

## CFDHRE 2020-2021 PEER REVIEWED GRANTS APPLICATION FORM

**Date of Application:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

### **Principal Applicant**

The Canadian Foundation for Dental Hygiene Research and Education (CFDHRE) defines a principal applicant as an individual who will be responsible for the direction of the proposed activities and assumes administrative and financial responsibility for the grant. The principal applicant must be a registered dental hygienist in Canada and a member 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. A CV should be supplied for the principal applicant.

Name:

CDHA membership # (if applicable):

Title:

Host Institution/Organization:

Address:

Phone:

Fax:

E-mail address:

### **Co-Applicant(s)**

CFDHRE defines co-applicants as individuals who contribute to the proposed research activities. A CV should be supplied for each co-applicant.

Name:

CDHA membership # (if applicable):

Title:

Organization:

Address:

Phone:

Fax:

E-mail address:

**Collaborator(s)**

CFDHRE defines collaborators as individuals whose role in the proposed research activities is to provide a specific service (e.g., access to equipment, provision of specific training in a specialized technique, statistical analysis, access to a patient population, etc.). Collaborators' CVs are not required in the application.

Name:

Title:

Institution:

Address:

E-mail address:

Phone:

**Designated Authority:**

The designated authority is the individual at the organization/institution who is responsible for overseeing the project funds. (This is not the 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; Arial 12-point font, single spaced.

Label each section of the abstract using bolded headers according to the type of research proposal being submitted. For example: Problem Statement, Purpose, Methods and Potential Results/Impact.

Use narrative text and do not include any tables, figures, graphs or references.

## **2.0 ORGANIZATIONAL INFORMATION**

Sections 2.1 to 2.4 should be a maximum of five (5) pages, Arial 12-point font.

### **2.1 Mission, Goals and Objectives of the Organization/Institution**

Describe how the mission, goals and objectives of the applicant(s)' organization/educational institution are aligned with the [mission of the CFDHRE](#).

### **2.2 Describe How the Applicant's Institution has the Capacity to Support the Research Project**

Consider the following when completing this section:

- Does the organization have previous working experience with this type of research project?
- Does the organization have good knowledge and expertise about this type of research 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 Describe the Research Proposal Participants' Names, Background, Qualifications, and Roles in the Project.**

### **2.4 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
- How the partnership enhances the ability to develop and deliver this project
- Evidence of partner commitment? (Letters from partners required)
- How communication will occur and cohesiveness between the organizations

### **3.0 PROJECT PROPOSAL INFORMATION**

Sections 3.1 to 3.8 should be **ten (10) pages maximum** (excluding attachments), Arial 12-point font.

#### **3.1 Objectives**

Clearly describe research proposal objectives that are appropriate, realistic, and measurable. All proposals must align with the [CFDHRE Mission Statement](#) and applicants must indicate within which category of the [CDHA Research Agenda](#) their research falls:

- Risk assessment and management
- Access to care and unmet needs
- Capacity building of the profession

#### **3.2 Target Audience/Target of the Research**

The research proposal must clearly describe the intended target population, the sampling approach, and the target of the research.

#### **3.3 Project Need and Impact**

Justify the need and describe the significance and anticipated impact of the research project. Consider the following when completing this section:

- Is there a clearly demonstrated justification of the need and/or impact of the research project? (including formal or informal documentation)
- How will the proposed research activity address the needs identified?
- Will the research 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 purpose, design and research plan. All proposals must be founded on existing evidence based oral health research. Please attach the literature review in the appendices. Limit this summary to 2-3 pages not including references.

#### **3.5 Research Methodology**

Clearly describe the research design methodology being used, including the study question and protocol, rationale, and specific methods for collecting, analyzing, and interpreting the research. If you are using a data collection tool/instrument, please include a copy in the appendix area. All methodology involving human subjects require ethics approval. Ethics approval must either accompany application, or once proposal is accepted.

#### **3.6 Work Plan**

Clearly describe the activities to be carried out with timelines.

### **3.7 Knowledge Translation/Dissemination Plan**

Clearly describe when, how and with whom information gained from the research will be shared, translated into practice/policy, and/or inform future research.

Knowledge translation (KT) is integral to CFDHRE's mission. Wide dissemination of the completed research is encouraged. Grant recipients are required to submit their completed research in the form of a manuscript to the Canadian Journal of Dental Hygiene (CJDH) to be considered for publication.

Consider the following when completing this section:

- Is the target audience for KT activities identified and appropriate?
- Is the KT plan sufficiently comprehensive?
- Does the KT plan involve stakeholders?
- Do the KT activities have realistic timelines?

Note that the costs of dissemination are eligible expenditures.

### **3.8 Budget**

Allowable expense items include materials necessary to conduct the research project. Specific administrative costs identified with project activities may be included in the proposed budget (e.g. statistical consultation, secretarial support, research assistants). Capital costs are generally not covered. Capital costs are 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.

**Budget narrative:** Provide a brief explanation of the justification for each of the following budget items, as needed.

#### **Expenditures**

##### **1) Non-salary costs**

- a) Travel and meeting costs
- b) Supplies and services
- c) Indirect costs, also called overhead, are those expenditures incurred in the conduct of research that are not directly attributed to a specific research effort. The applicant is encouraged to petition the sponsoring institution to provide overhead costs as an in-kind contribution. Such costs may include:
  - infrastructure and space maintenance
  - support services for research
  - environmental health and safety resources
  - meeting regulatory certification requirements
- d) Other expenses

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

**Revenue**

List other sources of funding received (or anticipated)

**Total costs:**

**Other sources of funding:**

**Total requested from the CFDHRE:**

#### **4.0. REQUIRED ATTACHMENTS**

Please include these documents in the appendices. If you have not included these attachments, please explain why.

- i. Literature Review**
- ii. Data Collection instruments/ Evaluation Tools**
- iii. Ethics Approval**
  - a. Please note: All methodology involving human subjects requires ethics approval. Ethics approval must either accompany this application or follow if the proposal is accepted.
- iv. Curriculum Vitae**
  - a. Principal Applicant
  - b. Co-applicant(s)
- v. Other Attachments (if applicable)**
  - a. It is recommended that you include letters of support, when applicable.

## 5.0 CHECKLIST

Please include the completed checklist with the proposal.

Criteria	YES	NO
This project requires an ethics approval		
Ethics approval attached		
Ethics approval will be sent at a later date		
Principal Applicant CV attached		
Co-applicant CV attached		
Did you review the reviewers' assessment form that the peer review committee will use to evaluate your submission?		
Have you included information in all the sections of the application form?		
Are all the required attachments included in the appendices?		
Have you read and adhered to the following Tri-Council Policy Statements? <ul style="list-style-type: none"> <li>• Ethical Conduct for Research Involving Humans</li> <li>• Integrity in Research and Scholarship</li> </ul>		

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**Signature of Principal Applicant**

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**Signature of Co-applicant (if applicable)**

Completed electronic Grant Application Forms must be received by  
**11:59pm ET, January 31, 2020.**  
 Late or incomplete applications will not be accepted.

Please send completed proposals to:  
 Canadian Foundation for Dental Hygiene Research and Education  
 Juliana Jackson, Program Director  
[foundation@cfdhre.ca](mailto:foundation@cfdhre.ca)