



DIAGNOSTIC SERVICES
OF MANITOBA

SERVICES DE DIAGNOSTIC
DU MANITOBA

A W A R D S G U I D E (2011)

DIAGNOSTIC SERVICES OF MANITOBA

1502-155 Carlton Street
Winnipeg, Manitoba R3C 3H8
Phone: 204-926-8005 Fax: 204-940-1761

A. GENERAL INFORMATION

1. DSM Vision and Mandate

DSM's vision is to provide a high-quality, state-of-the-art diagnostic system for Manitoba that is known for its excellent customer service and which is centrally managed, cost-effective and sustainable.

The mandate of Diagnostic Services of Manitoba (DSM Inc.) research initiative is to provide funding for research endeavours that are relevant to the services provided by DSM.

2. Contact Information

Information about deadlines and application forms can be obtained from Dr. Y Myal (Ph: 204-789-3874. email: myal@cc.umanitoba.ca) or DSM website: (www.dsmanitoba.ca).

B. FUNDING PRIORITIES AND ELIGIBILITY

1. Funding Priorities

- The funding is for new research projects related to Diagnostic Imaging and the disciplines within the Clinical Laboratory Sciences: Clinical Microbiology; Clinical Hematology; Clinical Immunology; Clinical Biochemistry and Genetics; Transfusion Medicine; Blood Banking Services and Clinical Pathology.
- Research must be related to human health/patient care.

2. Eligibility

- This competition is open to professionals in the health-related fields (Faculty of Medicine, Nursing, Dentistry, Pharmacy) in Manitoba.
- Priority will be given to DSM staff and affiliates.
- At least one investigator must hold a University of Manitoba faculty position.
- A Principal Investigator (PI) is not eligible to apply the following year if he/she has received a DSM grant in the previous year.
- Each eligible investigator is limited to one (individual or joint) operating grant per competition.

C. GRANT GUIDELINES

1. Grants are designed for support of health research (which may include research personnel, equipment and other normal direct costs). DSM will not support multi-year projects. Application forms and information about deadlines can be obtained from the DSM website (www.dsmanitoba.ca).
2. Proposals will be ranked further based on the degree to which they support DSM health care priorities. All applications must demonstrate strong scientific merit.

3. DSM participation in funding for individual projects will not normally exceed \$12,000. These grants may be used as partnership funding from other sources. If concurrently applying for funding to support the same project from another granting agency, applicants must provide details of the budget requested of the granting agency (section 5 of the application form). Where the application to DSM is for a specific part or parts of the application (including the hiring of a summer student) to another agency, the applicant must provide a clear explanation of the breakdown of the budget requested of the other granting agency. Should the applications for funding be approved by DSM as well as by the other agency, DSM will, subject to availability of funds, consider requests for top-up funds, should the approved funding by the other granting agency be less than the amount awarded by DSM.
4. The applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc).
5. Grants are provided for one year only, normally from January 1 to December 31 of the following calendar year.
6. All other funds received and applied for the proposed research by the applicant and all co-applicants should be listed. Append both summary and budget pages if there is overlap with this proposal, to the original and seven copies. An application will normally be rejected if this information is found to be incomplete.
7. The percentage of applicant time to be devoted to each project should be stated.
8. Acceptance of a grant or award indicates agreement by the applicant and the institution that employs him/her to the general conditions as outlined in these Guidelines.
9. In signing the application, the Applicant (s), Department Head, and Dean/Medical Director or their designate guarantee that the research will be conducted in accordance with all appropriate ethical and logistical guidelines (see section D).
10. Applications will be reviewed by a Steering/Review Committee. This committee will make the final decision as to the grants to be funded and their budget allocations.
11. All applicants should submit two names of potential external reviewers including names, addresses, phone and fax numbers and email addresses. The decision to contact these external referees will be left to the discretion of the committee.
12. All applicants will be advised whether or not their project has been funded. The institutions concerned will also be informed.
13. Research funds are to be spent according to budgets approved during the review and decision process.

14. If it is anticipated that an extension may be required, it must be requested no later than 3 months prior to the expiry date of the grant.
15. Applicants are encouraged to make use of DSM grants to attract partnership funding from other sources.
16. Announcements of the grants will be widely advertised in the DSM newsletter, throughout the Health Sciences Centre, the University of Manitoba, and other appropriate institutions in Manitoba.

D. APPLICATION PROCESS

This Awards Guide and the Applications Forms are available on the DSM website (www.dsmanitoba.ca) and the DSM office.

- **Format**

Times New Roman (12 point font), single spacing and a 2cm margin should be used.

Applicants must provide all requested information and ensure their applications are concise, well written and easy to follow. All abbreviations and acronyms should be explained and jargon kept to a minimum. The required number of copies of the application form and all supporting material must be submitted to DSM by the stated deadline in order to be eligible.

- **Budgets**

The budget will be reviewed very carefully and should include only those expenses allowed. All purchases, reimbursements for services, travel costs and student support must follow guidelines and rates set by the applicant's host institution and must be undertaken according to the host institution's standard procedures.

- **Personal Data**

An appended CV (maximum 2 pages) is required for the Primary Investigator & Co-Investigators. CVs should include education, training, qualifications, position, research experience, other funds and publications). List only material published in the last 5 years.

A maximum of 3 investigators (one must hold a University of Manitoba faculty position) is allowed.

- **Major Collaborators**

It is advisable to append letters from major collaborators who are not co-applicants to substantiate their willingness to participate in the project.

Required Signatures and forms:

When the principal investigator (PI) holds a University of Manitoba appointment, signatures are required from the department head and from the administrator of the grant funds, namely, the Dean of Medicine at the Research Office in the Faculty of Medicine. An FAAP form must also be completed and submitted to the Research office at the same time signatures are being requested. When the PI is a DSM staff, signatures are required from the Medical Director as well as the Department Head and the Administrator of the grants Funds eg. St Boniface Hospital Research Review Committee or Health Sciences Centre.

- **Ethics**

All studies involving human subjects must be ethically acceptable to the sponsoring institution. Research funded by DSM must also comply with the ethical conduct requirements expressed in the following guidelines:

- Research Involving Humans - the Tri-Council Policy Statement "Ethical Conduct for Research Involving Humans" (CIHR, NSERC and SSHRC, August, 1998 with 2000, 2002 and 2005 amendments) available from the website of the Interagency Advisory Panel on Research Ethics (<http://pre.ethics.gc.ca/eng/policy-politique/tcps-eptc/readtcps-lireeptc/>).
- Guidelines on Laboratory Bio-safety (3rd Edition 2004) prepared by the Public Health Agency of Canada and available on their website at <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>;
- Integrity in Research and Scholarship (2004). A Tri-Council Policy statement prepared jointly by the Natural Sciences and Engineering Research Council and the Social Sciences and Humanities Research Council available from the NSERC website at http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/tpsintegrity-picintegritie_eng.asp

The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

- Where personal health information held by a government department or agency is used, the investigator must seek approval of the Health Information Privacy Committee to ensure that the project is PHIA compliant.

- **Handling of Animals**

The handling of animals used in investigations supported by DSM is to be in accordance with the guidelines set out by the Canadian Council on Animal Care in its publication "Guide and the Care and Use of Experimental Animals" and other guidelines published or endorsed by the Canadian Council on Animal Care (available from the Canadian Council on Animal Care, 315-350 Albert Street, Ottawa K1R 1B1 or visit their website at www.ccac.ca). The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

- **Research Involving Radioactive Materials**
Information on the requirements for research involving radioactive materials is available from the Canadian Nuclear Safety Commission. (www.nuclearsafety.gc.ca/)
- **Disposal of Hazardous Materials**
Researchers and institutions are responsible for compliance with federal, provincial and municipal requirements for disposal of hazardous materials and chemical and biological wastes, and for their use in the workplace.

APPLICATIONS THAT DO NOT MEET THESE GUIDELINES WILL NOT BE ACCEPTED.

Please forward one **original hard copy** and **one electronic copy** of the completed package to:

**Operating Grants Competition
Diagnostic Services of Manitoba
1502-155 Carlton Street
Winnipeg, MB R3C 3H8
Email: dhumphrey@dsmanitoba.ca**

E. DECISION PROCESS

1. **Screening**
DSM reserves the right to declare ineligible applications that are incomplete or do not meet applications requirements.
2. **Peer Review**
A competitive process and peer review will be employed to evaluate and select research-funding proposals for the Research Steering committee's approval. Peer review will be undertaken by a committee of active health researchers and health professionals. Grants may be sent out to external reviewers outside of the province if deemed necessary.
3. **Criteria**
The criteria used in the peer review process are specified in the following sections below:
4. **Rating Scale**
DSM reviewers will use the following 5-point scale to rate proposals:

4.5-4.9	Outstanding: highest funding priority
4.0-4.4	Excellent: very high funding priority
3.5-3.9	Very good: high priority; should be funded if sufficient funds are available
3.0-3.4	Acceptable, but low priority

2.5-2.9	Fair: not acceptable for funding but shows promise
2.0-2.4	Poor: needs major revision
< 2.0	Seriously flawed

5. Approvals

The DSM Steering Committee makes final approvals of all grants and awards, based on review committee recommendations, compliance with all requirements and budget considerations.

6. Notification

All applicants are notified in writing of the outcome. Operating grant applicants will receive feedback from the peer review process.

Successful applicants will receive an official letter of notification informing them of the amount of the grant or award. Successful applicants must accept in writing before the grant or award is activated.

7. DSM does not have an appeal process for decisions made by review committee. The decisions of the review committees will be considered final.

F. GRANTS MANAGEMENT

1. Accounts

Upon receiving written acceptance, DSM sends the funding information to the host institutions. DSM does not administer the grants directly. The business officer of the host institution will administer the funds provided by DSM. Expenditures from each grant must be authorized by the grantee whose responsibility it is to see that funds are used only for expenditures directly related to the project approved for funding.

2. Accounting

Financial offices at host institutions are responsible for:

- Establishing a separate research account for each grant or award;
- Managing the research account and ensuring the timely flow of funds to researchers;
- Submitting to DSM a statement of expenditures signed by the grantee as soon as practical after the close of the grant year; and
- Notifying DSM immediately if the grantee is unable, for any reason, to carry out or to complete the research for which funds are provided.

3. Expenditures

Research funds are to be spent according to budgets approved during the review and decision process.

- DSM grants and awards may be used only for expenses incurred during the term of the award.

G. TERMS OF THE GRANT

1. Grants are for a one-year term. Unexpended funds will be reabsorbed into the general or directed fund of DSM 1 month following the expiry date of the grant unless prior approval has been given.
2. Any commitment incurred by a grantee in excess of allocated grant funds is not the responsibility of DSM.
3. Any publications arising out of the investigations supported by DSM grants must acknowledge the assistance of DSM.
4. Grants are awarded in support of research at the specified institution. If the grantee transfers from one institution to another, the allocated grant can only be transferred to his or her new institution with the agreement of DSM.
5. Any grant provided by DSM must adhere to DSM policies and procedures.
6. At the close of the grant year, each grantee is required to submit to DSM a final statement of expenditures, signed by the grantee and their business/finance officer. Expenditures must reflect the submitted budget.
7. A one-page report on the project must also be submitted to DSM at the close of the grant year. The report should also summarize the findings in lay terms useful for public relations purposes.
8. DSM reserves the right to terminate the grant at its sole discretion.
9. Equipment purchased will become the property of the host institution.