

## Funding Guidelines

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## **Scholarships**

### **Application**

#### **Eligibility**

Graduate students must meet the following eligibility criteria to submit a Scholarship Application (“application”) to the Chronic Pain Centre of Excellence for Canadian Veterans (CPCoE):

- Conduct supervised research in chronic pain with a focus on Canadian Armed Forces Veterans that is relevant to the CPCoE Vision and Mission;
- Be a Canadian citizen, or a Permanent Resident of Canada;
- Be registered in a Master’s or Doctoral program at a recognized Canadian university;
- Demonstrate high academic achievement;
- Other criteria as necessary, as specified in the scholarship opportunity.

#### **Ineligible/Incomplete Applications**

It is the Applicant’s responsibility to ensure that their application is eligible and complete before submission. All submissions are considered final, and no changes will be permitted after submission. Incomplete or ineligible applications will not be considered. There will be no appeal process.

#### **Multiple Applications**

Applicants may only submit one (1) application.

#### **Submission Deadlines**

It is the Applicant’s responsibility to ensure that their application is submitted by the indicated deadline. Submissions that are late, or submitted via other means, will not be considered. There will be no appeal process.

### **Adjudication**

All applications are adjudicated by the CPCoE. All Applicants will be notified of the results of the adjudication.

### **Results**

#### **Notification**

The CPCoE will make every effort to notify Applicants about the status of their application as soon as possible. The CPCoE aims to reach decision-making and notification within 30 days of submission. Awarded recipients’ names, institutions, and/or project details will be shared on the Funding Results section of the CPCoE’s website.

### **Funding**

#### **Distribution of Funding**

The CPCoE distributes its scholarship funding to awarded recipients via a confirmation letter.

#### **Conditions of Funding**

Continuation of scholarship funding is contingent on the following, as verifiable by supervisors of awarded recipients:



- Maintaining high academic achievement;
- Maintaining appropriate research progress and completion within identified deliverables and timelines;
- Upholding Responsible Conduct of Research, as described later in this document.

If awarded recipients withdraw, change to part-time status, change programs, change research topics or supervisors, or fail to complete a term, they may become ineligible for scholarship funding.

### **Publication**

The CPCoE expects that all research will result in publication in peer-reviewed journals. As part of its education and knowledge mobilization activities, the CPCoE may wish to use some or all of the information arising from these publications in pursuit of these goals. In such instances, the CPCoE will obtain consent from the awarded recipient.

### **Monitoring**

On at least a quarterly basis, the CPCoE will monitor progress with its awarded recipients, as verified by their supervisor.

The CPCoE may request other updates from time to time during the term of the scholarship. From the date that the CPCoE requests an update, awarded recipients and their supervisors must, at their own expense, provide the CPCoE with a written report addressing the requested information within fourteen (14) business days.

## **RESEARCH**

### **Application**

#### **Eligibility**

The following eligibility criteria must be met to submit an Expression of Interest or Research Funding Application (“application”) to the CPCoE:

- The proposed research must aim to improve the lives of Canadian Veterans, and their families, suffering from chronic pain;
- The Principal Investigator must be an independent researcher affiliated with a Canadian postsecondary institution with an academic appointment that continues until the conclusion of the funding period;
- The Principal Investigator must have successfully completed a course in Sex and Gender-Based Analysis Plus (SGBA+) from a recognized Canadian institution and submit a Certificate of Completion for verification;
- Other criteria as necessary, as specified in the research opportunity.

#### **Ineligible/Incomplete Applications**

It is the Applicant’s responsibility to ensure that their application is eligible and complete before submission. All submissions are considered final, and no changes will be permitted after submission. Incomplete or ineligible applications will not be considered. There will be no appeal process.



## **Multiple Applications**

Applicants may submit only one (1) application as either Principal or Co-Principal Investigator.

## **Submission Deadlines**

It is the Applicant's responsibility to ensure that their application is submitted by the indicated deadline. Submissions that are late, or submitted via other means, will not be considered. There will be no appeal process.

## **Adjudication**

The CPCoE's research priorities have been developed through qualitative research and quantitative identification of ranking. The CPCoE's Advisory Council of Veterans provides significant input into its research priorities. There is a subsequent two-stage review of applications:

1. **Expression of Interest:**

Applicants are first asked to submit an Expression of Interest. This is intended to provide a brief overview of the proposed research. All Expressions of Interest are screened by the CPCoE. Successful Applicants will be asked to submit a full Research Funding Application. Applicants who are not successful will be withdrawn from the competition.

2. **Research Funding Application:**

The Research Funding Application is intended to provide detailed information about the proposed research. All Research Funding Applications are reviewed by the CPCoE's Scientific Advisory Board, which is comprised of international experts in the field of Veterans' chronic pain. Upon the Scientific Advisory Board's review, the Research Funding Application rated the highest will be funded. All other Applicants will be withdrawn from the competition. Funds will be distributed to successful Applicants via Project Service Agreements.

The Scientific Advisory Board assesses Research Funding Applications using the following criteria:

- Organizational Relevance
- Innovation
- Feasibility
- Methodology
- Personnel
- Timeline
- Budget
- Sex & Gender-Based Analysis Plus (SGBA+)
- Overall Impact

## **Results**

### **Notification**

The CPCoE will make every effort to notify Applicants about the status of their application as soon as possible. The CPCoE aims to reach decision-making and notification within 30 days of



submission. Providers' names, institutions, and/or project details will be shared on the Funding Results section of the CPCoE's website.

## **Funding**

### **Distribution of Funding**

As a not-for-profit organization incorporated under the laws of Canada, the CPCoE distributes its research funding via Project Services Agreements, in which institutions ("Providers") conduct research activities for the CPCoE. The CPCoE does not issue grants.

### **Third Parties**

Where necessary, the CPCoE permits funding to be distributed to third parties. Details of third-party funding arrangements must be specified in the Project Services Agreement, or in a Consultant Engagement Letter.

### **Indirect Costs**

As a Qualifying Not-for-profit Organization, the CPCoE receives 100% of its funding from Veterans Affairs Canada (VAC). To ensure its government funding is spent directly on research to improve the well-being of Veterans, and their families, suffering with chronic pain, the CPCoE strongly discourages institutions from charging institutional overhead. If institutions must charge overhead, it must not exceed 25% of the overall research budget, and will not be added to the total amount allocated for the research project.

### **Publication**

The CPCoE expects that all research will result in publication in peer-reviewed journals. As part of its education and knowledge mobilization activities, the CPCoE may wish to use some or all of the information arising from these publications in pursuit of these goals. In such instances, the CPCoE will obtain consent from the Provider.

### **Monitoring**

On at least a quarterly basis, the CPCoE will monitor progress with its Providers, as per the deliverables in their Project Services Agreements.

The CPCoE may request other updates from time to time during the term of the Project Services Agreement. From the date that the CPCoE requests an update, Providers must, at their own expense, provide the CPCoE with a written report addressing the requested information within fourteen (14) business days.

## **RESPONSIBLE CONDUCT OF RESEARCH**

### **Ethics**

Providers must ensure that all research projects involving humans are reviewed by a Research Ethics Board. When submitting applications, Applicants are responsible for ensuring that the proposed research is submitted for, and receives, ethics approval. Providers must indicate to the CPCoE whether such approval will be necessary, and whether it has been requested or received. If ethics approval has been requested or obtained, written confirmation must be provided to the CPCoE. Funding is contingent upon ethics approval, or written confirmation of exemption from ethics review.



## **Integrity**

The following information has been adapted from the external resources of the [Tri-Agency Framework: Responsible Conduct Of Research \(2016\)](#).<sup>1</sup>

Providers must conduct research honestly, accountably, openly, and fairly. This includes, but is not limited to, following all applicable institutional policies and/or professional standards, as well as abiding by applicable laws and regulations. Providers are responsible for complying with the following:

### **Rigour**

Providers must uphold scholarly and scientific rigour in proposing and conducting research; in recording, analyzing, and interpreting data; and in reporting and publishing research findings.

### **Records**

Providers must keep complete and accurate records of data (including charts and graphs), methodologies and findings in accordance with the Project Services Agreement, all applicable institutional policies and/or professional standards, as well as applicable laws and regulations to allow verification of the stated work.

### **Referencing**

Providers must properly reference all information and, where applicable, obtain permission for the use of all published and unpublished work. This includes, but is not limited to, theories, concepts, data, source material, methodologies, findings, graphs, and images.

### **Authorship**

For all works conceptual or material, Providers must acknowledge, with obtained consent, all those who have made a substantial contribution to, and who accept responsibility for, the contents of the stated research.

### **Acknowledgement**

Providers must consult with the CPCoE prior to sharing any information about their research project in the public domain. Upon the CPCoE's approval of sharing said information, Providers must acknowledge all those who have contributed to the stated research, including the Government of Canada and the CPCoE. Providers must ensure the following is included on all material:

- The "Canada" wordmark and acknowledgement text, "*Funded by the Government of Canada*," in accordance with the [Government of Canada's Guide on the Public Acknowledgement of Financial Support](#)<sup>2</sup>;
- The CPCoE logo.

When conducting presentations, Providers must also use the CPCoE's branded presentation template.

Failure to consult with the CPCoE and/or provide proper acknowledgement, as per above, may result in the termination of Project Services Agreements.

### **Conflict(s) of Interest**

Providers must notify the CPCoE of any real, potential, or perceived conflicts of interest pertaining to their research. A conflict of interest is defined as, "*An activity or situation that places an individual in a real, potential, or perceived conflict between the duties or*



*responsibilities related to research, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial or financial interests pertaining to the individual, their family members, friends, or their former, current or prospective professional associates” (Government of Canada, 2020).*

## **Misconduct**

All allegations of misconduct must be submitted to the CPCoE in writing. The CPCoE will respond to allegations of misconduct in the following manner:

- Any allegation of scientific misconduct will be reviewed by the CPCoE to determine whether an investigation is warranted. If an investigation is warranted, the CPCoE may request that the investigation be conducted by the Provider of the individual alleged to have performed said misconduct.
- Upon conclusion of the investigation, the Provider will be required to submit a written report to the CPCoE. This report must include findings and/or future actions that will be undertaken by the Provider as a result of the confirmed misconduct.
- The CPCoE reserves the right to apply sanctions against individuals who have been accused of misconduct. These sanctions may include written warnings and/or prohibitions from applying to the CPCoE indefinitely.
- The CPCoE will make every effort to keep the identity of the person(s) reporting misconduct confidential, but it may be necessary to share their identity as part of the investigation.

## **SEX AND GENDER-BASED ANALYSIS PLUS (SGBA+)**

The CPCoE considers SGBA+ an essential component of its research and applies robust SGBA+ to all aspects of its mandate. The CPCoE is committed to identifying the unique health needs, related to chronic pain, of the diverse military population.

All research undertaken at the CPCoE is required to incorporate SGBA+, or otherwise provide written rationale as to how and why it does not apply. Providers must consider SGBA+ intersectionality factors of i) all sexes, ii) all genders, iii) age, iv) disability, v) geography, vi) culture, vii) income, viii) sexual orientation, ix) education, x) race, xi) ethnicity and xii) religion.

The CPCoE requires the Principal Investigators and Co-Principal Investigators all of Project Services Agreements to complete a SGBA+ Checklist twice throughout the duration of the Project Services Agreement, as follows:

1. Prior to initiating research: to ensure SGBA+ is considered when designing the research;
2. At a future date, as specified by the CPCoE: to follow-up on SGBA+ progress and ensure SGBA+ is considered when publishing.

## **STRATEGY FOR PATIENT-ORIENTED RESEARCH**

At the heart of the CPCoE's research is Veteran engagement. Using the principles of Canada's [Strategy for Patient-Oriented Research \(SPOR\)](#), it is expected that all research funded by the CPCoE enlist the collaboration of Veterans in the entire research process.<sup>3</sup> As per SPOR, this means:





- [Veterans] have the capability and support to meaningfully contribute to and participate in research;
- Relevant and transformative knowledge is generated and applied to improve [Veteran] health outcomes.

To assist researchers and students in recruiting Veterans for research, the CPCoE is pleased to provide administrative support for recruitment. Recruitment support will be discussed when Project Services Agreements/Scholarship Letters are being prepared.

## **QUESTIONS**

Should you have any questions, please direct them to [research@vcp-vdc.ca](mailto:research@vcp-vdc.ca).



## **REFERENCES**

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<sup>1</sup> Government of Canada (2020, September 18). *Tri-Agency Framework: Responsible Conduct of Research (2016)*. Retrieved from <https://rcr.ethics.gc.ca/eng/framework-cadre.html#a2>

<sup>2</sup> Government of Canada (2020, June 19). *Guide on the public acknowledgement of financial support - Canadian Heritage*. Retrieved from <https://www.canada.ca/en/canadian-heritage/services/funding/acknowledgement-financial-support.html#a2>

<sup>3</sup> Canadian Institutes of Health Research (2019, September 26). *SPOR Capacity Development Initiative*. Retrieved from <https://cihr-irsc.gc.ca/e/51465.html>