Research Ethics Board (REB) support
* External Grant Writing Support
* External methodology and statistical support
* Hiring RA or summer student help (refer to the Hiring of summer student for SSM AMA through SSMIC document)

To access the above services, please contact the SSM AMA Research Coordinator.

Refer to the SSM AMA website for additional information and tools: SSM AMA.ca

# SSM AMA Innovation Implementation Strategy Summary

The SSM AMA would also like to support innovative grants that may not have a research component but that have a greater emphasis on enhancing department flow, patient satisfaction, and other items directly related to clinical or medical education innovations. These grants may include some consideration for commercialization, Intellectual Property, and ownership.

# Funding Criteria

Research applications will be assessed based on scientific merit and clinical relevance. Based upon recommendations from the SSM AMA Scholarly Activity Subcommittee, final approval rests with the SSM AMA Board of Directors for the X-Large and Regular Research Grants. Either body has the authority to approve Micro Research Grants based on assessment speed. Physicians, especially those with extensive research experience, are encouraged to collaborate with others and apply as Co-Applicants with novice researchers listed as PIs, in lieu of themselves—where possible—to support the growth of local research experience and capacity.

Research types that will be funded include:

1. Clinical research
2. Device research
3. Medical education research and practice
4. Health systems research

In assessing an application, the following questions represent criteria that the SSM AMA Scholarly Activity Subcommittee and Board of Directors will consider. Most questions correspond to the evaluation forms found in Appendices B&C against which your applications will be scored. Please consider these questions with respect to your research application before completing an application for funding to SSM AMA:

1. Is the application within the interests and objectives of SSM AMA, or is the application more appropriate for support by another granting agency?
2. Will the application add to the current state of knowledge?
3. Is there a Knowledge Translation component/plan? Does the project have a significant educational component?
4. Is the investigator aware of the current state of knowledge in the area to be investigated? Does the application demonstrate that a literature review was completed?
5. To what extent could the research project findings strengthen clinical care and improve the health outcomes of patients?
6. Is the project patient-centred?
7. Does the project target process improvement – efficiency (resource-saving) and effectiveness?
8. Does the project target a measurable improvement in the quality of care, access to care, or novel care? Does the project target medical training/education? Does the project target health systems research?
9. Are the project’s aims feasible, and can they be achieved realistically within the time frame outlined in the application? Are the objectives of the project testable and, if the objectives are stated in the form of a hypothesis, is the time reference reasonable with respect to the realization of the testing of this hypothesis? In other words, can the objectives be met within the time frame and budget proposed?
10. Are the research methods appropriate for the objectives of the study? Is the methodology of the application sound? The application must include sufficient detail to provide a full understanding of the steps/protocols. Is the sample size statistically justified and feasible?
11. Is the principal investigator qualified, and is the environment in which they work satisfactory to carry out the project? If the research is to be conducted within an institution, a letter or other documentation of institutional support for the investigator to conduct the research on those premises must be presented to the committee.
12. Are the personnel and equipment proposed adequate to carry out the project? Are all budget items sufficiently justified in the application? Is the budget feasible regarding the objectives of the study?

# Eligible Budget Items

It is always advised to leverage partnerships and collaborations to minimize project costs in the most strategic manner. For example, rather than buying a new computer, arrange either in-kind support from your healthcare institution or rent equipment for a fraction of the cost directly from the SSM AMA where possible.

Basic research involving animal studies **will not** be funded by the SSM AMA at this time. All applications will be reviewed, and the review will be documented and identified as fundable, not fundable, or requires improvements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** | | **Innovation Implement-ation <$12,000 Grant** | **X-Large <$35,000 Research Grant** | **Regular < $12,000 Research Grant** | **Micro < $5000 Research Grant** |
| **Personnel** | Salary replacement as physician remuneration at the current OMA rate for research work.  *See* Appendix D *for more information.* | ✓ | ✓ | ✓ |  |
| **Personnel** | Salaries for technicians, technologists, research assistants, statisticians and other similar persons are required for the successful completion of the project. |  |  |  |  |
| **Personnel** | Salaries for personnel must be in accordance with those paid to similarly qualified persons at the institution where the project is undertaken. |  |  |  |  |
| **Personnel** | The employer's cost of projected staff benefits may be included in the budget proportional to hours of employee time directed to the project. |  |  |  |  |
| **Personnel** | Stipendiary support for current medical students and residents may be permitted in accordance with NOSM policy. |  |  |  |  |
|  |  | | | | |
| **Equipment** | Equipment necessary for carrying out the project activities is to be included in this budget category.  Note that there are significant exclusions listed in the guidelines. |  |  |  |  |
|  |  | | | | |
| **Materials & Supplies** | They are directly related to project execution subject to the discretion of the SSM AMA Board of Directors at the SSM AMA Scholarly Activity Subcommittee’s recommendation. | No more than 15% | No more than 10% of the *overall* budget (including **all** funding sources) | No more than 15% | Up to $500 |
|  |  | | | | |
| **Conference Presentations & Publication Costs** | To cover publication submission costs (Open Access), conference submission fees, and the cost to purchase a *reasonable* number of reprints. | Up to $3500 | Up to $3500 | Up to $3500 | Up to $3500 |
|  |  | | | | |
| **Travel for Conference Presentations** | Applicants **must specify the personnel** for whom the travel costs would be used to remain within guidelines. | Up to $1800 | Up to $3500 | Up to $2500 | Up to $1500 |
| **Travel for Conference Presentations** | Travel costs for RAs, students, medical students, clerks, residents, and other similar individuals associated with the project.  PI’s must submit a grant request on behalf of residents for any travel requests. |  |  |  |  |
|  |  | | | | |
| **Other Expenses** | Must provide written justification as per the guidelines. | Up to $1200 | Up to $2000 | Up to $1200 | Up to $800 |
|  |  | | | | |

## Personnel

Remuneration for physicians can only be provided if they are a PI or a Co-Applicant, and the total remuneration for all physicians must remain within the respective budget caps and follow OMA guidelines.

## Equipment

There are specific limitations, as noted in the exclusions section below. All equipment purchased using these funds will be considered SSM AMA property and distributed to researchers for future projects at a reduced rental fee, or—where appropriate—may be purchased from SSM AMA for ongoing clinical use at a reduced rate. Either option is selected at the sole discretion of the SSM AMA on a case-by-case basis.

## Materials & Supplies

There are no additional stipulations beyond the above chart and exclusions section below.

## Conference presentation submissions and publication costs

There are no additional stipulations beyond the above chart.

## Travel for Conference Presentations

Travel costs to present research may not be used by any SSM AMA members or NOSM Faculty regardless of whether they are a PI or Co-Applicant.

Travel costs for conferences are reserved for additional project personnel, such as research assistants (RAs), students, medical students, clerks, and residents.

Funding may only be used if presenting at a conference, **not** for conference posters.

## Other Expenses

Direct project related items that may not fit within the categories above that are necessary for the completion of the project activities and requested with detailed justification will be considered.

### Additional Project Budget Requirements

* You may only use the Micro Research Grant for a Literature Review if it will lead to a full study of some kind.
* It is expected that the institution at which the project will be undertaken will provide research and office space and may not be included as an expense.
* Grant funds must be used according to the approved project budget and provide true, complete and accurate information in their funding reporting. However, SSM AMA understands that the Principal Investigator is the best judge of the use of the funds awarded and may put forward a proposal to change the outline for the use of the grant funds, except where SSM AMA has specifically excluded an expense item from its funding.
* A statement of disbursement of the funds awarded must be submitted to SSM AMA after completion of the project, along with copies of all invoices and receipts. In projects that exceed 12-18 months in duration, the investigator will provide to SSM AMA an accounting at the end of each six months. Failure to provide such accounting will result in a freezing of any further funding until such matter is resolved.
* When work is completed or cannot be continued for any reason, unused funds must be immediately returned to SSM AMA.
* Final funding amounts will be withheld until final reports are submitted to the SSM AMA:
  + X-Large Research Grant $3000 outstanding
  + Regular Research Grant $2000 outstanding
  + Micro Research Grant $800 outstanding
  + Innovation Implementation Grant $2000 outstanding
* SSM AMA is not responsible for funding over-expenditures or commitments by grantees that exceed grant funds applied to the grantee’s account at the institution for current and prior fiscal periods. These are the responsibility of the investigator/grantee.

## Funding Exclusions

Listed below are the items and areas that will not be accepted for consideration by SSM AMA:

* Building funds or other capital cost campaigns
* Operating costs of any organization or department
* Budget deficits
* Membership fees
* Entertainment / hospitality costs
* Service programs
* Major equipment, unless required for a research project being supported and approved by SSM AMA
* Continuous quality improvement initiatives
* Projects outside the province of Ontario
* Fund-raising campaigns
* Equipment: SSM AMA cannot support items such as the cost of computers, furniture, tape recorders, photographic equipment and calculators. Some equipment might be available for use by the investigator (computers) – inquiry at the time of grant submission is welcomed. However, investigators are cautioned that loaner equipment may not be available. Service contracts on equipment will not be covered. If a computer loan is requested, please specify specific dates.
* Ineligible costs also include fees charged by the investigator's institution for IT support (such as internet/web connections, software licenses, network components).

If the application has been approved, the **official project start date**—from when approved funding can cover expenses incurred—will be adjusted to reflect the date that the Grant Agreement is signed by both the project PI and SSM AMA Board Chair.

Grantees are responsible for making sure that their Research Ethics Approval (REB) is up to date. No funds will be released without a current and valid REB approval in place for the study. Invoicing will follow the SSM AMA Invoicing Policy Agreement which is available upon request.

Additionally, if a project involves research on humans, it must be in accord with the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans. For more information please visit the following website:

<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>

**Successful applicants for the regular and X-Large Research Grants (and Innovation Implementation Grant where appropriate) will have six months to demonstrate to SSM AMA that an application to the appropriate research ethics board(s) has been made. Fund management will be conducted by the SSM AMA Administrator and will not be made available until the research ethics board(s) have approved the application. If no evidence of research ethics board(s) application is provided within six months, SSM AMA will cancel the application. A new submission will be required when a call for Applications is made.**

To be awarded as a grant recipient, the Principal Investigator(s) must sign a Grant Agreement in the form provided by SSM AMA, in its sole discretion.

SSM AMA, the Northern Ontario Academic Medical Association (NOAMA) and Northern Ontario School of Medicine (NOSM) must be given credit in publications, presentations or communication activities, including media, symposia, research reports and promotional events arising from work funded by this grant.

* Grant recipients shall notify SSM AMA of any dissemination activities they undertake from the project funded by this grant, including any symposia, conferences and other promotional events.

Any remaining funds not used within the approved budget lines will remain with SSM AMA upon completion of the research project within the timeline indicated in the approval letter or Grant Agreement.

## Research Grant Application Questions

1. **Project Title**
2. **Contact Information**
   1. Project Lead Name
   2. Email
   3. Co-Applicant names
   4. Co-Applicant emails
3. **Project Description**
4. **Project Goals**
5. **Funding**
6. **Funding Management**
7. **SSMAMA Budget Attached (Y/N)**

# Indemnity

The Recipient shall indemnify, defend and hold harmless SSMAMA, its directors, officers, members, employees, and agents (the “**Indemnified Parties**”) from and against all claims, demands, losses, actions, causes of action, suits, proceedings, costs, charges, fines, penalties, fees or expenses (including legal fees on a solicitor and client basis), assessments, judgments, damages and liabilities whatsoever (each a “**Claim**” and collectively “**Claims**”**)** which the Indemnified Parties, or any of them, may sustain, suffer, incur, be a party to, or be liable for in connection with (i) any breach, violation or non-performance by the Recipient of any covenants, representations, warranties, agreements or obligations of the Recipient under this Grant Agreement or applicable Laws; (ii) the negligent or wilful misconduct by Recipient; or (iii) any Claims sustained by or brought against SSMAMA by a third party arising out of, related to or in connection with the Project, the application, the Grant, the Grant Agreement or the Program. This indemnity will survive the termination or expiration of the Grant Agreement.

# Release

The Recipient hereby releases SSMAMA from any and all liability related to or in connection with all Claims sustained by or brought against the Recipient by a third party arising out of, related to or in connection with the Project, the application, the Grant, the Products, the Grant Agreement or the Program, and the Recipient shall not seek recovery or indemnity from SSMAMA in respect of any Claim whatsoever sustained by or brought against the Recipient by a third party arising out of, related to or in connection with the Project, the application, the Grant, the Grant Agreement or the Program.

# Contact

|  |  |  |
| --- | --- | --- |
| Wendy Doda  Research Coordinator  SSMAMA  e. [wdoda@ssmic.com](mailto:wdoda@ssmic.com)  Innovation Centre contact  t. 705-942-7927 X3006  Hospital contact  t. 705-759-3434 X6715 | Carrie Stewart  Administrative Coordinator  SSMAMA  e. ssmmamaoffice@gmail.com  t. 705.206.4627 | Dr. Edward Hirvi  President  SSMAMA  e. [Hirvi\_e@ghc.on.ca](mailto:Hirvi_e@ghc.on.ca)  t. 705.759.5694 |
| SSMAMA Research Office  c/o The Innovation Centre  SSM Civic Centre  99 Foster Drive, Level 6  Sault Ste. Marie, ON  P6A 5X6 | SSMAMA  c/o Sault Area Hospital  750 Great Northern Road  Sault Ste. Marie, ON  P6B 0A8 | |

## Appendix A: Definitions and Clarifications of Terms Used

**Applicant / Principal Investigator (PI)** – Applicant always refers to the Principal Investigator (PI) who must be a member of the SSM AMA, a licenced MD with the College of Physicians and Surgeons of Ontario, and hold an academic appointment with the Northern Ontario School of Medicine (NOSM).

**Application** – Application refers to the submission for funding inclusive of the online form and all attachments, as per the checklists for each respective grant type.

**Co-Applicants** – Co-Applicants do not have to be SSMAMA members. The only requirements are that they (1) have completed at least one undergraduate degree and (2) will be putting in as much work into the project as the PI.

**Grant Agreement** – The SSMAMA will provide a Grant Agreement for PIs to sign, which will subsequently release the funding with the date of signing as the official project start date.

**Research Question (RQ)** – The Research Question (RQ), which can also be plural, is what you are studying.

## Appendix B: NOAMA 2021 OMA Claim Guidelines for Research

**OMA – Claim Guidelines JANUARY 1, 2021**

Honorarium and out-of-pocket expenses may be claimed by members participating in OMA related business meetings per the Financial Matters Policy summarized below:

• OMA Council & Board of Directors

• CMA Council: Delegates appointed by the Board

• Committees, Subcommittees, Task Forces and Working Groups: established according to policy and subject to funding.

• Section, Medical Interest Group, Branch Society and District: meetings other than their Annual General Meeting.

• Others: meetings in which members take part on the request of, and are responsible to, either Council or the Board of Directors.

For detailed meeting specifics please refer to complete Financial Matters Policy – Council, Board and Committees` Expenses & Financial Matters Policy – Sections, Medical Interest Groups, Branch Societies and Districts posted at https://www.oma.org/sections/member-benefits/other-programs-initiatives/financial-matters-and-expense-claims/

• Each member under 70 years of age whose expenses are normally paid by the Association is automatically covered by a $400,000 Accidental Death and Dismemberment policy while on OMA business.

**1. HONORARIUM**

**A. Rates for Meeting, Teleconference, and Travel Honorarium:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OMA Honorarium Basic Rates** | **Meeting Attendance (Hourly rate only used for meetings up to 2 hours)** | | | | **Teleconference** | **Travel** | |
| **Days Served since January 1** | | **Hourly Rate** | **Half-Day Rate** | **Hourly Rate** | | | **Hourly Rate** |
| Up to 15 | | 125.00 | 435.00 | 125.00 | | | 125.00 |
| 15.5 to 25 | | 152.00 | 532.50 | 152.00 | | | 152.00 |
| More than 25 | | 175.00 | 612.50 | 175.00 | | | 175.00 |
|  | |  |  |  | | |  |

B. Honorarium for Meetings:

|  |  |
| --- | --- |
| **Meeting duration** | **Basis for honorarium** |
| 0.5 to 2.0 hours | Hourly |
| 2.5 to 4.5 hours | 1 Half-day |
| 5.0 to 9.5 hours | 1 Full day |
| More than 9.5 hours (on same calendar day) | 3 Half-days |
| Teleconferences and travel are calculated on an hourly rate rounded to the nearest half hour | |

* Members will be paid at the highest tier for all days served during the calendar year, retroactively if necessary.
* Members of designated bodies and Committee chairs will be paid a premium rate of 25% for meetings of the designated body to reflect time spent outside formal meetings which would not otherwise be paid.

C. Honorarium for Travel:

* Travel honorarium is payable in half-hour increments, at the same hourly rate as meeting time, for time spent travelling to and from an eligible meeting for any round trip of one-half hour or more (see table).
* Eligible travel time starts when the member leaves his/her home or office and ends when he/she returns (excluding the time spent in eligible meetings). Travel honorarium is not payable for time spent on personal activity of any nature. Members must schedule their travel as close in time as reasonably possible to the start and end of the meeting.
* If a member chooses other than the most efficient means of travel, travel honorarium will be paid as an allowance reflecting normal travel time by the most efficient means for that trip.

1. **2. OUT-OF-POCKET EXPENSES**
2. A. **Hotel Accommodation:** Limited to the negotiated OMA rate (plus tax) at the base hotel designated by the Board of Directors.
3. • Due to COVID, we have not yet secured the hotel rates for the 2021 year. This information will be updated as it becomes available.
4. • When a meeting is held in a hotel, members who stay in the meeting hotel will be reimbursed up to the negotiated OMA rate for that hotel.
5. • An allowance of $100 per night may be claimed as a guest in a private home in lieu of hotel.
6. B. **Meal Allowance:**
7. • Reasonable cost of meals required during the member's absence from home. Maximum daily expense is $90 including gratuity and taxes.
8. C**. Personal Expenses:**
9. • Not responsible for expenses of spouses, except where specifically allowed in the Financial Policy.
10. • Not responsible for entertainment and other items of a personal nature such as laundry, personal telephone calls, in-room and bar charges (including in-room bar). Please omit these items from your claim or indicate your reason for considering them an OMA responsibility.
11. • Essential laundry and pressing may be claimed if 3 or more consecutive days of business are required without the opportunity to return home.
12. • Caregiving reimbursement: Maximum reimbursable amount based on Ontario minimum wage will be $77 for each half day of meeting time and $126 for each full day of meeting time.

* t efficient means for that trip.

1. **3. NOTES - Claim Submission Deadlines, Cancelled Meetings and Issuing T4 for tax returns:**
2. • Claims for reimbursement of expenses and honorarium will be honoured if received no later than 6 months from the date of the meeting.
3. • Claims for meeting honoraria will be honoured when a scheduled meeting has been cancelled provided the cancellation was beyond the member’s control and the member incurred financial loss beyond his/her capacity to mitigate.
4. • T4’s for honoraria will be issued annually and withholding taxes will be based on the basic personal amount unless a TD1 form has been completed. TD1 forms can be printed from the following Canada Revenue Agency website https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-fill-21e.pdf and https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1on/td1on-fill-21e.pdf

## Appendix C: NOSM Student Stipend Policy

Please confirm the information with NOSM staff either in the research or academic offices.

## Appendix D: Supplementary Document Templates – Budget

Please download the file from the SSM AMA website:

SSM AMA 2021 Grant Budget Template4