



**AMS Healthcare  
2021-22 Compassion and Artificial Intelligence Small Grant  
Full Proposal Submission Guide**

**Submission Requirements**

- A complete application includes:
  1. a completed Full Proposal (FP) Submission.
  2. a completed Signature Page.
  3. an abbreviated curriculum vitae of no more than five (5) pages.
  4. letter of support from the Sponsoring Institution.
  5. letters of collaboration from all co-PIs, Collaborators and Partners.
  6. one additional file (“Attachments”) of up to 5 letter-size pages in length for supporting manuscripts, tables, figures and/or reference documents.
- The submission deadline is **5:00 pm (eastern time) on Thursday, June 3, 2021**
- The complete application must be sent by email as a single electronic file in PDF format to [OSSU@OSSU.ca](mailto:OSSU@OSSU.ca).

**Important notes:**

- FP submissions that do not follow word limits or formatting instructions will be either truncated or triaged from the competition.
- Incomplete submission will be triaged from the competition.

**Completing the Full Application (FP) Submission**

1. The FP submission must be prepared using a non-condensed font (eg: Times New Roman regular 12 pts or similar) single-spaced, with no more than six lines per vertical inch. Print must be in black ink and be of letter quality. Paper size must be no larger than standard letter paper size (8 ½" x 11"). Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.
2. Ensure that the pages of your FP submission are consecutively numbered and that your name appears on the right-hand side of the header. Submissions that do not meet these presentation standards may be triaged or be at a disadvantage in comparison with those that are complete and respect the presentation standards.
3. Prepare your FP Submission using the subheadings (in order) provided below.
  - a. **Project/Proposal Title** - Provide a descriptive title for the project/proposal.
  - b. **Plain Language Summary** - Provide a brief plain language summary of the project/proposal. (75 words maximum)

- c. **Background of the applicant** - Describe how your previous knowledge and experience is ideally suited to investigating the impact of digital technologies/artificial intelligence on the delivery of compassionate healthcare. Where possible, include specific references to professional/academic achievements, education, training and/or activities in your abbreviated curriculum vitae that support your description. (250 words maximum)
- d. **Contents of the Attachments File** - Applicants may include additional supporting material (e.g.: Images, figures, supporting published manuscripts, etc) to the application in an "Attachments" file. The Attachments file may only be up to 5 letter-size pages in length. List the contents of the Attachments file here. (150 words maximum)
- e. **Description of the proposed activities** - Describe the activities/projects you propose to undertake during the term of this award that will improve our understanding of the impact of digital technologies/artificial intelligence on the delivery of compassionate healthcare and how the ensuing benefits and challenges can be leveraged and mitigated respectively. Where appropriate, please structure your proposal under the following headings (1,500 words):

- Objectives
- Background and rationale
- Description of the research/project plan and methodologies
- Justification of the design, methodologies and/or approach
- Preliminary data that support the project (if applicable)
- Evaluation (if applicable)
- Feasibility of the research/project proposed
- Recognition of the potential limitations (pitfalls)
- Identified alternatives.

- f. **Alignment of the Project/proposal with the AMS Mission and Compassion** - Provide a paragraph outlining how the proposed work and anticipated outcomes are aligned with goals and objectives of AMS and with compassionate care. Applicants are encouraged to click [here](#) to learn more about compassionate care in a technological world. (200 words maximum)
- g. **Sponsor organization/academic institution** - Please describe the accommodations, supports and/or contributions being made by the sponsor organization/academic institution that will help to ensure the success of your project. This may include the commitment to provide release time to the applicant to complete the project and the provision of space, facilities, funding, special resources/expertise as needed. Ensure that the sponsor organization/academic institution's letter of support documents the details described in this section of the application. (200 words)
- h. **Budget** - AMS Healthcare has allocated up to \$20,000 for each grant for two years. Build a Budget Table that describes how the AMS funding will be spent across the following expense categories: "**Salary and Benefits – Research staff**"; "**Salary and Benefits – Trainees**"; "**Honoraria**"; "**Materials, Supplies and Services**"; "**Equipment**"; "**Communications**"; "**Travel**"; "**Other: (specify below)**".

Use another column in the table to indicate how Sponsor Organization/Partner cash or in-kind contributions will be spent across the aforementioned expense categories.

Provide a written justification of the amounts listed in this Budget Table. Ensure that the letters of support reflect the value of the Sponsor Organization/Partner cash or in-kind funding/resources declared in the Budget Table.

## Completing the Signature Page

1. **Project/Proposal Title** - Provide a descriptive title for the project/proposal. (Use the same title for the FP Submission)
2. **Applicant Details**
  - a. **Applicant details** - Complete the contact table for the lead applicant (Nominated Principal Investigator).
  - b. **Career Stage** - the AMS Healthcare Compassion and Artificial Intelligence Small Grant program intends to engage applicants from a broad spectrum of backgrounds who can contribute to our understand of the impact of digital technologies and artificial intelligence on compassionate healthcare. Please indicate (add an “X” in the box) this most appropriate description of your background.
    - i. Early or mid career. CIHR defines a [new/early career researcher](#) as someone who has assumed his/her first independent academic position (e.g., faculty appointment) within the last 5 years. A [mid-career researcher](#) is defined as 5-15 years as an independent academic.
    - ii. A regulated healthcare professional or an academic in a field related to/focussed on healthcare (i.e. health ethics, health law, computer scientist with an interest in health applications) in an Ontario health care organization/provincial government, academic setting or a provincial/national health profession organization in Canada.
  - c. **Time** - indicate the percentage of your time will be dedicated to this project
  - d. **Signature** - add your signature and date
3. **Host/Sponsor institution** – complete all fields for representative of the host/sponsor institution who has the authority to bind the institution (eg: VP Research or Dean). Obtain signature and date.
4. **Co-PIs, Collaborators or Partners** – list all of the co-PIs, collaborators and partners involved in the project. Provide their name, affiliation, email address, role, signature, and a brief (25 words) description of their contributions to the project.

