

**OBJECTIVE**

The goal of the DMS Catalyst Grant is to facilitate Division of Medical Sciences (DMS) faculty in collecting preliminary data to either begin a new research project or expand a current, unfunded project to aid in developing or strengthening future applications for external provincial and national funding. DMS Catalyst grants are valued at \$10,000 for a 1-2 year period. The total amount of funds available for the competition varies each year. An Annual *Call for Applications* will be sent by email to eligible faculty members outlining the funding envelope and any priority areas if applicable.

**ELIGIBILITY**

1. Tenured or tenure-track faculty member of the DMS whose primary appointment is with UNBC or UBC in the Northern Medical Program (NMP), the Master of Physiotherapy North (MPT-N), or the Master of Occupational Therapy North (MOT-N).
2. Only one DMS Catalyst Grant per project is permitted; if the project is similar to one previously funded, the Researcher must make it clear how the new one differs from the previous one(s).
3. Co-PI's or collaborators do not need to be affiliated with the DMS.
4. Faculty may only hold one DMS Catalyst Grant (as PI) within a 2-year timeframe.

**APPLICATION**

Complete the DMS Catalyst Grant Application eligibility questionnaire and submission of application documents using this survey link: [DMS Catalyst Grant Application](#)

Applications must include all the following components:

1. Updated CCV Biosketch or Narrative CV– upload as a single document as instructed in application link
2. Lay summary suitable for a media release (1200-character max)
3. Research Proposal (2 pages max):
  - The proposal should include a project title, background, objective(s)/goal(s), experimental approach, proposed timeline and significance of the research project. Content should be appropriate for an interdisciplinary health research review panel.
4. Research Team
  - Please provide a description of the roles and responsibilities of the identified project team members i.e., PI, Co-PI, etc.
5. Strategy for future funding (1-page max)
  - Describe how funding from the DMS Catalyst grant will contribute to future external grant applications. Include specific information about which funding agencies/competitions will be considered. If applicable, include previous feedback from a granting agency of an unsuccessful attempt at funding (i.e. if you are resubmitting an application).
6. Resources required for research project (1-page max)
  - Opportunities for highly qualified personnel (HQP) including student trainees.
  - Budget and budget justification. Please include an itemized budget up to a maximum of \$10,000 and justify the budget lines (i.e. current UNBC/UBC pay scales/honoraria/benefits, trainee stipends that are appropriate for position and field, reasonable estimates for service fees, reagents/consumables). Please contact [dmsresearch@unbc.ca](mailto:dmsresearch@unbc.ca) if you require recommendations or suggestions for budgetary considerations such as standard practice hiring costs, suggested stipends, etc.

**APPLICATION PRESENTATION**

1. Body text Times New Roman font, minimum 12pt
2. Single-spaced
3. All margins set at a minimum of 3/4" (1.87 cm)
4. Submit remaining components above as a single PDF and upload as instructed in application link

**RESPONSIBILITY OF GRANT HOLDERS**

1. DMS Catalyst Grants must be held at UNBC and entered in ROMEO prior to submission. Please add Deanna Brown, DMS Research Coordinator, as a team member in the ROMEO application.
2. Criteria for use of DMS Catalyst Grant Funds:
  - a. Eligible expenses
    - Salaries and benefits or stipends for research personnel and trainees
    - Materials and supplies required to complete the project
    - Honoraria for research participants
  - b. Ineligible expenses
    - Rent of office premises and other related overheads (e.g., utilities)
    - Capital Expenses (i.e. office and computer equipment, research equipment)
3. A final summary report is due within 12 weeks of the funding end date. This short report (2 pages maximum) should summarize research outcomes and outline how the funds have contributed or will contribute to an external grant proposal.
4. Grant holders will be asked to serve on future DMS Catalyst Grant review committee.

**REVIEW OF APPLICATIONS**

1. Process:
  - Applications will be peer-reviewed by an *ad hoc* committee recruited annually.
  - The committee will include the following members: the committee Chair (DMS Research Lead or Delegate), 2-3 DMS faculty members and the DMS Research Manager. The DMS Research Coordinator will provide administrative support for the committee.
  - A call for interest on the committee will be sent to all DMS faculty. The Chair will endeavor to include faculty from various academic ranks, with heterogeneous research expertise and previous DMS Catalyst Grant holders. Faculty who are listed as a participant on a DMS Catalyst Grant application will not be eligible for membership in the same year.
  - Membership on the committee will be considered service to the DMS and can be included in Performance Assessment Reviews (PARs).
2. Selection Criteria and Decision Making:
  - Applications that are complete and meet eligibility requirements will be reviewed.
  - Committee members will assess the quality of the application and rank the applications for funding. Assessments and rankings will be discussed at the review meeting and resolved by consensus. The number of funded applications will depend on the funding envelope for the year (which will be announced at the outset of the annual competition).
  - In assessing the quality of the application, the committee will consider the impact/significance of the research, feasibility and how funds will be leveraged for future external grant applications.
  - The committee will also consider the potential impact of the funding on the researcher's career progression.
  - Feedback from committee discussions will be provided to all applicants.

**EXTENSIONS**

Extensions of up to one year may be considered. Please submit a written request by email to Dr. Sarah Gray if an extension is needed ([sarah.gray@unbc.ca](mailto:sarah.gray@unbc.ca)).