

University of Ottawa Faculty of Medicine Junior Clinical Research Chair Program

(Please review the attached Terms of Reference, complete the form below, attach a copy of your updated CV and submit to the Chair of your Department, Faculty of Medicine, University of Ottawa in one single PDF file)

Applicant Information

Name: _____
Department: _____
Phone: () _____ **Email:** _____
Department Chair : _____

Deadline: TBD by the Clinical Department
March 16, 2020 to the Vice-Dean Research, Faculty of Medicine

Junior Clinical Research Chair Information

1. Proposed Junior Clinical Research Chair Title: Junior Clinical Research Chair in

2. Description of Research Activities while holding the Chair. This should outline the work plan, collaborators, mentors, protected time plan, description of salary sources and any internal funds committed by the department for the research plan (eg lab equipment, lab space, personnel support, etc. It is important to provide milestones and timelines in the project description (maximum 2 pages):

3. Term for the award:

Start date: _____
(yyyy/mm/dd)

End date: _____
(yyyy/mm/dd)

Signatures

Applicant: _____ Date: _____

Dept. Chair: _____ Date: _____

University of Ottawa Faculty of Medicine Junior Clinical Research Chair Program

Terms of Reference

General Principles:

- **Aim of program:** To support excellence in clinical research with an ultimate view to improve health and/or patient care.
- **Funding source:** The University or Research Institute will provide \$25K/year of the total.
- **Matching source:** Physicians, partnerships, and medical professional corporations: \$55K/year
- **Tax credits:** Funder can claim investment tax credit (20-35%).
- **Administration of the Fund:** Financial Services, Faculty of Medicine uOttawa
- **Requirements:** Must qualify under the Canada Revenue Agency (CRA) Scientific Research and Experimental Development (SR&ED) Tax Incentive Program (<http://www.cra-arc.gc.ca/txcrdt/sred-rsde/menu-eng.html>)

Guidelines:

1. The process will entertain one type of award:

Assistant Professor within their first 5 years of Faculty appointment, up to \$80,000/year, up to a maximum of 3 years, renewable once.
2. The researcher must hold a primary appointment in the Faculty of Medicine.
3. The researcher must show a track record of research accomplishments commensurate with the level of the Chair and have the appropriate protected time, facility and support to conduct the proposed research.
4. The matching funds from the department must be new funds and not funds currently in trust in their UMRF account(s).
5. The maximum amount awarded yearly per grant for this award will be \$80,000 (combining all contributions).
6. One Chair will be made available to each Clinical Department for a minimum of 12 Chairs. Funds will be awarded on a competitive basis. Each department will be responsible to establish an internal process for selection of their Clinical Research Chair. The Department Chair will next submit their recommendation with appropriate documentation to the Vice Dean, Research, for approval by the Faculty Clinical Research Chair Committee.

7. If a Department does not participate or fails to identify a suitable candidate, the Chair will then become available to other Departments on a competitive basis according to the Faculty's priorities. In such a case, and as a separate call for applications, participating Departments will be asked to send additional candidate files to the Vice Dean, Research, for review and selection by the Faculty Research Chair Committee.
8. The research proposal must be endorsed by a letter from the Chair of the Department.
9. The letter of support must commit the matching funds of \$55,000/year.
10. If the applicant is supported by the Faculty, and after obtaining the final approval from the Board of Governors of the University, the matching funds will be forwarded to the Faculty of Medicine Finance Manager within 30 days.
11. Only once the matching funds have been deposited to the uO CRCAP Fund (FOAP: 600934) will a cost centre be set up at the Faculty of Medicine or transferred to an affiliated institution upon formal arrangement.
12. An annual financial report will be sent to the Faculty of Medicine.
13. At the end of the grant period, any unspent funds will revert back to the uO CRCAP Fund while any over expenditure will be the responsibility of the researcher.
14. Funding is restricted for salary support and fringe benefits.

Procedures:

- The applicant must complete the application form and provide a current updated CV.
- The complete package is then submitted to the relevant University Department Chair.
- The University Department with its Chair reviews the request and support or not the said request.
- If supported, the Chair must provide a letter highlighting the strengths of the application, commitment to matching funds, and appropriate justification.
- The request is forwarded to the Vice Dean Research, Faculty of Medicine in one single PDF file.
- The request is reviewed by the Research Chair Committee and if approved for funding, will be forwarded to the University of Ottawa Administrative Committee for final approval.
- If approved by the Administrative Committee, a cost centre is either set up at the Faculty of Medicine or transferred to an affiliated institution upon formal arrangement, as described above.

Review Process:

1. All applications will be reviewed internally by the Clinical Research Chair Committee. This committee is chaired by the Vice-Dean Research and is composed of Clinical Chairs from Departments having submitted applications, CEO(s) of Research Institute(s) having contributed funds, the Vice-Dean Faculty Affairs, and the University of Ottawa Vice-President of Research (or delegate). The recommendations of this committee will be presented to the Dean and the University Administrative Committee for approval.
2. Criteria for funding will include excellence of the proposal, appropriate level of award, relevance to strategic priorities, previous accomplishments of the applicant, feasibility, impact on health and-or patient care, likelihood of sustainability, as well as considerations of Equity, Diversity and Inclusion.