



## CCRF Fall 2020 RFP

The Canadian Chiropractic Research Foundation (CCRF) invests in research to improve the lives of people burdened with musculoskeletal pain and disability.

How does CCRF choose which projects to fund? We believe the research community should have an opportunity to bring forward a broad range of high-impact ideas with the potential to add value to our profession. This inclusive approach will be particularly beneficial as we issue this important call in support of **Early Career Researchers (ECRs)**. New entrants to this field may see problem-solving and emerging opportunities through a fresh lens, which can create new pathways to advance our work on behalf of patients, clinicians, policy makers and other influential stakeholders.

### RFP Details for Fall 2020: Early Career Researchers

CCRF is pleased to offer its Fall 2020 Request for Proposal (RFP) to Canadian Early Career Researchers (ECRs) in the chiropractic and adjacent healthcare fields. The total grant pool for this RFP is approximately **\$150,000**. Grants for individual projects start at **\$2,500**.

All CCRF grants are available thanks to the very generous support of the Canadian Chiropractic Association and our Provincial Associates, representing clinicians from across Canada. We would also like to recognize our private donors, who have made a strong personal commitment to evidence-based national research.

### Who Can Apply

To be considered for CCRF funding in this RFP cycle, your project must:

- Be led by an Early Career Researcher (ECR). For the purposes of this RFP, eligible ECRs will have received their PhDs in the last 5 years and/or have a DC and are working on their PhD. (\*excludes authorized leaves of absence) Those with MDs, PTs, MPTs or holders of other professional Masters' degrees do not qualify.
- Include at least one Canadian team member
  - a Canadian project lead is recommended but not required
  - additional funding or in-kind partnerships are desirable but not required
- Adhere to the parameters set out in this **Request for Proposal (RFP)**
- Be received by the CCRF before midnight on **Thurs. December 3, 2020**
- Be conducted in accordance with Canadian legal, regulatory and ethical guidelines
- Be eligible for publication in an accredited, peer-reviewed journal

## What Kinds of Projects?

Our Research Committee invites proposals that address a wide range of topics. This may involve exploring gaps in current knowledge, expanding on existing studies, demonstrate fresh thinking and/or innovative use of technology. Professional and well-developed methodologies, appropriate supervision and effective institutional support are encouraged. Projects must reflect at least one of CCRF's **National Research Priorities**: Basic Science, Clinical Science, Health Systems and Population Health.

## How to Apply

To ensure equal access for submitters and reduce bureaucracy, CCRF uses the simple three-step application process. Before applying, please make sure to review this **Request for Proposal (RFP)** and its eligibility criteria thoroughly.

### Step One: Letter of Intent (LOI)

- Grant seekers submit a brief Letter of Intent (LOI) to provide a succinct overview of their proposal, including an overview of the project concept, the anticipated output and the amount of funding requested
- LOIs must follow the submission format and instructions below
- LOIs must be received by midnight **Thurs. December 3, 2020**

### LOI Submission Format

- English language on your organization's letterhead
- LOI should be no more than two pages in length, single-sided, single-spaced, Calibri 11-point font, and 1-inch margins with page numbers at the bottom
- Page One should include:
  - project title
  - general research design
  - applicant's name, degree, contact information and professional affiliation
  - amount of grant requested
- Page Two should contain the research abstract, which describes the scope, purpose, methodology, hypothesis of your project and content of the proposed work. Please indicate the anticipated impact of this research and why it is important to further knowledge within one or more of the four CCRF Areas of Focus (Basic Science, Clinical Science, Health Systems, Population Health).
- Supporting materials, such as peer reviewed publications and biographic information, are optional and can be provided as attachments (maximum two pages)
- Proposals must be dated and signed by principal applicant
- Signed proposals must contain the following declarations: "We/I confirm, that to the best of our/my knowledge, this LOI submission is accurate. We/I also certify all identified investigators will fully participate in the proposed work. We/I have read and understood the most recent CCRF *Request for Proposal and Letter of Intent Guidelines*."

### LOI Submission Instructions

- A single PDF file containing the LOI and all supporting documents should be emailed to [info@chiroresearch.ca](mailto:info@chiroresearch.ca) no later than midnight on Thursday, December 3, 2020.
- PDF files should be saved as “LOI\_lead submitter last name\_institution\_year.” (e.g., LOI\_Harris\_University of Toronto\_2020)
- A confirmation email will be sent within 72 hours of receipt

### **Step Two: Evaluation**

Proposal evaluation is overseen and administered by the CCRF Research Committee.

- Every LOI is evaluated.
- Grant Applications are provided *only* to selected projects that align with the objectives and areas of focus outlined in the Current Request for Proposals (RFP).
- All submitters will be notified of the status of their project. Those who do not receive an application will be notified that a grant will not be offered this cycle.

### **Step Three: Grant Application**

Based on the LOI, the CCRF provides selected teams with a Grant Application.

- Grant applications include a cover letter, project overview, phases and timeline, monetary request, submitter background/qualifications, references, other funding sources (projected and confirmed) and multimedia components (if any)
- For grant requests over \$10,000, a 30-minute videoconference presentation may be requested
- Final funding recommendations are approved by CCRF’s Board of Directors
- Applicants are informed about proposal status with a letter indicating:
  - A grant will not be offered during this cycle (concise written feedback is available upon request)
  - A grant is approved contingent on standard CCRF terms and conditions

### **Important Dates**

- LOIs must be received by midnight **Thurs. December 3, 2020**
- CCRF will inform applicants if a Grant Application (based on the LOI) will be requested by **Mon. December 14, 2020.**
- Grant decisions are scheduled to be determined on or before midnight **Mon. March 15, 2020**

Have a question? Check **Grant FAQs**

Need more info? Go to our website: [www.canadianchiropracticresearchfoundation.ca](http://www.canadianchiropracticresearchfoundation.ca)

For all other inquiries, please contact us at [info@chiroresearch.ca](mailto:info@chiroresearch.ca)