Faculty of Medicine, University of Ottawa Translational Research Grant (TRG)
Terms of Reference

General Principles:

- **Aims of TRG:** To develop translational research\(^1\) and promote scientific relationships between basic and clinical researchers at the Faculty of Medicine, University of Ottawa. To set the stage for future translational research advances and bench-to-bedside innovation developed from within our Faculty. To promote collaboration to create new therapies, medical procedures, or diagnostics. **To provide seed funding to test innovative research ideas and facilitate future grant support.**

- TRG applications must include at least two co-applicants: a basic scientist holding an appointment in a basic science department/research institute and a clinical researcher holding an appointment in a clinical department. Both researchers must hold their primary appointments in the Faculty of Medicine.

- **Maximum Allocation of TRG Funds:** Up to $50,000 to be used over 2 years. TRG funds are derived from two sources. Each co-applicant must confirm at the time of application that matching funds are available from their host institute or department. Matching funds must be cash contributions (in-kind contributions will not be accepted). For basic researchers, this includes the University of Ottawa and affiliated research institutes/hospitals. For clinical researchers, this would typically include the relevant Clinical Department within the Faculty of Medicine. Funding should come from two (or more) partners to a maximum of $25,000 per partner. The matching fund ratio must be 1:1 (e.g. if $10,000 of matching funds are available from one partner, the maximum value of the grant would be $20,000).

- **50% of the offered awards will be prioritized for new investigators** (less than 7 years from their initial appointment).

- **Time Commitment:** Monthly time commitment of at least 10% per co-PI.

- **Administration of the TRGs:** Financial Services, Faculty of Medicine, University of Ottawa.

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\(^1\)Translational Research can be divided into four tiers. T1 refers to translation to humans; translation of biomedical discoveries into novel methods for diagnosis, therapy, and their first testing in humans. T2 refers to translation to patients; knowledge transfer into delivery of care and, where appropriate, commercialization. T3 refers to translation to practice, including implementation research, and T4 refers to translation to population health.
Guidelines:

1. The TRG process invites applications from 2 (or more) researchers, each as a co-PI. One researcher must be a basic scientist holding an appointment in a basic science department or research institute, and the other a clinical researcher, holding a primary appointment in a clinical department. Both researchers must hold their primary appointments in the Faculty of Medicine.

2. The application should state which one of the 2 researchers will be designated responsible for administering the funds.

3. Preference will be given to applications where at least one of the researchers, and preferably two, show a track record of research accomplishments. Both researchers must have the appropriate time, facility, and support to conduct the proposed research in a timely fashion. The contribution of each researcher should be clearly explained.

4. The maximum amount awarded per grant is $50,000 to be used over a 2-year period. Depending on the availability of funds, the TRG may be competitively renewable after 2 years.

5. Funds will be awarded on a competitive basis, by an internal peer review co-chaired by the Vice Dean, Research and the Vice-Chair of Research from a Clinical Department, or delegate.

6. A scientific and financial report will be sent to the Faculty of Medicine at the end of the funding period (a template will be sent by the Research Office at the end of the grant period).

7. At the end of the grant period, any unspent funds will revert to the Translational Research Fund, while any over expenditure will be the responsibility of the researchers.

8. Funding is restricted to eligible research operational expenses (including, but not limited to reagents, consumables, salaries and stipends for research personnel, facility service fees) and minor infrastructure (<$10,000 per year) expenses, as they directly relate to the project.

Procedures:

- The applicant must complete a TRG Application Form and append the required documents (i.e. proposal, budget justification, letters of support, CVs).
- The proposal should include a description of the research plan, expected outcomes/impacts, a knowledge translation plan, and a description of the roles and responsibilities of the co-investigators. The references are not included in the 2 pages. The proposal should contain all of the information necessary to evaluate the application. Supplementary information can be included as an appendix, but the grant reviewers are under no obligation to read this information. The appendix should be no more than 2 pages.
- The roles and intellectual contribution of each co-applicant must be clearly stated within the TRG proposal.
- Before submission, the Department Chairs from both the Basic Science Department/Research Institute and Clinical Department involved must review the proposal and provide a brief (less than 2 pages) letter of support for the request, including...
a statement detailing the financial commitment should the project be successful (up to $25,000).

- The request is reviewed by the TRG committee and if approved for funding, it will be forwarded to the University of Ottawa Board of Governors for final approval. If approved by the Board of Governors, a cost centre is set up at the Faculty of Medicine as described above.

**Review Process:**

1. All applications will be reviewed internally by an expert committee which will be composed of non-applicant researchers at the University of Ottawa, and representation from the Office of the Vice President Research. The committee will be chaired by the Vice-Dean, Research and the Vice-Chair of Research from a Clinical Department, or their delegate.

2. Criteria for funding will include:
   - a. Excellence of the Proposal
   - b. Innovation and Translational Potential
   - c. Feasibility and Likelihood of Success
   - d. Investigator Synergy
   - e. Likelihood of Future Impact on Patient Care

   The translational nature of the project and investigator synergy must be clear. Projects of a high-risk nature will be supported if the possibility of return appears to justify the scientific uncertainty. Only applicants with an excellent score (>4.0 based on CIHR scores) will be recommended for funding. Best practices in equity, diversity, and inclusion (EDI) will be used when selecting successful projects.

3. Priority will be given to applications involving new investigators (less than 7 years from their initial appointment) and new basic science/clinical collaborations.

4. There will be one competition per year. The deadline for submission for 2022 is July 15th.