

**CDAA & CFDHRE JOINT PEER REVIEWED GRANT
APPLICATION FORM
2015 - 2016**

Date of application:

Project Title:

Lead Principal Applicant

The Lead Principal Applicant must be a registered/licensed Canadian Dental Hygienist, Dental Assistant or Audiologist or related health care professional, except in the case where she/he is conducting the research as a graduate student and will be the 'Principal Applicant' and her/his research advisor/supervisor will be the 'Lead Principal Applicant'. Dental hygienists must be members of the CDHA. Dental assistants must be members of CDAA. A CV must be supplied for the Lead Principal Applicant.

CFDHRE defines the Lead Principal Applicant as someone who will:

- be responsible for the direction of the proposed activities; and
- assume the administrative and financial responsibility for the grant or award; and
- receive all related correspondence from CFDHRE.

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|--|
| Name: Title: Host Institution/Organization: Address: Phone: Fax: E-mail address: |
|--|

Principal Applicant

CFDHRE defines a Principal Applicant as the individual who shares responsibility for the direction of the proposed research activities. A CV must be supplied for the Principal Applicant.

Name:
Title:
Organization:
Address:
Phone:
Fax:
E-mail address:

Co-Applicant(s)

CFDHRE defines Co-Applicants as individuals who contribute to the proposed research activities. A CV should be supplied for each Co-Applicant.

Name:
Title:
Organization:
Address:
Phone:
Fax:
E-mail address:

Collaborator(s)

CFDHRE defines Collaborators as individuals whose role in the proposed research activities is to provide a specific service (e.g., access to equipment, provision of specific training in a specialized technique, statistical analysis, access to a patient population, etc.). Collaborators' CVs are not required in the

Name:
Title:
Institution:
Address:
E-mail address:
Phone:

application.

Designated Authority:

The designated authority is the individual at the organization/institution who is responsible for overseeing the project funds. (This is not the Lead Principal Applicant. It may be an individual for example in the Research Services office or at the university – industry liaison office.)

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|-----------------|
| Name: |
| Title: |
| Institution: |
| Address: |
| E-mail address: |
| Phone: |

1.0 Abstract

Maximum 300 words; Arial 12 point font, single spaced. Label each section of the abstract using bolded headers according to the type of research proposal being submitted. For example: Problem Statement, Purpose/Aim, Methods, Results, Conclusions. Use narrative text and do not include any tables, figures, graphs or references.

2.0 ORGANIZATIONAL INFORMATION (Sections 2.1 to 2.5 should be a maximum of 5 pages, Arial 12 point font)

2.1 Mission, goals and objectives of the organization/educational institution

Describe how the mission, goals and objectives of the applicant(s)' organization/educational institution are aligned with the missions of the [Canadian Dental Assistants' Association \(CDAA\)](#) and/or the [Canadian Foundation for Dental Hygiene Research and Education \(CFDHRE\)](#) .

2.2 Describe how the applicant's institution/organization has the capacity to support the project.

Consider the following when completing this section:

- Does the organization have previous working experience with this type of research project?
- Does the organization have good knowledge and expertise about this type of research project?
- Does the organization have the capacity to oversee the financial management of the grant?
- Does the organization have sound administrative and financial systems?

2.3 Research project participants' names, background and roles in the project.

2.4 Describe how the individual participants in the research project are qualified to conduct the project.

2.5 Other participants

If there is more than one partner organization involved in the project include the following:

- Roles and responsibilities of each organization
- Project lead at each organization

Consider responding to the following questions:

- Are there clearly defined roles and responsibilities of each organization?
- Is there a description of how the partnership enhances the ability to develop and deliver this project?
- Is there evidence of partner commitment? Letters from partners are required to indicate the way in which they will contribute to the success of the project.
- Is there a description of how communication will occur and how cohesiveness between the organizations will be built?

3.0 PROJECT PROPOSAL INFORMATION (Sections 3.1 to 3.9 should be **10 pages maximum**, excluding attachments, Arial 12 point font.)

3.1 Project objectives must align with the following:

Research projects must be directly related to advancing knowledge surrounding the impact of the dental practice environment on dental assistants' and dental hygienists' hearing. Research should also be aligned with the [CDAA](#) and/or the [CFDHRE Mission Statements](#) respectively.

Consider the following when completing this section:

- Are the objectives time-limited, concrete, realistic and measurable?
- Are the objectives clear, appropriate, realistic, and readily achievable?

3.2 Target audience/target of the research

3.3 Project need or significance

Justify the need, significance and/or impact of the research project.

Consider the following in completing this section:

- Is there a clearly demonstrated justification of the need, significance and/or impact of the research project?
- Is there formal or informal documentation to support the need for this research project along with any evidence such as needs assessments, literature reviews, previous evaluation or assessment results, reports, and project relevant statistics?
- Why/how will the proposed research activity address the needs you identified?
- Will the research project result in short term or long lasting changes?

3.4 Literature Review

Please review and summarize the findings of your literature review in this section. Describe the relevance of the literature review to the study purpose, design and research plan. A literature review demonstrates your knowledge of the research problem, an understanding of the theoretical and research issues related to your research question, and shows your ability to evaluate relevant literature. It also explains how your research will contribute to the literature. All proposals must include evidence based oral health research. Please attach the literature review in the appendices. Limit this summary to 2-3 pages not including references.

3.5 Approach or methodology

(Please note: All methodology involving human subjects requires ethics approval. Ethics approval must either accompany this application, or follow if the proposal is accepted.)

Describe the overall research design as qualitative, quantitative, mixed methods or other. Describe the proposed research approach and specific methods for collecting, analyzing, and interpreting the research. (If you are using a data collection tool/instrument, please include a copy in the appendix area.)

3.6 Products or outputs

Describe the products and/or outputs of the research. Consider the following information in completing this section:

- Is there a list of all products, goods, or services (or other outputs) that will be produced or delivered as part of the research project?
- Are these outputs clearly defined and quantifiable?
- Do the outputs support the attainment of the research project outcomes (3.7) below?

3.7 Intended results/outcome/impact of the project

Describe in detail the potential and intended outcomes and impact of the research. Consider the following questions in completing this section:

- Are the outcomes clearly stated for each of the project objectives?
- Are the short term and long term results defined?
- What potential impact could this research have?

3.8 Work plan

Describe the activities to be carried out with timelines.

3.9 Knowledge translation plan

Describe when, how and with whom information gained from the research will be shared.

Knowledge translation (KT) is integral to the CFDHRE and CDAA missions. KT involves researchers actively disseminating their findings and facilitating their 'translation' into improved health, more effective products or services and/or a strengthened healthcare system. The costs of dissemination are eligible expenditures.

Primary knowledge users are often other researchers, but knowledge users can also fall outside of the research community and include clinicians/health care providers and the public. Dissemination of results through the publication of articles in high quality and accessible journals is appropriate along with other strategies that increase awareness of the results and facilitate their application. Integrating KT into the research process is a valued approach and involves stakeholders or potential research knowledge users to be engaged in the entire research process in that the research is directed at producing solutions to issues or problems the stakeholders/knowledge users have identified.

Consider the following when completing this section:

- Is the KT approach comprehensive and go beyond dissemination?
- Is the target audience for KT activities, including the dissemination of research results, identified and appropriate?
- For integrated KT, does the plan involve a range of stakeholders early in the research project and throughout?
- Do the KT activities have realistic timelines?

3.10 Evaluation plan

Describe how the researchers will evaluate the outcomes of the research project.

Consider the following when completing this section:

- Does the proposal describe how the evaluation will be conducted?
- Are the expected goals and outcomes and indicators of success clearly identified and appropriate?
- Are the approaches to the measurement of variables appropriate and clearly delineated?
- Who will be involved in the collecting of data and when are the data to be collected?
- What is the role of identified partners in the evaluation process?

4. BUDGET

Allowable expense items include materials necessary to conduct the research project. Specific administrative costs identified with project activities may be included in the proposed budget (e.g. statistical consultation, secretarial support, research assistants). Capital costs are generally not covered. Capital costs are generally defined as a long-term, tangible asset held for business use and not

expected to be converted to cash in the current or upcoming fiscal year, such as equipment, or furniture.

Budget Narrative:

Provide a brief explanation of the justification for each of the following budget items, as needed.

Expenditures

I) Non-Salary Costs

a) Travel and meeting costs

b) Supplies and services

c) Indirect costs, also called overhead, are those expenditures incurred in the conduct of research that are not directly attributed to a specific research effort. The applicant is encouraged to petition the sponsoring institution to provide overhead costs as an in-kind contribution. Such costs may include:

- infrastructure and space maintenance
- support services for research including central research and financial services
- environmental health and safety resources
- meeting regulatory certification requirements
- providing key resources such as library and computer information services.

d) Other expenses

II) Salary and personnel costs (include position, time allocated, salary, and benefits.

Revenue

List other sources of funding received (or anticipated)

Total costs:

Other Sources of funding:

Total Requested from the CFDHRE:

5. REQUIRED ATTACHMENTS

Please include these documents in the Appendices. If you have not included these attachments, please explain why.

a. Literature Review

b. Data Collection instruments/tools

c. Evaluation Tools

d. Ethics

Please note: All methodology involving human subjects requires ethics approval. Ethics approval must either accompany this application, or follow if the proposal is accepted.

This project requires an ethics approval: YES _____ NO _____

Ethics approval attached: YES _____ NO _____

Ethics approval will be sent at a later date: YES _____ NO _____

e. Curriculum Vitae

Lead Principal Applicant CV attached: YES _____ NO _____

Co-Principal Applicant CV attached: YES _____ NO _____

Principal Applicant CV attached: YES _____ NO _____

Co-applicant CV attached YES _____ NO _____

6. OTHER ATTACHMENTS (if applicable)

It is strongly recommended that you consider including letters of support for your proposal when applicable.

Signature of Lead Principal Applicant

Signature of Principal Applicant (if applicable)

Checklist

Prior to submitting your proposal, please check off the following items.

| Criteria | YES | NO |
|---|-----|----|
| Did you review the grant review template that the peer review committee will use to score your submission? | | |
| Have you included information in all the sections of the application form, and if not, provide an explanation for why there is no information in these sections? | | |
| Are all the required attachments included in the appendices? | | |
| Have you read and adhered to the following Tri-Council Policy Statements: <ul style="list-style-type: none"> • Ethical Conduct for Research Involving Humans (TCPS) • Integrity in Research and Scholarship | | |

An electronic Microsoft Word file of the grant application form must be received in the CFDHRE office by **4:00 p.m. EST, November 30, 2015**.

Late or incomplete applications are not accepted.

Please forward to:

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