



CFDHRE~CDAA JOINT PEER REVIEWED GRANT PROGRAM GUIDELINES 2015 - 2016

APPLICATION DEADLINE

A completed 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.

Please forward to: Joanna Asadoorian RDH, PhD, Program Director
Canadian Foundation for Dental Hygiene Research and Education
foundation@cfdhre.ca

MISSION

The Canadian Foundation of Dental Hygiene Research and Education (CFDHRE) exists to develop a fund to support dental hygiene research and education in Canada, in order to enhance the oral health and well-being of Canadians.

The Canadian Dental Assistant's Association (CDAA) mission is to provide national leadership for the dental assisting profession furthering the interests of its member organizations and advocating on oral issues having a national impact.

ELIGIBILITY

To be eligible for consideration for funding, 'Lead Principal Applicants' 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 the CDAA. In addition, applicants must be affiliated with an organization that will receive the grant. The organization, which is referred to as the "qualified donee", must meet the following requirements:

According to the Canada Revenue Agency, *Income Tax Act*, qualified donees are organizations that can issue official donation receipts for gifts that individuals and corporations make to them. They are as follows: a registered charity (including universities and colleges; a registered Canadian amateur athletic association; a housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged; a Canadian municipality; the United Nations and its agencies; a university that is outside Canada that is prescribed to be a university the student body of which ordinarily includes students from Canada; a charitable organization outside Canada to which Her

Majesty in right of Canada has made a gift during the fiscal period or in the 12 months immediately preceding the period and Her Majesty in right of Canada or a province.
Reference number CSP – Q01

CRITERIA

- Research projects must be specifically designed to advance knowledge surrounding the impact of the dental practice environment on dental assistants' and dental hygienists' hearing and be aligned with the overall [CDA](#) and the [CFDHRE Mission Statements](#) .
- Proposals will be assessed according to the criteria in the [Reviewers Assessment Guide](#); Applicants are encouraged to examine this document in order to obtain a better understanding of how the proposals are evaluated.

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 instance 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 the CDA. In addition, applicants must be affiliated with an organization that will receive the grant.

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

BUDGET

The grant awarded will be a maximum of \$25,000 over a one year time period. The budget should include expenditures, with a short description of the justification for the itemized expenditures; revenues, including other sources of funding; and the total amount requested. Allowable expense items include materials necessary to conduct the project. Specific administrative costs identified with project activities may be included (e.g. computer time, statistical consultation, secretarial support, research assistants). Overhead/indirect costs of up to 15% of total costs are eligible; however, the applicant is encouraged to petition the sponsoring institution to provide overhead costs as an in-kind contribution. If the institution prohibits waiving of indirect costs, that policy must be submitted. Capital costs are not generally eligible.

PAYMENT OF FUNDS

The project funds will be made available to the Designated Authority (the individual at the organization who is responsible for overseeing the funds) in three installments. The first installment comprised of 50% of the total budget, will be made following the signing of the agreement. The second installment comprised of ¼ of the total budget will be made available following receipt of the mid-term report and the remaining ¼ of the total budget will be made available upon receipt of the final report. The final request for payment must be received by CFDHRE no later than March 31, 2017.

PROJECT TIMELINE

Projects must be completed prior to March 31, 2017. Other completion dates commensurate with the scope of the project may be considered.

REPORTS

The recipient will be required to submit a mid-term report providing an update on the activities that have been completed at the mid-point of the project. The midterm report, consisting of approximately one page, should address the following issues:

- Overview of project - indicate if the project is following the Workplan as scheduled or if there have been unanticipated events that have delayed the plan and will impact on the final report due date.
- Short term objectives - provide a brief update on short term objectives
- Evaluation – provide an update on the evaluation that was defined in the proposal. For example, if the proposal indicated that the intervention was monitored throughout the project, then provide a brief report on this activity.

The final report is due on March 31, 2017. The final report must include a summary and an evaluation of the project, including attainment of objectives and results.

OTHER REQUIREMENTS

The project is required to acknowledge the funding received from the CFDHRE and CDAA on any project material distributed to the public.

GRANT ANNOUNCEMENTS

Grant announcements will be made in approximately mid-February 2016.

Need Information on How to Write a Research Proposal?

CIHR publishes a [Guidebook for New Principal Investigators](#). This guidebook has valuable information and advice that is intended for all researchers (new and experienced) who write grant applications in any area of health research, including basic biomedical research, clinical research, the social sciences and the humanities. The Guidebook contains suggestions and not universal rules.

This guidebook provides tips about:

- applying for a grant as a Principal Applicant/Investigator
- writing papers
- building and managing your research team and laboratory
- managing your time

FOR FURTHER INFORMATION PLEASE CONTACT:

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