

Implementation of Hospital Services Research (IHSR) Grant Application Guidelines

IHSR Program Description

The Implementation of Hospital Services Research (IHSR) at Hamilton Health Sciences (HHS) is specifically designed to support research innovation initiatives that collaborates with hospital clinical services and programs to build and shape a future research environment and healthcare system in response to the COVID-19 pandemic. Funding and support will be made available for promising research proposals that focus on developing researchers' capability and capacity that can be deployed clinically working digitally or virtually to accelerate scaling up clinical care pathways at HHS post COVID-19.

Purpose and Criteria

1. To support innovation of health research into the delivery of more appropriate and effective healthcare that addresses challenges ***linked to clinical priorities for resuming scheduled care, in particular surgical and ambulatory services.***
2. To support the study and implementation of promising research that enhances the quality of care through provision of virtual care and that are enablers of physical distancing, improving methods and informing best practices.
3. To accelerate the implementation of innovative strategies in scaling up clinical care pathways with the goal of delivering high quality care in shaping a new research environment and healthcare system post COVID-19.
4. To collaborate with clinical hospital services/programs in building and shaping delivery of healthcare solutions for resuming scheduled care, requiring hospital match contribution to support implementation.

Exclusion Criteria

Interventional COVID-19 randomized clinical trials are not eligible for this funding opportunity.

IHSR 5 MAIN DOMAINS

Each application will be scored on a Likert scale of out of 5 (1 = low to 5 = high). Applications are expected to:

1. Have definite potential to impact health delivery that is highly relevant to accelerating resumption/scaling up clinical care pathways where:
 - i. Research is directly or indirectly relevant to COVID-19
 - ii. Research is feasible during resumption of clinical services and restarting research phases
2. Be implementable having realistic project goals and timelines
3. Have clear measurable metrics for success
4. Offer opportunities to translate new knowledge into medical practice
5. Be generalizable for adoption within other institutions or regions of the province

Funding Available

Hamilton Health Sciences Research is committed to provide ***a one-time investment*** from \$150,000 to \$400,000 to award up to 3 to 4 grants ranging from \$50,000 up to \$100,000 each.

Expectations: Timelines and Deliverables of Funded Projects

1. Projects are intended to be completed within a one-year timeframe of claiming funds.
2. Investigators will have a two-month window for claiming funds and setting up a HHS research account from receipt of formal award notice.
3. Progress of funded studies will be monitored through an initial 3-month reporting requirement following setup of research account and claiming funds. Investigators may be subjected to submitting subsequent progress reports at the discretion of the VP Research.
4. Submission of a Final Report within 4 months of study completion along with a draft or final copy of a manuscript for publication in a peer review journal.
5. Applicant is responsible for the storage of research related documents and materials in accordance to the following SOP: [RCQA-SOP006 \(Investigator Study Files and Essential Documents\)](#), which includes budgeting and paying for long-term storage upon study completion
6. All publications and/or presentations must acknowledge support from Hamilton Health Sciences and append pdf copies arising from the grant with the completion report.

Budget and Budget Justification

Both documents must be completed in detail capturing all operating expenses associated with the proposed study. In addition, both documents should take into consideration in-kind contributions that provides dollar values and includes letters of commitment/partnership as appendices.

e-Submission and Review Process

Applicants need to complete an IHSR Application Form, with appropriate signatures and submit electronically to researchnetwork@hhsc.ca with the subject line marked "IHSR – surname of applicant" (e.g., IHSR – Smith). The following documents must accompany the IHSR Application Form as a single PDF document (*NB: will require converting files into PDF to merge into a single PDF*):

1. **IHSR Research Proposal/Plan and Team Description** – describing rationale, significance and why the project is innovative. **4 page maximum (excluding references) to include:**
 - i. Lay Summary Abstract (250 words) use non-technical language emphasizing the research question and importance to health care delivery.
 - ii. Purpose and Background
 - iii. Objectives
 - iv. Design and Methods
 - v. Analysis Plan
 - vi. Knowledge Mobilization/Translation Plan (250 words) describe how you will share results and/or spread your innovation
 - vii. Table of Proposed Timelines and Measurable Metrics
 - viii. Description of Research Team and Roles
2. **Completed IHSR Budget Template** – 1 Page
3. **Budget Justification** – 1 Page
4. **Up-to-date Canadian Common CV (CCV) of Applicant** (select CIHR BioSketch format)
5. **Appendices** – letters of support for in-kind contributions (as applicable)

Competition Details: *Open call, competition closes midnight on December 1, 2020.* Applications will be reviewed with outcome notifications provided within 2-3 weeks from the competition deadline.

Review and Evaluation Panel: The panel will be comprised of Hamilton Health Sciences research and clinical leaders. The panel will assess each application that best fits within the IHSR Purpose, Criteria and the Five Main Domains.
