



Annual Report

COLLABORATION RESEARCH CANADIAN PROFESSION EDUCATION FOUNDATION DENTAL HYGIENE FUNDRAISING COMMUNITY



COLLABORATION RESEARCH CANADIAN PROFESSION EDUCATION FOUNDATION DENTAL HYGIENE FUNDRAISING COMMUNITY

CFDHRE Achievements
| May 2009 30 April 2010

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1. CFDHRE's Leadership

1.1 Board of Directors



Dr. Laura Dempster
President
(October 2009 – Present)



Trudy McAvity
President-Elect
(June 2005 – Present)



Patty Wickstrom
Director
(July 2002 – Present)

1.2 Senior Management

Susan A. Ziebarth
Executive Director

Judy Lux
Program Director

2. Introduction

The Canadian Foundation for Dental Hygiene Research and Education (CFDHRE) is Canada's only foundation dedicated exclusively to dental hygiene research and education—a charity led by dental hygienists...for dental hygienists. Formed in 2004, CFDHRE provides peer reviewed grants and masters awards to enable dental hygienists in Canada to blaze new trails as researchers and to build knowledge to enhance practice, dental hygiene education, and oral health outcomes.

This year, CFDHRE defined some overarching values, principles and themes guiding research, including:

- Guiding Research within the Dental Hygiene Profession: Principles and Themes
- The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)
- Integrity in Research and Scholarship

3. Peer Reviewed Grants

CFDHRE made significant improvements to the Peer Reviewed Grant process this year. Revisions were made to the Call for Proposals, Program Guidelines, Application Form, Review Team Terms of Reference and Proposal Review Form (see appendix 1-5). Critical revisions to the Application Form and the Proposal Review Form more clearly articulated the criteria to guide the applicants in completing the form and reviewers to assess submissions. In addition, significant changes were made to the Review Team Terms of Reference (TOR). The following new sections were included in the new TOR: mandate, responsibility of team members, scope and magnitude of review process, description of the review process, principles of peer review, conflict of interest, and fairness. Please refer to the appendices for these documents. Particular thanks to Ebony Bilawka and Brenda Currie Review Team Members, for their assistance with this document revision.

Last year the peer reviewed grant process selected the research project titled "A Systematic Review of Interventions to Improve Daily Mouth Care for Residents of Long-Term Care Facilities". This year, the first installment (\$4,650) for the project was provided to the grant recipient. Approval was granted for an extension on the final report, until October 31, 2010.

3.1 History of Peer Reviewed Grants and Final Reports

Project Name	Funding Date	Grant Amount	Final Report Received
A study of research utilization practices and critical thinking dispositions of Canadian dental hygienists (critical thinking)	2005	\$9,478.20	July 2007
Utilization of Research by Canadian Dental Hygienists	2005	\$ 7,521.80	July 2007
Flossing with Chlorhexidine Research Study	2006	\$17,000	July 2007
Using Focus Groups to Test and Refine an Instrument to Measure Facilitators of and Barriers to Research Utilization in the Dental Hygiene Context	2007	\$14,448	This project was canceled due to extenuating circumstances beyond the control of the recipient and CFDHRE.
Comparison of Inter-dental Brush to Dental Floss for Reduction of Plaque and Bleeding in Areas with Intact Papillae: A clinical trial	2008	\$12,060	August 24, 2009
A Systematic Review of Interventions to Improve Daily Mouth Care for Residents of Long-Term Care Facilities	2009	\$7,000	Anticipated project completion date: 31 October 2010
Total of 5 peer reviewed grants	2005 – 2010	\$53,060	

3.2 Review Team Members

CFDHRE recognizes the commitment and dedication of the individuals who volunteered their time from 2004 to 2010 to participate as members of the Review Team, to assist with the peer review grant process:

- Brenda Currie
- Denise M. Laronde
- Sherry Priebe
- Ebony Bilawka
- Indu Dhir
- Eunice Edgington
- Dianne Gallagher
- Pat Johnson
- Barb Long
- Audrey Penner
- Gladys Stewart
- Leeann Donnelly

4. Master's Award



CFDHRE has developed a landmark collaborative relationship with the Canadian Institutes of Health Research (CIHR) to fund a Master's Award for dental hygienists. The goal of the partnership with CIHR is to strengthen the research capacity of

CFDHRE, to increase the connection of CFDHRE with our related health research communities and to provide a simple and efficient mechanism for CFDHRE to partner with CIHR. This partnership allows us to double the amount of award we would normally provide.

CIHR initiates and manages a competitive process to identify research to be funded jointly. CIHR is also responsible for the costs and human resources associated with the administration of the Masters Award, including the review process, payments, and monitoring of recipient use of award funds. Applications are reviewed by a peer review committee. Last year, Carole J. Charbonneau's research project entitled "Cultural Competency Education in Dental Hygiene" was selected through a highly competitive award process for the exceptional quality of her submission. According to current evidence, ethnic minorities and First Nations people experience poorer oral health and general health outcomes than the general population. The findings of Ms. Charbonneau's research will improve the way dental hygienists practice client-centered care and will ultimately reduce the oral health disparities that currently exist in Canada. This year CFDHRE paid \$5,325 toward Carole J. Charbonneau's Masters Award. The Master's Award Total (over 2 years) is \$17,500.

5. Doctoral Award

CFDHRE, in partnership with the Canadian Institutes of Health Research (CIHR) Small Health Organizations Partnership Program (SHOPP), advertised a new Doctoral Research Award valued at \$66,000 for up to 3 years. Although one applicant tried to apply to the program, due to technical difficulties on the part of the applicant, their application was not received before the due date. Since this was the only applicant, no award was given in this category. CFDHRE has alerted CIHR to this technical difficulty and we are working collaboratively with them to address this situation going forward.

6. Fundraising

6.1 Appeals letter

CFDHRE placed an appeals letter, from the CFDHRE President, in the November/December issue of the Canadian Journal of Dental Hygiene, with a readership of 15,849 individuals.

6.2 Dentistry Canada Fund

This year, Dentistry Canada Fund (DCF) closed its doors and transferred **\$87,653** from the dental hygiene fund to the Canadian Foundation for Dental Hygiene Research and Education. CFDHRE is appreciative of the dental hygienists who contributed to this DCF fund over the past several years. When CFDHRE formed in 2004 an application was made for a transfer

of these funds held in the Dental Hygiene Fund; however, our request was denied. We celebrate that this fund will now be managed by an organization with dental hygiene as its primary priority.

6.3 Donor Appreciation

CFDHRE is grateful to the individuals, organizations and companies whose generous contributions made our vision a reality this year.

Professionals Who Care

Patricia Covington
Linda McKeown
Sandra Lawlor
Trudy McAvity
Cathy Grater-Nakamura
Sherry Priebe
Maria Reyes
Mickey Wener

Corporate Donors

Innovator (\$1,000 – under \$2,500)

- BCDHA
- CRDHA
- ODHA

Champion (\$500 – under \$1,000)

- Toronto North Dental Hygienists Society

Advocate (\$250 – under \$500)

- MDHA

Sustaining (\$100 – under \$250)

- Durham Dental Hygiene Society
- NBDHA

6.4 Fundraising Event

CFDHRE did not host a fundraising event this year, in collaboration with the Canadian Dental Hygienists Association, since the scheduled CDHA event was cancelled, due to circumstances beyond the control of CFDHRE. CFDHRE is planning a fundraising event for June 2011, to coincide with the CDHA's national conference.

7. CFDHRE in the Media

CFDHRE increased exposure to the Foundation by publishing an article in the Canadian Journal of Dental Hygiene, issue November/December 2009; 43, no.6, titled *Dental hygiene research in Canada: Expanding knowledge and seizing new opportunities*. It documents the types of research that were funded during the last year, including the Masters Award and the Peer Reviewed Grant. This article was published with financial assistance from the Canadian Institutes of Health Research. The journal circulation reaches 15,849 individuals.

8. Collaboration

8.1 Research Canada: an alliance for health discovery

CFDHRE has been actively involved in Research Canada: an alliance for health discovery. This is a not-for-profit organization that advocates for increased investments in health research in Canada. Its members include leading health research institutes, national health charities, hospitals, foundations, regional health authorities, universities, and private industry. Research Canada's mission is to help Canadians maintain and improve their health by ensuring Canada is a world leader in health research. They advocate through letter campaigns, presentations to the House of Commons Standing Committee on Finance and meetings with government officials and bureaucrats, and hosting health research forums. The CFDHRE President and the Program Director attended the Research Canada annual general meeting.

8.2 Canadian Institutes of Health Research.

CFDHRE participated in a Partner Consultation on partnerships and knowledge translation, with the Canadian Institutes of Health Research. A significant outcome of the Partner Consultation was the identification of five priority areas for enhancing research partnerships: (i) awareness (ii) funding (iii) strategic research elements (iv) sustainability (v) processes/tools to support partnerships. CFDHRE expressed enthusiasm for the CIHR Partnership Tool and indicated we would use such a tool within our organization.

9. Auditors' Report

AUDITORS' REPORT

To the Directors of
Canadian Foundation for Dental Hygiene
Research and Education

We have audited the statement of financial position of Canadian Foundation for Dental Hygiene Research and Education as at April 30, 2010 and the statement of revenue and expenditure for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Foundation derives revenue from donations and fundraising, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, net revenue (expenditure) for the year, assets and net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at April 30, 2010 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Canada Corporations Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

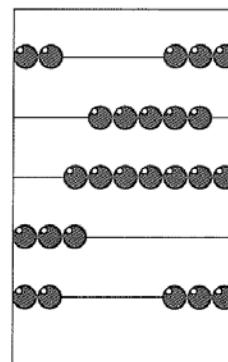
McCay, Duff & Company LLP
McCay, Duff & Company LLP,
Licensed Public Accountants
Ottawa, Ontario,
June 21, 2010.

McCay, Duff & Company LLP

CHARTERED ACCOUNTANTS

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JASON T. HOWARTH C.A.
PROFESSIONAL CORPORATION
KAREN M. FREAKE, B. COMM., C.A.



CANADIAN FOUNDATION FOR DENTAL HYGIENE RESEARCH AND EDUCATION

STATEMENT OF FINANCIAL POSITION

AS AT APRIL 30, 2010

	<u>2010</u>	<u>2009</u>
ASSETS		
CURRENT		
Cash - unrestricted	\$ 134,292	\$ 48,589
- restricted	51,826	-
Accounts receivable	<u>-</u>	<u>1,499</u>
	<u>\$ 186,118</u>	<u>\$ 50,088</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 8,772	\$ 5,941
FUNDS HELD IN TRUST (note 5)	<u>51,826</u>	<u>-</u>
	60,598	5,941
NET ASSETS		
BALANCE - BEGINNING OF YEAR	44,147	53,135
Net revenue (expenditure) for the year	<u>81,373</u>	<u>(8,988)</u>
BALANCE - END OF YEAR	<u>125,520</u>	<u>44,147</u>
	<u>\$ 186,118</u>	<u>\$ 50,088</u>
Commitments (note 8)		

Approved on behalf of the Board:

Director

Director

McCAY, DUFF & COMPANY LLP, CHARTERED ACCOUNTANTS

CANADIAN FOUNDATION FOR DENTAL HYGIENE RESEARCH AND EDUCATION

STATEMENT OF REVENUE AND EXPENDITURE

FOR THE YEAR ENDED APRIL 30, 2010

	<u>2010</u>	<u>2009</u>
REVENUE		
Donations		
- corporate	\$ -	\$ 1,550
- general	6,720	8,382
- Dentistry Canada Fund	87,693	-
Fundraising		
- other	<u>-</u>	<u>960</u>
	94,413	10,892
EXPENDITURE		
Bank charges	20	-
Professional fees	3,045	2,940
Research grants	<u>9,975</u>	<u>16,940</u>
	<u>13,040</u>	<u>19,880</u>
NET REVENUE (EXPENDITURE) FOR THE YEAR	<u>\$ 81,373</u>	<u>\$(8,988)</u>

McCAY, DUFF & COMPANY LLP, CHARTERED ACCOUNTANTS

Appendix I – Call for Proposals



**PEER REVIEWED GRANT
CALL FOR PROPOSALS
2010**

Deadline

An electronic and hard copy of the *Grant Application Form* is due by 5:00 p.m. EST, 15 October 2010.

Value of Grant

\$10,000 - for more information please refer to the **Budget** section of the *Program Guidelines*.

Criteria

Proposals should address one or more of the following topic areas including: dental hygiene research, dissemination of dental hygiene research, public education, and publication of dental hygiene information. For more information please see **Criteria** in the *Program Guidelines*.

Eligible applicants

To be eligible for consideration, applicants must be affiliated with organizations that can issue official donation receipts for gifts that individuals and corporations make to them. For more information see **Eligibility** in the *Program Guidelines*. Graduate students are welcome to apply.

Grant announcements

Grant announcements will be made 15 November 2010.

Contact us

Judy Lux, MSW

Program Director

Canadian Foundation for Dental Hygiene Research and Education

96 Centrepointe Dr., Ottawa, Ontario K2G 6B1

Voice: (613) 224-5515 ext. 123 or 1-800-267-5235; Fax: (613) 224-7283

foundation@cdha.ca

Appendix II – Program Guidelines



PEER REVIEWED GRANT PROGRAM GUIDELINES

2010

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

Proposals should address one or more of the following topic areas including: dental hygiene research, dissemination of dental hygiene research, public education, and publication of dental hygiene information.

Public education and publication of dental hygiene information projects must align with the **CFDHRE Mission Statement** at <http://www.cfdhre.ca/>

Research projects and research dissemination projects must align with the above mission statement and the document **Guiding Research within the Dental Hygiene Profession: Principles and Themes** located at http://www.cfdhre.ca/CFDHRE_GuidingResearch.pdf

Proposals will be assessed according to the criteria in the **Reviewers Assessment Guide**.

APPLICATION DEADLINE

An original hard copy of the project application must be received in the CFDHRE office by 5:00 p.m., 15 October 2010, with the signature of the Principle Lead Applicant and the Co-applicant (if applicable). In addition, an electronic copy must be received on this same deadline. 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

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

BUDGET

Each successful proposal may receive a one-time grant of up to \$10,000. This may be awarded to one project or to a number of smaller projects. The budget should include expenditures with a short description of the itemized expenditures; revenues, including other sources of funding; and the total amount requested. 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 two installments. The first installment comprised of $\frac{3}{4}$ 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 final report.

PROJECT TIMELINE

Projects will take one year to complete, starting from the date when the first grant installment is sent. Completion dates beyond the proposed one-year timeline, that are commensurate with the scope of the project, may be considered.

FINAL REPORT

The recipient will be required to submit a final report on the project including a summary and an evaluation of the project, including attainment of objectives and intended 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 on 15 November 2010.

FOR FURTHER INFORMATION PLEASE CONTACT:

Judy Lux

Program Director

Canadian Foundation for Dental Hygiene Research and Education,

96 CentrepoinTE Drive,

Ottawa, ON K2G 6B1;

foundation@cdha.ca

Voice: 1-800-267-5235 (ext. 123) or (613) 224-5515 (ext. 123);

Fax: (613) 224-7283

Appendix III – Grant Application Form



PEER REVIEWED GRANT APPLICATION FORM

2010

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:

Public education and publication of dental hygiene information projects must align with the **CFDHRE Mission Statement** at <http://www.cfdhre.ca/>

Research projects and research dissemination projects must align with the above mission statement 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 are 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 attach, in the appendices, a list of literature that you have reviewed and summarize the findings in this section. Describe the relevance of the literature review to the study design and research plan. All proposals must be founded on existing evidence based oral health research.

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.)

b) For Education and Publication Projects:

Describe the approach or methods for carrying out the public education and the publication of information.

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

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.

Total costs:

Other Sources of funding:

Total Requested from the CFDHRE:

Budget Narrative:

Provide a brief explanation for each budget item.

Ia)

Ib)

Ic)

II)

5. REQUIRED ATTACHMENTS

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 _____

Curriculum Vitae

Lead Principle Applicant CV attached: YES _____ NO _____

Co-Principle Applicant CV attached: YES _____ NO _____

6. OTHER ATTACHMENTS

If you have other attachments, please list them here (e.g. literature review, data collection instruments/tools, or evaluation tools):

- 1.
- 2.
- 3.

Signature of Lead Principal Applicant

Signature of Co-applicant (if applicable)

Appendix IV – Proposal Review Form



PEER REVIEWED GRANT: PROPOSAL REVIEW INSTRUCTIONS AND FORM

INSTRUCTIONS

Complete one **Review Form** for each proposal that is assigned to you. The following three levels of ratings are proposed:

4-5	Represent the highest scores and indicate that the proposal meets or exceeds the expected criteria and should be considered for funding.	May be funded
2-3	Represent an acceptable score and indicates that the proposal meets all or most of the expected criteria at some level if appropriate revisions are made to the project.	May be funded if appropriate revisions are made
0-1	Represent the lowest scores and indicate significant weakness or absence in meeting the expected criteria or a fundamental flaw in the proposal. Not recommended for funding.	Not fundable

Rate each item on the Proposal Review Form. Space is available for specific comments if the reviewer wishes to make any. A rating of 0-5 should be given to each item. An overall rating should be assigned to each section (Organizational and Project Proposal). The reviewer should take into account the ratings assigned to each item but the assigned score for the section does not have to be an average of these individual items scores. Reviewers may determine that some items should be weighted more heavily than others for a particular proposal and take that into account in their overall section rating.

Once each section has been reviewed, the reviewer should assign the proposal an overall score. In determining an overall score, the reviewer should be guided by the

scores assigned to individual sections. However, the overall score does not need to be an average of the section scores.

Please forward your electronic versions of the review form to the CFDHRE Program Director, Judy Lux at foundation@cdha.ca .

Reviewers will participate in a conference call to reach consensus on the reviews.

REVIEW FORM

1.0 Administration Information:

Reviewer's Contact Information

Please fill in your name, e-mail address and phone number

Project Title

Please fill in the project title from the first page of the **Grant Application Form**

2.0 Organizational Information:

2.1 Mission, goals and objectives of the organization - are they well described and do they align with the mission of the CFDHRE?

<http://www.cfdhre.ca/>

Consider the following when determining the rating:

- 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.

4-5	The mission, goals and objectives are very clearly described, succinct and realistic. They clearly align with the CFDHRE Mission	
2-3	Relatively clearly defined mission, goals and objectives, which are somewhat realistic and they align with the CFDHRE Mission. There may be some ambiguity.	
0-1	Not clear, and not aligned	

Comments:

2.2 Describe the organizational capacity for conducting the project.

Consider the following when determining the rating:

- 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?

4-5	Evidence of strong capacity and clearly describes why the organization is well suited for conducting the project.	
2-3	Evidence of moderate capacity and suitability of the organization to oversee the project.	
0-1	Organizational capacity is not outlined, or there is evidence of little capacity and/or suitability for conducting the project.	

Comments:

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 – please refer to this in order to rate this section)

4-5	Roles are well described	
2-3	Roles are moderately described	
0-1	Little or no description of roles	

Comments:

2.4 Describe why the individual participants in the project are qualified to conduct the project.		
4-5	Participants have strong qualifications and the rationale for inclusion of the participants is clearly articulated.	
2-3	Some reference is made to the individual participants' qualifications but details as to the rationale for the inclusion are limited. Participants are moderately qualified.	
0-1	Participants show little evidence of being qualified for the project and there is no rationale for inclusion.	

Comments:

2.5 Other participants. If there is more than one partner organization involved in the project include the following:

Consider the following in determining the rating:

- 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?

4-5	Very clearly described roles and responsibilities. There is evidence of strong partner commitment to the project. There is a process in place to allow good communication and there is a description of how cohesiveness will be built. There are letters of support from partners.	
2-3	Some reference made to roles and responsibilities. There is evidence of some partner commitment to the project and there is some reference to the roles and responsibilities. There are letters of support from partners.	
0-1	The roles, responsibilities and commitment are poorly described, not clear and/or not appropriate. There are no letters of support from partners.	

Comments:

ORGANIZATIONAL SCORE:

Project Proposal information:

3.1 Project objectives: Objectives for the public education and publication of dental hygiene information projects must align with the **CFDHRE Mission Statement** at <http://www.cfdhre.ca/>

Research projects and research dissemination projects must align with the above mission statement 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 determining the rating:

- Are the objectives time-limited, concrete, realistic and measurable?

4-5	Objectives are very clear, appropriate, realistic, and readily achievable. There is a clear and logical link between the project objectives and the CFDHRE Mission Statement.	
2-3	Objectives are clear, but may not be realistic or achievable. There is a reasonable relationship between the project objectives and the CFDHRE Mission Statement	
0-1	Objectives are not clear, not achievable. There is little or no relationship between the project objectives and the CFDHRE Mission Statement.	

Comments:

3.2 Target audience/target of the research		
4-5	Project offers a sound rationale for and description of the intended target audience or target of the research.	
2-3	Some description of the audience/target of research is offered, but rationale for choice is limited.	
0-1	Brief reference is made.	
Comments:		
<p>3.3 Project need, significance or impact.</p> <p>Consider the following in determining the rating:</p> <ul style="list-style-type: none"> • Is there a clearly demonstrated justification of the need, significance or impact of the project? • Is there an explanation of any formal and/or informal information supporting 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? 		
4-5	Sound rationale is provided for the need, significance or impact of the project. Project offers a unique approach to addressing the topic; demonstrates a clear understanding of the issues. The project is highly likely to lead to lasting changes.	

2-3	Only a brief mention of the rational for the need, significance or impact is provided. The proposed project will contribute to change in the short term, long term goals may be questionable.	
0-1	Little or no rational is provided for the need, significance or impact. The proposed project is a time limited one that is unlikely to lead to significant change.	

Comments:

3.4 Literature Review

Please attach, in the appendices, a list of literature that you have reviewed and summarize the findings in this section. Describe the relevance of the literature review to the study design and research plan.

All proposals must be founded on existing evidence based oral health research.

4-5	Extensive literature review. Strong reference to research surrounding the selected topic and a very clear indication of the relevance to study design/research plan.	
2-3	Literature review is satisfactory. Some information provided on existing research and the relevance to the study design/research plan	
0-1	Incomplete or nonexistent literature review and no indication of the relevance to the study design/research plan.	

Comments:

3.5 Approach or methodology

4-5	The proposed approach or methods for collecting, analyzing, rating and interpreting the research evidence are clearly articulated and appropriate. or The methods for carrying out the public education and the publication of information are clearly articulated and appropriate.	
2-3	Brief reference is made to the approach or methodology and it is somewhat appropriate.	
0-1	Approach or methodology is not described or not appropriate.	

Comments:

3.6 Products or outputs

Consider the following in determining the rating:

- 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?

4-5	Products or outputs are clearly identified.	
2-3	Products or outputs are briefly described.	
0-1	Products or outputs are not described or defined.	

Comments:

3.7 Intended results/outcome/impact of the project

Consider the following in determining the rating:

- Are the outcomes clearly stated for each of the project objectives?
- Are the short term and long term results defined?

4-5	Well described	
2-3	Briefly described	
0-1	Not clearly described	

Comments:

3.8 Work plan

4-5	The proposal includes a detailed description of the activities to be carried out with timelines that are realistic and feasible.	
2-3	A partial description of the proposed activities and timelines is provided and they are somewhat realistic and moderately feasible.	
0-1	No work plan or timelines are included or they are not realistic or feasible.	

Comments:

3.9 Knowledge dissemination plan

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 determining the rating:

- 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?

4-5	A comprehensive plan is in place as to when, how and with whom information on the project will be shared.	
2-3	Reference is made to the necessity of disseminating information on the project but details are lacking.	
0-1	Little mention is made of disseminating information related to the project.	

Comments:

3.10 Evaluation plan

In coming to a decision regarding the evaluation plan, the following points should be considered:

- 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?

4-5	A thorough and detailed plan for the evaluation of the project is presented.	
2-3	An outline of an evaluation plan is included but is lacking in detail.	
0-1	The need for an evaluation plan is stated but details are not provided, or no evaluation plan is included.	

Comments:

3.11 Bonus section: Originality of the Proposal		
4-5	Strong potential for the creation of new knowledge. Very original proposal.	
2-3	Somewhat original and moderate potential for the creation of new knowledge.	
0-1	Not original no potential for the creation of new knowledge	
Comments:		
<p>4. Budget including expenditures with a short description of the itemized expenditures, including other sources of funding; and the total amount requested.</p>		
4-5	The budget is realistic for the proposed activities. Details are provided on each of the costs and how the estimates were determined.	
2-3	Questions arise concerning how realistic the budget is. Justification for some budget items is lacking.	
0-1	Details concerning the budget are sparse.	
Comments:		



5. Required attachments

Applicant indicates ethics approval is required Yes or No

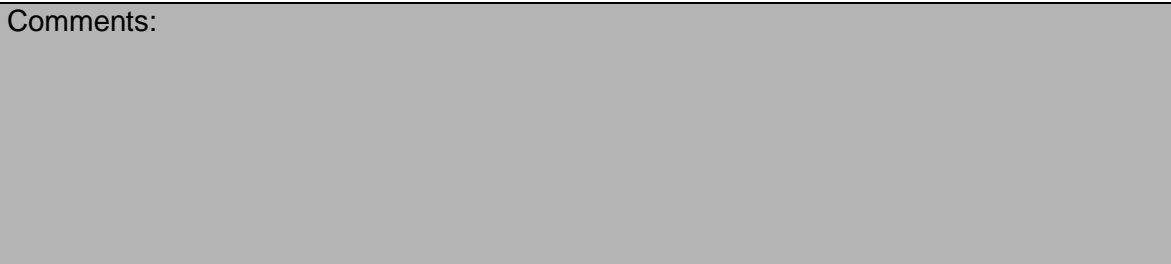
Reviewer agrees with this Yes or No

Lead Principle Applicant and Co-principle applicant have attached a CV:

YES NO

Adequate information is provided in the CV Yes or No

Comments:



PROJECT PROPOSAL SCORE:

OVERALL SCORE (1-5): _____

(This overall score should take into account the comments below and does not necessarily have to be a total of the Organizational Information Score and the Project Proposal Score, which are meant to act as guides for calculating the overall score.)

Additional Comments on the proposal:

Please forward your electronic versions of the review form to the CFDHRE Program Director, Judy Lux at foundation@cdha.ca

Appendix V – Review Team Terms of Reference



PEER REVIEW COMMITTEE TERMS OF REFERENCE

COMMITTEE'S MANDATE

The **mandate** of the Foundation Peer Review Committee is to review proposals submitted by applicants for the Foundation's competitive grants and to advise the Foundation with respect to continuous quality improvement in the proposal review process. The overarching principles inherent in the allocation of the Foundation funds are excellence, equity of opportunity, and due diligence in the use of the Foundation funds.

RESPONSIBILITIES

The proposal reviewers will:

- Undertake a timely, transparent, fair, objective and thorough process for review of eligible project proposals.
- Complete a conflict of interest statement for each proposal review.
- Participate in a conference call to reach consensus on the award selection.
- Submit feedback on the review process

COMMITTEE MEMBERS

The Proposal Review Committee will consist of a minimum of 3 team members, who will possess a minimum of a Masters degree. The team may also be comprised of one additional individual who is close to completion of their Masters degree. The other team members will act as mentors to this individual in the review process. All applicants must be CDHA members. Previous experience reviewing research proposals or conference abstracts is considered an asset.

Committee members will be selected for their breadth of knowledge about research and their maturity of judgment. Maturity of judgment includes three factors:

- a sense of responsibility in decision making
- the ability to consider different view points
- reasoning and the ability to evaluate the proposals

The CFDHRE Program Director will also be a member of the committee, in order to ensure the integrity and quality of the peer review process.

Prospective reviewers are requested to submit a CV with a list of published research within the last 10 years. Reviewers will be requested to participate in the review process for a three year term, which can be renewed once.

SCOPE AND MAGNITUDE OF THE PEER REVIEW PROCESS¹

Proposal review processes are described by CIHR as follows:

The process of peer review consists of a system of expert review of research/scientific work by peers. It is often defined as the process of reviewing and deciding the merit of research proposals submitted for funding. The peer review process is more than a mechanism for allocating funds and judgment of merit. It is a fundamental component of the norms of higher education. It is also a process by which faculty are evaluated and promoted. It is an essential element in the scientific process by which knowledge is developed and judged to be accurate. It is the mechanism of scientific self-regulation, a method used to ensure appropriateness of research procedures, and to evaluate the scientific merit and plausibility of research results. Proponents of peer review assert that the process of peer review enhances the progress of science and is a key mechanism through which the best science is attained.

REVIEW PROCESS

Step 1: Internal Relevancy Review

The CFDHRE Program Director will review the applications to ensure that their objectives are aligned with those of the funding program.

¹ CIHR. First Report on Peer Review Innovations. CIHR, June 2005 Cited March 11, 2008 [<http://www.cihr-irsc.gc.ca/e/29401.html>]

This review will also ensure the completeness of the proposals. The proposals will be screened against the requirements in the Program Guidelines and the Grant Application Form. If a missing document or item appears to be an administrative error, the CFDHRE may decide to notify the applicant that they have 48 hours to correct the omission. Applicants will not be notified of the review outcome until the entire review process has been completed. Applicants will be notified in writing.

Step 2: External Review Process

Prior to the review process, reviewers will disclose any real, potential or perceived conflict of interest with the proposals being reviewed, as specified in the **Conflict of Interest Guidelines** below. No Proposal Review Team Member with a conflict of interest may participate in the review of a proposal.

Each member of the review team will complete a **Proposal Review Form** for each proposal assigned to him/her. The following three levels of ratings are proposed:

4-5	Represent the highest scores and indicate that the proposal meets or exceeds the expected criteria and should be considered for funding.	May be funded
2-3	Represent an acceptable score and indicates that the proposal meets all or most of the expected criteria at some level if appropriate revisions are made to the project.	May be funded if appropriate revisions are made
0-1	Represent the lowest scores and indicate significant weakness or absence in meeting the expected criteria or a fundamental flaw in the proposal. Not recommended for funding.	Not fundable

Rate each item on the Proposal Review Form. Space is available for specific comments if the reviewer wishes to make any. A rating of 0-5 should be given to each item. An overall rating should be assigned to each section (Organizational and Project Proposal). The reviewer should take into account the ratings assigned to each item but the assigned score for the section does not have to be an average of these individual items scores. Reviewers may determine that some items should be

weighted more heavily than others for a particular proposal and take that into account in their overall section rating.

Once each section has been reviewed, the reviewer should assign the proposal an overall score. In determining an overall score, the reviewer should be guided by the scores assigned to individual sections. However, the overall score does not need to be an average of the section scores.

Please forward your electronic versions of the review form to the CFDHRE Program Director, Judy Lux at foundation@cdha.ca .

Step 3: Phone Conference

Reviewers will participate in a conference call to reach consensus on the reviews. During the phone conference the committee responsibilities will include:

- Discuss their scores and evaluations of the proposals.
- Reach consensus on the ratings for the proposals.
- Rank the proposals in order of priority
- Recommend a budget sufficient to support the proposed research if the application is approved.

Step 4: Feedback on Committee's Effectiveness and the Review Process

In order to maintain an effective and high quality peer review process Review Committee members are encouraged to provide feedback on the committee's effectiveness and the policies of the review process. This information provides an opportunity for the Program Director to address any concerns of the committee members.

PRINCIPLES OF PEER REVIEW

Confidentiality

Integrity of the peer review process depends on the principles of confidentiality. All information contained in applications, reviewer reports, and committee discussions is *strictly confidential*. Applicants must not contact committee members, regarding the status of their applications or ratings. All requests for information on an application or a reviewer report should be referred to CFDHRE Program Director.

CFDHRE provides applicants with access to their own application files. All written material used in evaluating an application is made available to the applicants when they are notified of CFDHRE's decision. The identity of the reviewers will not be

revealed to the applicants under any circumstances. However, a list of peer review committee members will be published on the CFDHRE website following the approval of funding.

All materials related to the review process provided to peer review committee members must be stored in a secure manner to prevent unauthorized access. When they are no longer required, all material related to the peer review must be destroyed using a secure method or returned to CFDHRE for destruction.

Conflict of Interest Guidelines

The CFDHRE will strive to ensure that its decisions are fair and objective, and that they are seen as such. No Proposal Reviewer with a real, potential or apparent conflict of interest may participate in the review of a proposal.

Conflict of interest occurs whenever a Proposal Reviewer:

- is the Project Leader or a Co-Investigator on the proposal;
- is in a position to gain or lose financially from the outcome of the project;
- is a relative or close personal friend of the Project Leader on the proposal;
- has had long-standing scientific or personal differences with the Project Leader on the proposal;
- has collaborated, published or jointly applied for funding with the applicant within the last 3 years.
- has made public statements which could be perceived as impairing your ability to address an issue in an impartial and objective manner.
- feels for any reason, that she/he cannot provide an objective review of the proposal.

Any Proposal Reviewer who has such a conflict in regard to a proposal must declare a conflict of interest.

It is the reviewer's ongoing responsibility to inform the CFDHRE of potential conflict of interest situations in which you may be involved so that the issue can be addressed in a preventive manner. It is important that you do so, not only for the CFDHRE but also to protect your own reputation. Note also that disclosures are treated in confidence. In case of doubt, disclosure is your best protection.

Conflict of Interest Form

I have reviewed my current activities and those of recent years, particularly as they relate to the **CFDHRE Conflict of Interest Guidelines**. I have also considered the activities of my spouse and immediate family members in so far as they could be viewed to affect my impartiality.

I hereby certify that I am not in a position of real, potential or apparent conflict of interest except as disclosed herein _____

Yes there is a conflict of interest and I will not review the proposal _____

Fairness

Success of the peer review process is dependent upon committee members to be fair and reasonable; to exercise rigorous scientific judgment; and to understand, and take into account in a balanced way, the particular context of each application. The reviewer should take care not to make comments that could be misconstrued or may be inappropriate. Conversely, a constructive review, which includes helping the applicant by pointing out deficiencies that could be repaired in a resubmission, will help to convince a disappointed applicant that you provided a fair assessment of the proposal.