



*Collaborative Research Grant Initiative:  
Mental Wellness in Seniors and Persons with Disabilities*

Information and Application  
Workshops  
May, 2011

A sunset over a field of flowers. The sun is low on the horizon, casting a warm glow over the scene. The sky is filled with soft, colorful clouds in shades of orange, yellow, and purple. The field below is a dense expanse of small, colorful flowers, likely poppies, in various colors including red, yellow, and white.

# Background

In 2008, the Alberta Ministry of Seniors and Community Supports granted the former Alberta Mental Health Board (now AHS) \$3M to:

- Increase the amount and quality of mental health research being done in the area of seniors and persons with disabilities
- Support evidence-driven changes in practice and policy, improving system effectiveness and efficiency
- Improve, measurable mental health outcomes for Albertans being served by the Ministry

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# Background Cont'd

- Research to focus on “mental health issues” among:
  - Seniors
  - Adults with disabilities



# Project Steering Committee

- A Project Steering Committee was formed to guide the planning and implementation of the CRGI
  - Phase 1 focused on question and plan development, scope, proposed funding, and capacity building (Completed)
  - Phase 2 is underway and focuses on additional planning, start-up, implementation, monitoring, knowledge transfer, network development, and research data integration and intersectoral collaboration
  - Phase 3 will support targeted dissemination, knowledge transfer, and sustainability

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# Domains (areas of interest)

The Project Steering Committee identified six domains as areas of interest to the Ministry and requiring investigation:

- 1) Independent living: Supports and barriers
- 2) Employment
- 3) Early identification and prevention: Protective and risk factors
- 4) Poly-pharmacy: Risks associated w/ using several medications
- 5) Strength-based approaches
- 6) System capability to respond to those with complex needs



# Main Elements of the CRGI

- Research Grants
- Mental Health Research Network
- Knowledge Exchange

# Research Grants – Funding Levels

- **Ideas Fund** (*up to \$8,000*): Small, innovative, short-term one-time research/evaluation projects
- **Seed/Bridge Fund** (*up to \$25,000*): Startup grants for small research/evaluation projects (e.g., pilots, literature reviews) or bridging from one phase of the project to next (e.g., to cover funding gaps) [Completed]
- **Operating Grants** (*up to \$210,000 over 3 years*): Mental health services/population health research with defined outcomes, to answer the approved research questions in priority domains [Completed]
- **Only Ideas Fund grants are available**

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# Ideas Fund Grants

- **Purpose:** small, innovative, one-time, one-year projects to increase capacity of practitioners, service providers, and/or administrators to conduct research and evaluation activities related to their services/programs (*one year maximum*)
- **Principal Applicant:** must be a practitioner, service provider, and/or administrator working within or in partnership with programs and services offered by the Ministry of Seniors and Community Supports or contracted services through community agencies
- **Team Composition/Partnerships:** encouraged to involve seniors or persons with disabilities, community agencies or post-secondary institutions
- **Scope:** Projects must be focused on research or evaluation, be related to mental health or mental well-being, fall under one of the six domains, and target seniors and/or persons with disabilities

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# Ideas Fund Grants – Exclusions

Grants are not expected to support research in the following areas:

- Basic/biomedical research (i.e., CIHR Pillars 1 and 2)
- Early life experience (i.e., child development)
- Children or youth (although transition to adult services and supports may be studied)
- Clinical treatment options for mental health
- Operational funding for new or existing interventions/programs

A background image showing a sunset over a field of green crops. The sun is low on the horizon, creating a bright orange and yellow glow that transitions into a purple and blue sky. The field in the foreground is dark green and appears to be a field of crops like corn or soybeans.

# Ideas Fund Grants – Budget Guidelines

**Grants are intended to support research or evaluation activities. Examples of items that grants *may be used for* include:**

- Computer hardware or software to support the project (e.g., SPSS, NVivo)
- Periodicals, texts, or bibliographic resources
- Participant recruitment aids and incentives
- Copying, printing, and postage
- Data collection costs including transcription
- Cover-off
- Travel
- Meeting expenses
- Research assistance



# Ideas Fund Grants – Budget Guidelines

## **Grants *may not be used for:***

- The operation of programs and/or services, including administrative and operational costs such as institutional overhead
- Hospitality and entertainment expenses
- Education-related expenses such as tuition, thesis defense, course fees
- Major equipment and office/infrastructure set-up
- Stipend or salary support for team members with academic GFT appointments (e.g., buy-out for teaching time)

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# Knowledge Exchange

- Information Sharing Meetings
  - Research Days
  - Lunch and Learn Sessions
  - Supporting Staff in Conference Presentations (e.g., travel grant)
  - Virtual Research Centre
  - Summaries of CRGI projects in formats appropriate for policy makers and other service providers
  - CRGI Snapshots
  - Workshops

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# Mental Health Research Network

- Researchers and service providers share knowledge that is both practical and relevant to determine and implement best practices
- Website ([mentalhealthresearch.ca](http://mentalhealthresearch.ca)) to be main vehicle for sharing knowledge and communicating

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# Ideas Grant - Application Process

Guidelines and application forms for the Ideas Fund are available online at:

[http://www.mentalhealthresearch.ca/KeyInitiatives/ResearchGrants/Seniors  
\\_PwD/Grants/Pages/IdeasFund.aspx](http://www.mentalhealthresearch.ca/KeyInitiatives/ResearchGrants/Seniors_PwD/Grants/Pages/IdeasFund.aspx)

Read the guidelines carefully before submitting an application!

Contact us if you have any questions about the application process

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# Application Process cont'd

## Ideas Fund

Applicants must submit:

- a completed Ideas Fund Application Form,
- a two-page summary,
- a letter of support from their supervisor/organization.

Application packages must be submitted electronically (PDF or MS Word) as well as four hard copies by mail or courier.

**THE DEADLINE FOR APPLICATIONS IS 4 pm on September 15, 2011.**



# Project Summary

## **Summary Requirements:**

- *Background*: describe the context and need for the project
- *Objective(s)*: one or two objectives
- *Approach*: describe the approach that will be used to answer the question or meet the objective(s)
- *Partnerships*: list potential project partners (if appropriate)
- *Conclusions*: describe the desired impact and implications of your findings

This summary must be:

- Up to 2 pages in length
- 12-point Times New Roman font
- Single-spacing
- One-inch margins

# Developing a Summary–Writing Tips

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## **General writing tips**

- Be clear and concise
- Think about your audience:
  - What do the reviewers need to know?
  - How does your work connect to the domains of the CRGI?  
Make the connections for the reviewers, don't leave it to assumptions!
- Choose an appropriate title. It should reflect your objective(s) and your population of interest.
- Have someone review it before you send it in. They may see things you may have missed.



# Developing a Summary- Background

**Background** – define the need for your project

- What is the area of concern?
- What is the current situation?
- What does the literature say?
- What is the current program or service?
- What is the issue or question that needs to be addressed?
- Is there a gap in knowledge, service, quality and/or evaluation?



# Developing a Summary-Objectives

**Objective(s)** – identify the need/question your project will address

- What need does your project address or resolve?
- What will your project accomplish?
  - Objective(s) should be clearly stated
  - You should only have **one or two** primary objectives.

# Developing a Summary- Approach

**Approach** – explain how the objective(s) will be achieved

- What population will you access?
- What type of information will you need to collect?
- How will you collect and analyze information?
  - From a database? Use focus groups? Questionnaires?
- Will the information you collect allow you to meet your objective(s) or answer your research question(s)?


\*We can help further develop your methods and plan if you are approved for a grant. A basic description of your approach is expected, though. The more detail you provide, the easier it is for reviewers to envision your project. 20

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# Developing a Summary-Partnerships

**Partnerships** – highlight your collaborative efforts within the community

- Who needs to be involved?
- What value will your partners provide?
- Will your partners benefit?



# Developing a Summary- Conclusions

**Conclusions** – what are the implications of your project?

- What is the benefit of your project?
- Who will be affected by your project?
- Will your outcomes
  - Benefit clients?
  - Enhance knowledge?
  - Identify system or program level issues?
- How will your project contribute to the CRGI?

# Developing a Summary– Final tips

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## **Some final tips**

- Identify any limitations. All projects have them.
- Demonstrate that the study is feasible. Don't try to do more than time and money will allow.
- Have someone review your summary before submitting.
- Be sure to align with the CRGI domains and spell out how your project will contribute to these priorities. This is the best way to get funding.
- If you have questions, ask us!

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# Sample Application

## Review Handout

- You will have two pages and can add a reference page (as a third page) if needed.



# If Approved

You will be required to attend a Project Planning and Development Seminar that will:

- Help you develop a project plan (**a project plan is required for funding**).
- Provide an overview on the ARECCI ethics assessment tool (completion of this tool is required for funding).
- Provide guidance on how to get ethics approval from a research ethics board (may be required for funding).
- Provide guidance on how to get administrative approval from AHS zones, if applicable (may be required for funding).



# Project Proposal Template

Title

Partners

Objective(s)

Background

Approach and Methods

Ethical Considerations

Implications of Findings

Knowledge Exchange and Transfer Activities

Risk and Issues

Workplan

Budget

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# Ethics Screening

- Ethics screening requirements
- Introduction to the two ARECCI tools

# Ethical Principles in Projects

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- Respect for Human Dignity
- Respect for Privacy and Confidentiality
- Respect for Vulnerable Persons
- Respect for Justice and Inclusivity
- Respect for Free and Informed Consent
- Balance of Harms and Benefits:
  - Minimizing risk of harm
  - Maximizing benefits

# ARECCI Ethics Guidelines for QI and Evaluation Projects

- Use this decision-support tool to integrate ethics at the project planning stage
- This ethics tool (i.e., **The ARECCI Guidelines for QI and Evaluation Projects**) provides “Ethics Considerations” in the form of six key questions with additional sub-points to assist your thinking in planning your project.
- The tool is also available online at <http://www.ahfmr.ab.ca/arecci/guidelines/>

# 1. How will the knowledge gained from this project be useful?

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## Points to Consider

- What is the specific context of the problem or issue?
- Why do you want to obtain the information (e.g., for the purpose of evaluation, decision making purposes, information)?
- What relevant literature or better/best practices have you consulted?
- Who will benefit from this project (e.g., patients/clients, providers, families)?
- How will you let others know about your results?

Describe what you hope to find out in doing this project.

Describe who will benefit from this project.

Describe how the results will be communicated.

[Save & Continue](#)

[Instructions](#)

[Usefulness of Knowledge](#)

[Method or Approach](#)

[Participant Selection](#)

[Risks & Benefits](#)

[Respecting Rights](#)

[Informed Consent](#)

[Conclusion](#)

[✉ E-mail My Guidelines](#)

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# Building Ethics into Your Plan: Six Ethics Considerations

1. How will knowledge gained from your project be useful?
2. How will your described method or approach generate that desired knowledge?
3. How will you ensure that the participant (or data) selection process is fair and appropriate?



# Building Ethics into Your Plan: Six Ethics Considerations...cont'd

4. What have you done to identify and minimize risk? Are the remaining risks justified?
5. How are the rights of individuals, communities, and populations respected?
6. Is informed consent needed in this project?

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# More About Risks: What are They?


- Risks = what is wrong for a person, family, community
- Physical, mental, emotional, financial or legal impacts for participants
- Loss of privacy and confidentiality
- Additional burdens to the system
- Vulnerable populations require extra protections

# How to Screen your Project Plan for Ethical Implications


- Use the 2<sup>nd</sup> ethics tool - **The ARECCI Ethics Screening Tool** to decide:
  - The primary purpose of your project
  - Its level of risk to project participants
  - Type of ethics review that may be needed
- Available at: [www.ahfmr.ab.ca/arecci/tool](http://www.ahfmr.ab.ca/arecci/tool)


## Legend


 Provides more information about a question (if available).

 Save the current state of the tool and retrieve a URL for bookmarking.

*Note: This is not the same as selecting File > Save As in your browser. Please use this save function instead.*

 E-mail the results of the tool.

 Print the results of the tool.

 Submit feedback regarding the tool.

Project Title:

Date Completed: April 29, 2011

## Process

STEP 1

PRELIMINARY  
QUESTIONS

STEP 2

SORT  
PROJECT TYPE





STEP 3

RESEARCH  
RISK FILTER


QUALITY IMPROVEMENT  
& EVALUATION RISK  
FILTER

STEP 4

RESULTS


-  Save
-  Print
-  E-mail
-  Feedback

## Step 1: Preliminary Questions

 1. Is there an explicit requirement for review of this project by a Research Ethics Board as part of its funding arrangements?


Yes

No

 2. Are there any local policies that require this project to undergo review by a Research Ethics Board?

Yes

No

 3. Does the project involve use of a pharmaceutical device, drug or natural health product under Health Canada Food and Drug Act regulations or guidelines?

Yes

No

Notes:

Next »

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# For More Information:

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