



## **PEER REVIEWED GRANT PROGRAM GUIDELINES 2011-2012**

### **MISSION**

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

### **ELIGIBILITY**

To be eligible for consideration, 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 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 align with the [CFDHRE Mission Statement](#) and the document [Guiding Research within the Dental Hygiene Profession: Principles and Themes](#).

Proposals will be assessed according to the criteria in the [Reviewers' Assessment Guide](#).

## **APPLICATION DEADLINE**

The project application must be received in the CFDHRE office by midnight PDT, 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  
Canadian Foundation for Dental Hygiene Research and Education  
96 CentrepoinTE Drive  
Ottawa, Ontario  
K2G 6B1  
[foundation@cdha.ca](mailto:foundation@cdha.ca)

## **GRANT APPLICATION FORM**

The form consists of the following sections:

1. Abstract
2. Organizational Information
3. Project Proposal Information
4. Budget
5. Required Attachments
6. Other Attachments

The [Reviewers Assessment Guide](#) is used by the Review Committee to evaluate and rate the proposals. Applicants are encouraged to examine this document in order to obtain a better understanding of how the proposals are evaluated.

## **BUDGET**

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  $\frac{1}{4}$  of the total budget will be made available following receipt of the mid-term report and the remaining  $\frac{1}{4}$  of the total budget will be made available upon receipt of the final report. The final request for payment must be received by CFDHRE on April 1, 2013.

## **PROJECT TIMELINE**

Projects must be completed prior to April 1, 2013. 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 final report is due on April 1, 2013. The final report must including a summary and an evaluation of the project, including attainment of objectives and results. Also provide some information on lessons learned that can be applied to future research projects and/or assist the Foundation in developing best practices or policies for administering grants.

## **OTHER REQUIREMENTS**

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

## **GRANT ANNOUNCEMENTS**

Grant announcements will be made April 1, 2012.

**FOR FURTHER INFORMATION PLEASE CONTACT:**

Judy Lux

Program Director

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