**ELIGIBILITY AND INSTRUCTIONS**

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| 1. Completed applications are due by **11:45pm ET on February 29, 2024**,by email to [foundation@cfdhre.ca](mailto:foundation@cfdhre.ca). **Late or incomplete applications will not be accepted.** Contact [CFDHRE](mailto:foundation@cfdhre.ca) if you have questions about this grant program. 2. The principal applicant must be a registered dental hygienist in Canada and a [member](https://www.cdha.ca/) of the Canadian Dental Hygienists Association (CDHA), except in the case where s/he is conducting the research as a graduate student and will be the co-applicant while her/his research advisor/supervisor will be the principal applicant. In this case, the dental hygiene co-applicant must still be a member of CDHA. 3. All proposals must align with the [CFDHRE’s mission statement](https://www.cfdhre.ca/). 4. All proposals must indicate the domain within CDHA’s current [Dental Hygiene Research Agenda](https://www.cdha.ca/cdha/The_Profession_folder/Research_folder/Dental_Hygiene_Research_Agenda/CDHA/The_Profession/Research/Dental_Hygiene_Research_Agenda.aspx) it aligns with. 5. All proposals must be founded on existing evidence-based oral health research. 6. Applicants should be as concise as possible, while still providing sufficient information to facilitate comprehension by reviewers (type inside the empty fields with 11 point font). The application consists of 5 sections:    * 1. Research team and organization      2. Research proposal      3. Budget      4. Attestation      5. Attachment checklist. *These should be included in the email submission of the completed application form. It is preferable that this completed application form and all supporting attachments are consolidated into a single pdf document, or at most two pdfs (this completed application form + the consolidated appendices).* 7. Applicants and recipients must adhere to Tri-Council Policy Statements on Ethical Conduct for Research Involving Humans and the framework for Responsible Conduct of Research. These are set out by Canada’s three federal research agencies – the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC). 8. Knowledge translation is integral to CFDHRE’s mission. Grant recipients are required to submit their completed research in the form of a research article based on the study (or aspect of the study) supported by the grant to the [*Canadian Journal of Dental Hygiene*](https://www.cdha.ca/cdha/The_Profession_folder/The_Canadian_Journal_of_Dental_Hygiene_CJDH_folder/CDHA/The_Profession/CJDH/CJDH.aspx?hkey=e1a5f6ac-ce37-4aeb-81c8-0bcaeafbc85b#/54/3) for possible publication. For details on how to submit a manuscript to the journal, please refer to the journal’s [guidelines for authors](https://www.cjdh.ca/static/guidelines-for-authors). Wide dissemination of the completed research is encouraged. 9. CFDHRE establishes annual peer review committees for evaluating confidential grant applications and participating in consensus discussions to determine which proposal(s) will ultimately be funded. Visit [CFDHRE](https://www.cfdhre.ca/) for more information about the evaluation of applications. | |
| **SECTION A: RESEARCH TEAM AND ORGANIZATION** | | |
| **DEFINITIONS**   * “**Principal applicant/investigator**” means the individual responsible for the leadership of the proposed research project. * “**Co-applicant**” means the individual(s) who contribute to the proposed research project. * “**Collaborator**” means the individual(s)/organization(s) who provide specific services to the proposed research project (e.g., access to equipment, provision of specific training in a specialized technique, statistical analysis, access to a patient population, etc.). * “**Agreement authority**” means the role at the host institution who would be responsible for the execution of the CFDHRE agreement and administration of funds for your project (if successful). | | |
| **WHAT YOU NEED TO ATTACH (SEE SECTION E)**   1. Curriculum vitae (principal applicant, co-applicants) | | |
| **TIP** If additional space is needed, insert more rows. | | |
| **Project title** | |  |
| **Project start date** | |  |
| **Project completion date** | |  |
|  | |  |
| **Name of principal applicant/investigator** | |  |
| **CDHA membership #** | |  |
| **Title** | |  |
| **Organization/Institution** | |  |
| **Email address** | |  |
| **Phone** | |  |
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| **Name of co-applicant(s)** | |  |
| **CDHA membership #**  **(if applicable)** | |  |
| **Title** | |  |
| **Email address** | |  |
| **Organization/Institution** | |  |
|  | | |
| **Name of collaborator(s)** | |  |
| **Title** | |  |
| **Institution** | |  |
| **Email address** | |  |
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| **Host institution** | |  |
| **Name of agreement authority** | |  |
| **Title** | |  |
| **Email address** | |  |
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| **Host institution’s alignment with CFDHRE**  Describe the strategic alignment between the mandate/mission of the host institution and CFDHRE.   * Complete in 1 page or less. |
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| **Host institution’s capacity to support research**  Describe the host institution’s capacity to support the conduct and success of proposed research.   * Complete in 1 page or less. |
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| **Research team**  Identify members of the research team. Indicate names, experience, and role/responsibilities in relation to the research proposal. Contextualize the combined expertise and experience to deliver the proposed research.   * Complete in 2 pages or less. |
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| **Project partnerships**  If applicable, identify partners and describe the partnership in relation to the research proposal. Provide evidence of partner commitment.   * Complete in 1 page or less. |
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| **SECTION B: RESEARCH PROPOSAL** | | |
| **WHAT YOU NEED TO ATTACH (SEE SECTION E)**   1. Literature review (summary) 2. Study protocol (summary) 3. Copies of data collection/evaluation instruments (if applicable) 4. Ethics approval, as applicable (IMPORTANT) | | |
| **Which domain of** [**CDHA’s Dental Hygiene Research Agenda**](https://www.cdha.ca/cdha/The_Profession_folder/Research_folder/Dental_Hygiene_Research_Agenda/CDHA/The_Profession/Research/Dental_Hygiene_Research_Agenda.aspx) **does proposal align with?** | 1. Risk assessment and management 2. Access to care and unmet needs 3. Capacity building of the profession | |
| **Lay abstract (plain language, unstructured)**  Describe the proposed research and its connection to improved personal oral health, the oral health of populations, the dental hygiene profession, and/or the oral health delivery system. If successful, this information is used by CFDHRE to communicate about its support of valuable dental hygiene research.   * Complete in 250 words or less. Do not include any tables, figures, graphs, or references. | | |
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| **Research problem and justification**  Provide a brief overview of relevant background information, context, and rationale for the project.   * Complete in 1 page or less. | | |
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| **Objectives**  Indicate the research objectives of the project; they should be appropriate, realistic, and measurable.  • Complete in 1 page or less. | | |
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| **Significance and impact of research**  Explain the value of the anticipated project contributions/outputs, and any advances in dental hygiene knowledge, oral health care, or oral health outcomes.   * Complete in 1 page or less. | | |
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| **Research methods**  Describe the research approaches/methods to accomplish the objectives of the project.  • Complete in 2 pages or less. | | |
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| **Work plan**  Provide a simple breakdown of the project’s workflow, related timelines, and key milestones in relation to the project’s duration.  • Complete in 1 page or less. | | |
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| **Knowledge translation and dissemination plan**  Describe the approach (e.g., goals, audience, strategies, timelines, application, etc.,) for knowledge translation when the research will be completed.  • Complete in 1 page or less. | | |
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| **SECTION C: BUDGET** | | |
| **NOTES**   1. Eligible expenditures include materials necessary to conduct the research project, or specific administrative costs identified with project activities included in the proposed budget (e.g., statistical consultation, secretarial support, research assistants). **A maximum of $1000 may be allocated to conference attendance, presentation or travel.** 2. Ineligible expenditures include capital costs (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). 3. Indirect or overhead costs are those expenditures incurred in the conduct of research that are not directly attributed to a specific research effort. These costs may include facility operating costs, library services, environmental health and safety resources, regulatory certification requirements, etc. Applicants are encouraged to petition the sponsoring institution to provide overhead costs as an in-kind contribution. 4. For multi-year projects, specify the budget for the year of CDHFRE’s support. | | |
| **Budget justification**  Briefly explain why the requested funds are needed and how they will advance research. Contextualize the potential awarding of CFDHRE funds relative to the project’s overall budget/funds currently held. | | |
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| **Budget detail** | | |
| 1. Research team | |  |
| 1. Subcontracted services | |  |
| 1. Equipment, supplies, specialized items | |  |
| 1. Meetings, conferences (non-travel) | |  |
| 1. Travel for research activities | |  |
| 1. Knowledge translation | |  |
| 1. Indirect costs/overhead (see note 3 above) | |  |
| 1. Other costs (specify) | |  |
| 1. **Total support requested from CFDHRE** | |  |
| 1. **Total support requested from CFDHRE as a percentage of total project budget** | |  |
| 1. Funds from principal applicant’s department as a percentage of total project budget | |  |
|  | | |
| **Funds from other sources/sponsors – confirmed**  Specify financial contributions that will be made to the project by other funding agencies or foundations (specify dollar amounts and source). | | |
| Source/Amount 1 |  | |
| Source/Amount 2 |  | |
| Source/Amount 3 |  | |

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| **Potential funds from other sources/sponsors – sought but not yet known** | |
| Source/Amount 1 |  |
| Source/Amount 2 |  |
| Source/Amount 3 |  |
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| **SECTION D: PRINCIPAL APPLICANT/INVESTIGATOR ATTESTATION** | |
| This attestation is signed by the principal applicant/investigator on behalf of the research team. | |
| 1. I meet the eligibility criteria as a    1. registered dental hygienist in Canada and a member of the Canadian Dental Hygienists Association (CDHA), **or**    2. research advisor/supervisor of a graduate student who is a co-applicant for the project and who is a registered dental hygienist in Canada and CDHA member (indicated on page 2). 2. I have read and understand all the terms and conditions of the CFDHRE grant program as set out in this application form and on [cfdhre.ca](https://www.cfdhre.ca/). 3. I have provided all necessary documentation to constitute a completed application. If any of the information provided in mt application changes, I agree to provided CFDHRE with written notification of such changes. 4. I understand and adhere to the Tri-Council Policy Statements on Ethical Conduct for Research Involving Humans and Integrity in Research and Scholarship. 5. I understand and acknowledge that grant recipients are required to submit their completed research in the form of a research article based on the study (or aspect of the study) supported by the grant to the [*Canadian Journal of Dental Hygiene*](https://www.cjdh.ca/) for possible publication. 6. I understand and acknowledge that, should the proposal be accepted the CFDHRE, no liability and no commitment or obligation exists on the part of CFDHRE to make a financial contribution to the project until a written contribution agreement is signed by CFDHRE and the host institution. 7. I understand that all communications will be sent to the principal applicant, who is responsible for sharing information on the outcome of application submission with his or her co-applicants.   Note: In the case of past CFDHRE grant recipients, staff will validate with the peer reviewers that prior recipients have met all obligations tied to their past CFDHRE grant(s). CFDHRE may potentially reverse a grant decision where there may be serious concerns about failure to meet the terms and conditions of the grant. | |
| Typed name |  |
| Signature |  |
| Date |  |
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| **SECTION E: SUPPORTING ATTACHMENTS TO INCLUDE WITH YOUR COMPLETED APPLICATION FORM (CHECKLIST)** | |
| **NOTE:** Attachments should be included in the email submission of the completed application form. It is preferable that the completed application form and all supporting attachments are consolidated into a single pdf document, or at most two pdfs (completed application form + supporting attachments). | |
| ▢ | 1. **Curriculum vitae**   For principal applicant and each co-applicant. |
| ▢ | 1. **Literature review summary (maximum 2 pages)**   Provide a concise summary of the findings of your literature review and the implications for practice and the profession in relation to the research proposal. |
| ▢ | 1. **Study protocol (maximum 2 pages)**   Protocol elements may include a brief synopsis of background information and rationale, proposal objectives, proposal plan, procedures, measures and evaluation, statistical analysis. |
| ▢ | 1. **Copies of data collection/evaluation instruments (if applicable)** |
| ▢ | 1. **Ethics approval, as applicable \*IMPORTANT\***   All methodology involving human subjects requires ethics approval. If not required, state accordingly. If required, confirmation of ethics approval must either accompany this application (strongly preferred) or follow if the proposal is accepted. |
| ▢ | 1. **Other information (optional)**   Include other application materials you wish to include, such as letters of support/collaboration, questionnaires, surveys, consent forms, supplementary tables/charts/photographs, etc. |

