

Alberta Medical Foundation Project Grant



Eligibility

Applicants must:

1. Reside in the province of Alberta.
2. Be a healthcare professional (active or retired) in a relevant field OR have a research appointment in a relevant area at a recognized publicly-funded post-secondary institution in the province of Alberta OR hold a research or archivist position in a health care related agency or regulatory body, or at an Alberta Museums Association Recognized Museum.
3. Healthcare professionals must be members in good standing with their relevant professional licensing organization in Alberta, or must have retired in good standing. Healthcare professionals must not have had their professional license revoked in any jurisdiction in Canada for professional misconduct.

Application Requirements

Applications must be submitted electronically to the President of the Alberta Medical Foundation (Dr. Melanie Stapleton - melanie.stapleton@albertahealthservices.ca). Deadlines for application are October 31 annually. Applicants will be notified of the results of the competition by December 15. Awards are one year in duration, running from January 1 to December 31 annually. Funds not used according to the research proposal and budget within the allotted time will be forfeited.

Applications must be submitted according to the provided template. Margins and font sizes should not be changed, and documents must be saved and submitted electronically as PDF files.

Applications will include:

1. **Signed application**, confirming eligibility and accuracy of the application.
2. **Applicant's CV**, formatted to be no longer than two pages in length, including a statement of the applicant's relevant track record and experience to complete the project.
3. **Project Description** – includes title, key words, objectives, methodology, sources of data and other materials to be used, and expected contribution to the field of study. This should include the project's potential impact, audience and relevance to the province of Alberta.
4. **Methods and Research Plan** - including reasonable and achievable timeline, methodology, resources to be used, and team members, if any. This should also address whether or not ethics approval will be necessary for the project, and approval or application plans and timelines. Any projects requiring ethics approval will not have funds released until documentation of ethics approval is provided to the AMF.
5. **Budget** – for total project. Details should be provided about projected expenses in areas including personnel, professional or technical services, equipment and supplies, meeting expenses, travel, and any other projected expenses. Include other sources of funding, both in application process and secured, sufficient to fund the complete project.

6. **Outcomes** – description of the final manuscript or project, including plans for presentation and dissemination. The support of the Alberta Medical Foundation must be acknowledged in any publications.

7. The total application (sections 3-7) will not exceed six pages in 12 pt. font, not including the CV.

8. A one page progress report is due within one year after the actual funding period has ended.

Assessment of Applications

Applications will be assessed and voted on by the Board of the Alberta Medical Foundation. In the case of a Board member having a personal relationship with an applicant, being in any way involved in an application, or having any other conflict of interest, the Board member will abstain from the evaluation of and voting on the proposal.

Voting may have one of three outcomes:

1. Approval of application for a specific amount of funding, up to a maximum of \$10,000.00. Disbursement of the funds will be made January 1 annually.

2. Non-approval, but with suggestions for change in some aspect of the application. Applicants can choose if they wish to resubmit with the suggested changes within a specified period of time to be eligible for reconsideration of funding in the same award cycle.

3. Non-approval. Unsuccessful applicants may reapply in the next annual funding cycle. Specific feedback about the unsuccessful application's merits will be provided.

Successful applications are non-renewable. Once a researcher has been awarded a grant, he/she will not be eligible to reapply for a different project for a period of two years.

Alberta Medical Foundation Project Grant Application Form



Applications must be submitted electronically as PDF files by October 31 annually to the President of the Alberta Medical Foundation Dr. Melanie Stapleton - melanie.stapleton@albertahealthservices.ca.

Grant Applicant Name: _____

Grant Applicant Signature: _____

Signature confirms that the applicant is eligible and the information attached to this form is accurate

Applicant Checklist - Please confirm that the following are included in the application

- Grant applicant CV (maximum 2 pages, minimum 12 point font, minimum 2.54cm margins), saved as pdf
 - Project description, methods and research plan, budget, and outcomes (maximum 6 pages, minimum 12 point font, minimum 2.54cm margins), saved as pdf
 - Does this project require ethics approval?
 - Yes – please attach a copy of relevant ethics committee approval or application
 - No
-