AMS Healthcare
History of Healthcare Project Grant – Submission Guide

Submission Requirements
- A complete submission includes:
    1. CV's of all PIs and co-PIs (5 page maximum for each person)
    2. a completed Proposal (including objectives, project description and a work plan).
    3. a completed Signature Page.
    4. Letters of Support and Collaboration from the host institution and all co-PIs respectively.
    5. Other attachments
    6. References (up to 10 pages of references cited in your Proposal)
- The submission deadline is **5:00 pm (eastern time)** on **Wednesday April 10, 2024**
- The complete application must be sent by email as a single electronic file in PDF format to OSSU@OSSU.ca.

Important notes:
- Applications that do not follow word limits or formatting instructions will be either truncated or triaged from the competition.
- Incomplete applications will be triaged from the competition.

Completing the Proposal

1. The Proposal must be prepared using a non-condensed font (eg: Calibri, 11pt, 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 submission are consecutively numbered and that your name appears on the top right-hand side of each page. Applications 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 Proposal using the subheadings (in order) provided below.

    a. **Project/Proposal Title** - Provide a descriptive title for the project/proposal. This title will be used for communication purposes. It should clearly describe the project for which you are seeking support. It should not contain a company or trade name. Spell out symbols and acronyms.

    b. **Six Key words** – Provide up to six key words that describe your project.

c. **Host Institution** - Indicate which institution will administer the funds. This institution will be listed in the Signature Page and will be required to approve the application and agree to terms and conditions listed. It is recommended that applicants contact the institution to determine internal institutional deadlines, requirements and potential support offered by the institution in advance of the project grant application deadline.

d. **Plain Language Summary** - Provide a plain language summary of the project. Please describe the objectives of your project (the activities for which you are requesting funding), and how this project will advance the history of healthcare. (500 words maximum)

e. **Objectives** - List the main objectives that you want to achieve over the full duration of your fellowship. These objectives should align with the information in the **Project Description** and **Work Plan** section of your application. Ensure the listed objectives encompass all main activities you plan to undertake using your award funds. *Please note: Funded applicants will be required to report on progress related to the listed objectives*.

f. **Project Description** – Clearly and concisely describe the proposed project (the activities for which you are requesting funding). This is not a description of your research interests, but rather a description of how these project grant funds will be used. (2000 words maximum)

Include:

- The project objectives and indicators of success; appropriateness of method to the discipline of History of Healthcare;
- appropriate consideration of chronology, change over time and periodization, as appropriate;
- a description of the potential difference this project will make to the advancement of the history of healthcare, broadly defined, in Canada or elsewhere, if relevant;
- The research methods and their appropriateness to the discipline of History, the sources consulted, and the scholarly questions/themes/debates being engaged as well as limitations;
- a plan for presentation and/or publication; and,
- applicants who are not trained as historians should explain how they have attained equivalent preparation for undertaking a project in the field of History of Healthcare.

PLEASE NOTE: Projects that propose working with vulnerable populations require special consideration to ensure the project is carried out in a manner that is respectful and appropriate for the study population. It can take a significant amount of time and effort to establish meaningful relationships with members of these communities and this time should be accounted for in the study design. Alternatively, if the applicant already has established a trusting relationship with a proposed study population, these details should be clearly outlined in the application.

g. **Relevance to contemporary patients/clients** – provide a brief description of the relevance of the proposed work to contemporary health services and/or patients/clients if applicable. (150 words maximum)

h. **Work Plan** - Provide a detailed work plan and timeline that includes: Project start and end dates; activities to meet project objectives; Team members and staff roles and responsibilities; Deadlines and Indicators of success; and, anticipated challenges and plans to address them. (500 words maximum)

i. **Budget and Justification** - Applicants must complete a budget table outlining costs and a description for budget items in the following categories: Personnel; Professional/Technical Services; Equipment; Materials and Supplies; Meeting Expenses; Honoraria; Travel; and, Other Expenses. Include In-kind contributions in a separate column of the table.

Applicants must include a budget justification that provides details of the expenses outlined in the budget table. Peer reviewers carefully review budgets. Only those expenses deemed necessary for the proposed research will be approved. (500 words maximum)

    i. Applicants must ensure that costs related to human resources, procurement and travel align with the policies of the institution administering funds.
    ii. Any confirmed and requested financial and in-kind contributions from other sources (including internal) must be outlined.
    iii. If any proposed project activities are dependent on other sources of funding, this contingency should be clearly identified and its impact on the execution of the project addressed.

Refer to Appendix A for more information.

Completing the Signature Page

Complete the Signature Page Template for the Applicant, Host Institution and research team. All participants identified in the table must sign the Signature Page. Multiple Signature Pages may be included in your submission.

1. **Project Title** - Provide a descriptive title for the project/proposal. (Use the same title used for the Proposal portion of the application)

2. **Principal investigator Details**

   • **Applicant details** – complete all fields provided.
   • **Eligibility questions** – answer the eligibility questions presented on the Signature Page by inserting "T" for True or "F" for False.
   • **Signature** – add your signature and date.

3. **Host institution** – complete all fields for the appropriate representative of the host institution who has the authority to bind the institution (eg: VP Research or Dean). Obtain signature.

4. **Project Team Members** – complete all fields and signature all project team members. Project team members must sign the signature page and provide a letter of collaboration.

Letters of Support/Collaboration and Attachments

1. **Letters of Support/Collaboration** – Applications must include a Letter of Support from the host institution and letters of collaboration from all research team members. Each letter must be up to one-page in length (maximum) and use discipline appropriate format.

2. **Other attachments** - If necessary, up to five (5) additional pages containing information related to the project (e.g., manuscripts, questionnaires/surveys and/or tables/graphics).

3. **Bibliography** - Applicants may upload up to 10 pages of references cited in the application. Use discipline-appropriate formatting.

APPENDIX A

Personnel	• Outline details of hourly wage, work hours per week and number of weeks of work for each personnel position listed in the budget table. • Ensure CPP, EI and other related deductions/benefits are included, if required. • Flat rate student stipends are not allowable costs. Within the budget table, you will be required to identify the Role (Research Assistant, Technician, Other). • If Research Assistant is selected, you will be asked to specify Student or Non-Student- if Student is selected, you will then be asked to specify the level. If Other is selected you will be asked to describe the role
Professional/ Technical Services	• Provide details of any professional or technical contracts or arrangements. The details and cost of the services that will be purchased or any additional justification (i.e., why a particular vendor was selected) must be uploaded in the Quotes and Estimates section of this page. • Up to three files can be uploaded if multiple vendors were contacted for quotes. *Please note: if an individual is to be remunerated from a grant (i.e., salary or consulting fees), that person cannot be listed as a team member.*
Equipment and Materials	• Provide cost estimates, including applicable taxes, shipping costs and other costs that are part of a purchase or lease. • Any equipment and computer hardware and software that exceed $2,000 requires 1- 3 quotes that must be uploaded in the Quotes and Estimates section of this page. *Please note*: Equipment purchased with grant funds becomes the property of the institution administering funds.
Meeting Expenses Honoraria	• Provide relevant details related to any costs listed under these budget items.
Travel	• Enter budget information for travel, distinguishing between travel related to work on the project (i.e., travel to conduct focus groups, team meetings, partnership development etc.) and travel related to dissemination activities (i.e., conferences, community forums to present results).
Other	• Provide relevant details related to any items not already covered in another budget area.