



HealthForceOntario

Ministry of Health and Long-Term Care  
Nursing Secretariat and Research Unit

**Nursing Research Fund**  
2009/10 Call for Applications for the  
Nursing Career Research Awards

*Application Guidelines*

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## 1. TIMELINE

Date	Milestone
November 20, 2009	Posting of call for Nursing Career Research Award
February 26, 2010	Deadline for Nursing Career Research Award Application
April 30, 2010	Anticipated notification to all applicants
July 1, 2010	Anticipated funding start date

## 2. BACKGROUND AND PURPOSE

The Ministry of Health and Long-Term Care (MOHLTC) provides annual funding for nursing health services research through the Nursing Research Fund (NRF). The MOHLTC Nursing Secretariat and Research Unit are responsible for identifying the research priorities to be funded through the NRF and for managing/overseeing all projects.

The search for solutions and strategies to address key nursing Health Human Resources (HHR) issues such as recruitment, retention, nurse preparation, improvements to work environments, job satisfaction and utilization of the workforce is common across many jurisdictions. Ontario recognizes the need for evidence-based solutions and strategies to address these key issues.

In order to attract and retain researchers in Ontario, MOHLTC has created Career Awards to support the continuum of researchers performing nursing health services research in the province. These awards will lead to the generation of evidence, providing the healthcare system with the information needed to meet the objectives of the HHR strategy and the HealthForceOntario mandate, ensuring that there is the right mix and supply of appropriately educated health professionals to care for the people of Ontario.

This call invites proposals for Early Career, Mid-Career and Senior Career Research Awards. These awards are intended to advance nursing policy and practice by supporting nursing researchers at various stages of their research careers. The salary funding will provide financial support to the award recipients' respective institutions, to ensure that a minimum of 75% of the researchers' time is released to perform nursing health services and systems research. For Mid-Career and Senior Career Research Award recipients, the funding will also allow for time to train graduate students or to act as a mentor for new researchers. Funding amounts specified in this document are for salaries and benefits (rate based on institutional benefit rate of each recipient).

The objectives of the career awards are to:

- advance the implementation of the recipients' research plans;
- produce or coordinate findings from research studies that advance knowledge in the proposed area of research;
- disseminate new knowledge through appropriate knowledge dissemination practices (e.g. publications and presentations); and
- establish links with MOHLTC and other policy decision-makers (LHINs, etc.).

The number of awards granted in each category is dependent upon the calibre of all submissions and is subject to the discretion of MOHLTC.

### 3. FUNDING

Award term is 3 years maximum.

Please note the *maximum* allowable amounts for each proposal type:

MOHLTC Nursing Early Career Research Award	<i>Hold Post-Graduate Degree:</i> Up to \$55,000, plus the cost of applicable benefits per year.
	<i>Hold PhD or advanced health professional degree (or equivalent):</i> Up to \$70,000, plus the cost of applicable benefits per year.
MOHLTC Nursing Mid-Career Research Award	Up to \$85,000, plus the cost of applicable benefits per year.
MOHLTC Nursing Senior Career Research Award –	Up to \$100,000, plus the cost of applicable benefits per year.

### 4. ELIGIBILITY REQUIREMENTS

These awards are held by independent researchers with full-time appointments at Ontario post-secondary institutions, hospitals or officially associated research institutes. Applicants who do not hold a position at an eligible institution at the time of application, but who expect to by the beginning of the funding period, will be considered. The sponsoring institution must provide, at the time of application, a written statement of commitment of its intention to provide their official affiliation with the applicant prior to the commencement of the award. If the applicant is successful, funds will not be released to the post-secondary institution, hospital or officially associated research institute until the affiliation is confirmed.

To be eligible to apply, the applicant and their institution must meet both of the follow conditions:

1. The applicant must be a Canadian citizen or permanent resident with an appointment at or affiliation with, an Ontario post-secondary institution, hospital or officially associated research institute.
2. To be eligible to receive research funding, the applications' institution must fall into one of the following categories:
  - An Ontario post-secondary institution, hospital or officially associated research institute;
  - An Ontario non-governmental not-for-profit health sector organizations (including community or charitable organizations), with a mandate that clearly includes knowledge transfer and has a nursing focus; or
  - Any other not-for-profit corporation, municipality, Indian Band and agency board or commission, if their nursing research or nursing research-related activities are consistent with the goals of the ministry.

The Ministry does not provide funding to private or for-profit corporations or organizations.

The applicant must be able to:

- pursue a career in nursing health services research in Ontario;
- commit a minimum of 75% of his/her time to the research activities described in the proposal;
- carry out his/her research either at the post-secondary institution, hospital or officially associated research institute;
- maintain and establish new linkages with decision-makers in the ministry and broader health system;
- participate in knowledge transfer activities with the ministry related to his/her research; and
- legally work in Canada at the time of receiving the award.

To maintain eligibility, the applicant must:

- spend at least 75% of his/her time on relevant research activities at the post-secondary institution, hospital or officially associated research institute described in the proposal;
- maintain legal entitlement to work in Canada; and
- inform the ministry upon receiving and accepting any other career award. *(Note: the award recipient may not hold another career award at any point during the term of their award with the ministry.)*

### Career- Level Specific Requirements

AWARD TYPE	ELIGIBILITY CRITERIA
MOHLTC Nursing <i>Early Career</i> Research Award	<ul style="list-style-type: none"> <li>▪ Have completed a post-graduate degree, PhD or advanced health professional degree (or equivalent) in nursing, health care services, health policy research, or a related discipline. <i>Salary for this award is dependent upon academic merit achieved at the time of applying.</i></li> <li>▪ Is defined as a researcher who has held a full-time research appointment for a period of 0 to 60 months as of the competition deadline.</li> <li>▪ Have shown promise of attaining competence as an independent investigator.</li> <li>▪ Have an academic mentor for the entire length of the award, who is an established researcher specializing in applied health services or health policy research. (Please see Career Award Application for role and description of the academic mentor).</li> <li>▪ Must be able and willing to spend a minimum of 75% of full-time professional effort conducting research and research career development during the period of the award. In addition, the candidate must be able to demonstrate that the requested period of salary support and protected time will foster his/her career as a highly productive scientist.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Note: Undergraduate or graduate students and residents are not eligible for this award.</li> </ul>
<p>MOHLTC Nursing <i>Mid-Career</i> Research Award</p>	<ul style="list-style-type: none"> <li>▪ Have completed a PhD or advanced health professional degree (or equivalent) in nursing, health care services, health policy research, or a related discipline.</li> <li>▪ Have participated in/completed a post-doctoral training program in nursing, health care services, health policy research, or a related discipline, or have equivalent experience with at least two years of post-doctoral research experience.</li> <li>▪ Hold an appointment as an independent investigator at the time of taking up the award, and throughout the term of the award.</li> <li>▪ Have at least five, but not more than ten, years of experience as an independent investigator.</li> <li>▪ Must be able and willing to spend a minimum of 75% of full-time professional effort conducting research and research career development during the period of the award. In addition, the candidate must be able to demonstrate that the requested period of salary support and protected time will foster his/her career as a highly productive scientist.</li> </ul>
<p>MOHLTC Nursing <i>Senior Career</i> Research Award</p>	<ul style="list-style-type: none"> <li>▪ Have completed a PhD or advanced health professional degree (or equivalent) in nursing, health care services, health policy research, or a related discipline.</li> <li>▪ Must be an established researcher (i.e. hold other independent, peer reviewed grants, show research training and research capabilities) in nursing, health care services, health policy research, or a related discipline with at least four years of post-doctoral research experience.</li> <li>▪ Must be able and willing to spend a minimum of 75% of full-time professional effort conducting research and research career development during the period of the award. In addition, the candidate must be able to demonstrate that the requested period of salary support and protected time will foster his/her career as a highly productive scientist.</li> </ul>

## 5. TERMS AND CONDITIONS

The ministry will provide successful candidates with funds to support expenses for the award period in accordance with the following conditions:

- All material produced by award recipient and all copyright and other intellectual property rights in that material shall belong to the award recipient and the sponsoring organization.
- The award recipient and the sponsoring organization grant to MOHLTC and to each and every Local Health Integration Network (LHIN), the right to use, for government purposes, without cost, any and all material of any kind produced by grant, including the right to copy and distribute such material as the Ministry and each LHIN respectively, considers appropriate, and to post such material on a website accessible by the Ministry and by each and every LHIN.
- **The award recipient and the sponsoring organization shall notify the Ministry of the anticipated date of publication of any material at least 30 days before such material is published and provide a copy of these materials to both the Nursing Secretariat and Research Unit.**
- The award recipient and the sponsoring organization shall acknowledge the support of MOHLTC in all reports and materials and in all advertising and publicity relating to the grant, in a format approved by the Ministry.
- The award recipient and the sponsoring organization shall ensure the acknowledgement in any report or materials indicates that the views expressed in the report or materials are the views of the award recipient and the sponsoring organization and do not necessarily reflect those of MOHLTC.
- The Ministry shall be entitled to disclose the name of the award recipient, the sponsoring organization, and any general information about the grant in Ministry forums and publications.
- The award recipient will utilize all funds within the fiscal year they are allocated; carry forwards will not be permitted.

## 6. MONITORING, PERFORMANCE MEASUREMENT AND EVALUATION

MOHLTC is committed to demonstrating results to Ontarians for the money invested in health research. Therefore, processes for monitoring progress and appropriate use of funds, as well as for performance measurement and program evaluation, are in place and must be adhered to during the term of the grant.

## 7. APPLICATION PROCESS

Applications for career awards are to be submitted using the Career Award application form, which can be downloaded from the Research Unit's website, at:

[http://www.health.gov.on.ca/en/pro/ministry/research/nursing\\_research\\_fund.aspx](http://www.health.gov.on.ca/en/pro/ministry/research/nursing_research_fund.aspx).

Format Guidelines must be followed:

- Arial Narrow or Times New Roman 12 point font must be used. Condensed type is not acceptable.
- Text must be single-spaced, with no more than six lines per inch. Margins must be at least 1-inch.
- All submissions must be double-sided.
- Funding amounts should be in Canadian dollars, rounded up to the nearest dollar.
- Use clear language and avoid technical jargon.
- A budget is not required for career award applications, as funding is applicable to salaries and benefits only.

The candidate is required to submit his/her application electronically before the deadline of 4:00pm on FEBRUARY 26, 2010 to [nursingsecretariat.moh@ontario.ca](mailto:nursingsecretariat.moh@ontario.ca).

- Please submit the application form electronically by email (MS WORD format) to the [nursingsecretariat.moh@ontario.ca](mailto:nursingsecretariat.moh@ontario.ca) before the **deadline of 4:00pm on February 26, 2010**.
- Please ensure that the email subject line contains the words **MOHLTC Career Award** in the title in order to facilitate the tracking of all submitted documents.

In addition, 11 hard copies must be delivered by no later 4:00pm on FEBRUARY 26, 2010.

- 11 hard copies (includes one with original signatures) must be mailed to Nursing Secretariat, at the address below, before the **deadline of 4:00pm on February 26, 2010**.
- Original signed letters of recommendation from academic and decision-maker mentors must be submitted directly to the Nursing Secretariat. Letters are to be received electronically and in hard copy by the deadline.
- Sufficient time should be allowed for processing within the institution to obtain the appropriate authorization in advance of the application's deadline.

The Nursing Secretariat  
Ministry of Health and Long-Term Care  
56 Wellesley St. West, 12th Floor  
Toronto ON M5S 2S3  
*Re: Nursing Research Fund*

Electronic and hard copy career award submissions must include:

- completed application form
- one eligible institution statement
- two letters of recommendation from supervisors or associates familiar with the applicant's work
- 1 mentor letter – *for Early Career Research Award applications only*

It is the candidate's responsibility to ensure that the application is COMPLETE and received in the Nursing Secretariat's office by the deadline. Incomplete applications (including those lacking required signatures) will not be considered. No supplemental information may be provided after the deadline. Information received after the deadline will not be considered.

## 8. REVIEW PROCESS AND EVALUATION CRITERIA

*Eligible* Nursing Career Research Award applications will be evaluated by an independent and impartial Review Panel constructed specifically for the purpose of reviewing NRF submissions. The panel will consist of 6-10 members and will include experts in the nursing field to assess relevance and academic researchers to assess for scientific merit.

Upon completion of the review processes, notification will be made to all successful and unsuccessful applicants.

For any inquiries, please contact Jennifer Yoon at (416) 327-5855 or [jennifer.yoon@ontario.ca](mailto:jennifer.yoon@ontario.ca)