

**Ontario SPOR SUPPORT Unit (OSSU)  
Program/Centre Workplan Proposal Template**

**Program name:**

*Indicate the name of the proposed program/centre.*

**Leadership/co-Leadership:**

*Indicate the name and relevant affiliations of the scientific leads (co-leads) of the program/centre. Also include the names of other researchers/staff/patients directly involved in the work of the program/centre.*

**Background:** (0.5 pages max)

*Provide a brief background of the program/centre in relation to health research and the Strategy for Patient-Oriented Research (SPOR)<sup>1</sup>.*

**Objectives:** (0.5 pages max)

*Describe the objectives of the program/centre to be achieved with OSSU funding. The objectives should address two or more of the core functions of SPOR SUPPORT Units<sup>2</sup> and patient engagement<sup>3</sup> in health research.*

**Work Plan:** (2.0 pages max)

*Describe the activities and their intended outputs to be undertaken by the program/centre for each objective stated above. Identify who will lead and the overall cost of each activity.*

*NOTE: include in your work plan interactions with the OSSU, OSSU Operations Management Team and Working Groups as well as support to IMPACT Awards, SPOR Networks or other groups conducting patient-oriented research projects. (note: support may be limited to preliminary meetings and consultations. Additional work would be funded under separate specific contractual arrangements.)*

**Milestones and Deliverables:** (tabular format preferred)

*Describe the milestones and deliverables for each objective stated above to be achieved during each 6-month funding period.*

**Budget Justification:** (0.5 pages)

*Describe the costs to be incurred by the program/centre for each line in the Budget Template.*

**Personnel Services**

- Management/Administration (e.g., Research Support/KTE Personnel)
- Scientists/Specialists (working directly on SPOR initiatives)

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<sup>1</sup> <http://www.cihr-irsc.gc.ca/e/44000.html>

<sup>2</sup> The SPOR SUPPORT Unit core functions are: Data platforms and services; Methods support and development; Health systems, knowledge translation, and implementation; Real world clinical trials; Career development in methods and health services research; and, Consultation and research services.

<sup>3</sup> Patient engagement occurs when patients meaningfully and actively collaborate in the governance, priority setting, and conduct of research, as well as in summarizing, distributing, sharing, and applying its resulting knowledge

- Trainees (working directly on SPOR initiatives)
- Other compensation costs (e.g., contractors, honoraria)

**Supplies, Materials & Services**

- Stakeholder engagements (e.g., academic conferences, workshops, etc)
- Communication & marketing
- Information Technology
- Equipment
- Other

**Travel - within Canada**

**Travel - international**

**Other**

- Meetings (e.g., governance, public consultations, round tables, etc)
- Other

NOTE: Only include the expenses to be paid for using OSSU grant funding. Include leveraged cash or in-kind contributions in the “Leveraged Contributions” worksheet in the budget template.

**SPOR Core Function(s):**

For the funding provided by OSSU, estimate (as a %) the proportion of activities undertaken by the program/centre across each of the core functions of SPOR SUPPORT Units.

	Data platforms & services
	Methods support & development
	Health systems research, Implementation research, and KT
	Real-world clinical trials
	Career development
	Consultation & research services
	Patient engagement
	Other: <u>please provide details</u>
<b>100%</b>	<b>TOTAL</b>

NOTE: Consider only the expenses to be paid for using OSSU grant funding. Do not include leveraged cash or in-kind contributions in this analysis.