



**PEER REVIEWED GRANT APPLICATION FORM
2011-2012**

Date of application:

Project Title:

Lead Principal Applicant:

Name:

Title:

Host Institution/Organization:

Address:

Phone:

Fax:

E-mail address:

Co-applicant:

Name:

Title:

Organization:

Address:

Phone:

Fax:

E-mail address:

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.)

Name

Title

Institution

Address

E-mail address

Phone

1.0 Abstract

Maximum 300 words

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 organization/educational institution align with the mission of the Canadian Foundation for Dental Hygiene Research and Education (CFDHRE) <http://www.cfdhre.ca/> .

Consider the following when completing this section:

- A vision describes an image of the future that the organization wants to achieve.
- A mission for an organization articulates the purpose of the organization, or what it does to achieve its vision.
- Goals are specific and realistic aims for a specific time period.
- Objectives are clear, specific statements about the intended outcomes that contribute to bigger goals. They are time-limited, concrete, realistic and measurable.

2.2 Describe why the host institution/organization has the capacity to conduct the project.

Consider the following when completing this section:

- Does the organization have previous working experience with this type of project?
- Does the organization have good knowledge and expertise about this type of 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 Project participants' names, background and roles in the project.

(Please note that section 5 requires curriculum vitae for the Lead and Co-Principal Applicant)

2.4 Describe why the individual participants in the 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 **6 pages maximum**, excluding attachments, Arial 12 point font.)

3.1 Project objectives must align with the following:

Research projects must align with the **CFDHRE Mission Statement** at <http://www.cfdhre.ca/> and the research themes in the document **Guiding Research within the Dental Hygiene Profession** located at http://www.cfdhre.ca/CFDHRE_GuidingResearch.pdf

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 or impact of the project.

Consider the following in completing this section:

- Is there a clearly demonstrated justification of the need, significance or impact of the project?
- Is there formal or informal documentation to support the need for this project along with any evidence such as needs assessments, literature reviews, previous evaluation or assessment results, reports, and project relevant statistics?
- Why will the proposed activity address the needs you identified?
- Will the 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 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 be founded on existing evidence based oral health research. Please attach the literature review in the appendices.

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.)

a) For Research Projects:

Describe the proposed approach or methods for collecting, analyzing, rating 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

Consider the following information in completing this section:

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

3.7 Intended results/outcome/impact of the project

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?

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 on the project will be shared.

Knowledge translation (KT) is integral to CFDHRE's mission and falls into two main categories, *end of grant KT* and *integrated KT*. With both categories of knowledge translation CFDHRE expects researchers to disseminate their findings and facilitate their translation into improved health, more effective products or services, and/or a strengthened healthcare system. Note that the costs of dissemination are eligible expenditures.

When the primary knowledge users are researchers, dissemination of results through the publication of articles in high quality and accessible journals is appropriate, although other strategies that increase awareness of the results and facilitate their application may also be appropriate. When knowledge-user audiences outside the research community should be informed of specific research findings, comprehensive dissemination goals and strategies can be documented. With integrated KT, stakeholders or potential research knowledge users are engaged in the entire research process and 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 target audience for KT activities appropriate?
- Is the target audience for dissemination of project results appropriate?
- Does the plan involve stakeholders early in the project and throughout?
- Are the KT activities appropriate and timelines realistic?

3.10 Evaluation plan

The following questions should be considered in completing this section:

- Does the proposal describe how the evaluation will be conducted?
- Are the expected 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 the partners in the evaluation process?
- Have the indicators of success of the project been identified?

4. BUDGET

Expenditures

I) Non-Salary Costs

- a) Travel and meeting costs
- b) Supplies and services
- c) Other expenses

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

Budget Narrative:

Provide a brief explanation of the justification for each budget item.

Ia)

Ib)

Ic)

Id)

II)

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 Principle Applicant CV attached: YES _____ NO _____

Co-Principle Applicant CV attached: YES _____ NO _____

6. OTHER ATTACHMENTS (if applicable)

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

Signature of Lead Principal Applicant

Signature of Co-applicant (if applicable)

Checklist

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

Did you review the grant review template that the peer review committee will use to score your submission?

YES NO

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?

YES NO

Are all the required attachments included in the appendices?

YES NO

The project application must be received in the CFDHRE office by midnight PST, 11 October 2011, in the following two formats:

1. An electronic document, including attachments.
2. A hard copy, with original signatures of the Principle Lead Applicant and the Co-applicant (if applicable). Faxes will not be accepted.

Please forward to:

Judy Lux, Program Director
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foundation@cdha.ca