Island Health acknowledges the homelands of the three Indigenous families on and around Vancouver Island: the Kwakwa̱ka̱'wakw, Nuu-chah-nulth, and Coast Salish peoples. We are committed to addressing the ongoing impacts of colonialism and Indigenous-specific racism, and strive to decolonize research and promote cultural safety and humility. We welcome diverse ways of knowing, and seek to advance equity, diversity, and inclusion for all. Above all, we believe meaningful research must foster respectful relationships that put people first.

APPLICATION GUIDELINES

Island Health's seed grant competition funds health research projects that:

1. Align with Island Health's priorities and goals to improve care and services in our communities, and achieve our vision of "Excellent health and care for everyone, everywhere, every time."
2. Engage people in research to gain experience, foster strong teams, and increase competitiveness for future funding opportunities.

Awards Available

- 4 **general** research seed grants of up to $12,500 each through the KPMG Foundation;
- 2 seed grants of up to $12,500 each for **health equity** projects **in the Greater Victoria area** that aim to advance health equity and eliminate health disparities by improving outcomes and/or access to health care and services for equity-deserving groups.

Funding for this competition has been generously provided by the Victoria Hospitals Foundation through support from the KPMG Foundation and the Victoria Foundation.

Competition Timeline

Information Sessions for Applicants (virtual)	● Thurs. October 5 (11 - 12 pm) ● Thurs. October 19 (12 - 1 pm) ● Register to attend a virtual information session Other Useful Webinars: ● Fri. September 22 (10:30 am – 12 pm) Equity, Diversity and Inclusion (EDI) in research design (UVic Research)
Application Deadline	December 18, 2023 by 4 pm PDT
Application Review	January - February 2024
Notification of Results	March 2024
Award Start-date	April 1, 2024
Award End-date	March 31, 2025

General Eligibility

1. The project must create new health knowledge or evidence, and/or apply existing knowledge or evidence in a new way (or context). Projects may also engage people in planning research.
2. The Lead Applicant may be from Island Health or from another organization. If the Lead Applicant is from another organization, an Island Health employee or affiliated health professional must be co-lead, either as a researcher or knowledge-user. Definitions of both terms can be found in CIHR's Glossary.
3. Projects must address at least one of Island Health's research strategic priority areas:
   o Indigenous Health
   o Equity, diversity, and inclusion
   o Mental Health and Substance Use
   o Seniors Health
   o Primary Care Networks and Clinics
   o Home and Community Care
   o Population Health and Health Promotion
   o Under-Resourced Communities and/or people who are unhoused
   o Acute and Ambulatory Services
   o Palliative and End-of-Life Care
   o Care Team Safety and Wellness
   o Virtual and Technology-Enabled Care
   o COVID-19
4. Projects must address at least one of Island Health's goals:
   o Improve the experience, quality, and outcomes and health and care services for patients, clients and families.
   o Improve the experience, health, and well-being of all people working and volunteering at Island Health.
   o Increase health system value and ensure the sustainability of health services.
   o Improve the health and wellness of the population.

Additional Eligibility for Health Equity Projects

In addition to the above general criteria, health equity submissions must:

1. Aim to advance health equity by improving the effectiveness, safety, appropriateness, and/or accessibility of health care and services for equity-deserving groups.
   Equity-deserving groups may include Indigenous peoples, racialized groups, people with disabilities or specific health conditions, 2SLGBTQIA+ communities, women, newcomers, those who are unhoused, or others who experience unfair barriers and avoidable differences in health, health care, and health services.
2. Engage with the equity-deserving group(s) that are the focus of the project to ensure the work is meaningful and acceptable to them, and commit a minimum of $2000 in the proposed budget to engagement activities and honoraria.
3. Take place primarily in Victoria, Oak Bay, Saanich, Esquimalt, Sooke, or the Westshore due to funder restrictions. Health equity projects in other regions may apply under the general stream.

Submitting More than One Application

- The same application cannot be submitted for both a KPMG Foundation and an equity grant. However, the same applicant or team may submit two different applications.

How to Apply

- Applications for both the general and the health equity grants should be submitted through this online form by **4 pm PST on December 18, 2023.**
- A PDF copy of the application form is available.
- After submitting an application, the lead applicant will be directed to a voluntary and anonymous self-identification questionnaire. This questionnaire provides demographic information that will help enhance equitable and inclusive access to future competitions.

Application Support & Accommodation

- Please see these Application Resources and Supports, and/or email Annie Moore (Isabel.Moore@islandhealth.ca).
- For teams that require more time or other considerations to complete the online application form, or who are unable to access or submit the application online, email Annie Moore (Isabel.Moore@islandhealth.ca) to find alternatives.

Eligible and Ineligible Costs

In general, any cost directly related to project activities is an eligible expense, including:
- salary and benefits for team members
- costs that enable team members, patients or other partners, and/or participants to engage fully and equitably throughout the project
- minor software (not more than $2000) or equipment (not more than $5000)
- professional services (e.g. transcription, graphic design, etc.)
- study supplies

The following costs cannot be covered:
- payments that result in personal gain for any team member
- costs incurred before or after the term of the award
- ongoing operating or maintenance costs
- leased equipment or software
- equipment costs over $5000 or software over $2000
- costs not directly related to the project
- overhead or administrative costs

Evaluation Process

- All submitted applications will be screened to ensure they meet eligibility requirements. Ineligible applications will not be reviewed; applications that are ineligible for a health equity award will be reviewed for a general award if they meet those requirements.
- Eligible applications will be reviewed panel drawn from across Island Health and partner organizations, including patient partners and community members.
- Review will be based on [these evaluation criteria](#).
- During the evaluation process (January-February 2024), applicants may be invited to provide more information at the request of reviewers.
- All applicants will receive feedback from reviewers to help improve future applications.

Successful Applications

Holding Funds

- Successful applicants may hold their funds at Island Health (managed by the Island Health lead or co-lead) or at a partner institution (managed by that lead or co-lead), and must follow all applicable financial policies at the institution where funds are held. *Note that some eligible award costs may not be eligible within different institutions, and applicants are urged to confirm eligible costs prior to submission.*

Reporting

- Grant-holders must provide progress reports every 6 months. A short narrative update is due October 15; a short narrative update and a financial statement are due May 15.
- Reports will be submitted through an online form. Grant-holders will receive reminder emails and a link to the form one month in advance of the deadline.
- For grant-holders who are unable to complete the online form, a phone or video call can be scheduled at your convenience.

Extensions

- Grant-holders are eligible for one extension of up to 12 months on request. No further funding is available to projects that receive an extension.

Questions and Contact

- Please email Isabel.Moore@islandhealth.ca, Research Grant Facilitator.