



2018

THE CFWH GENERAL RESEARCH GRANT GUIDELINES

The CFWH General Research Grants are awarded to those committed to finding solutions to the reproductive health issues that face women both in Canada and around the world. Open to any area within the field of obstetrics and gynaecology, these grants aim to help make further advancements in women's health treatment, research, and education.

The CFWH General Research Grant has a value of up to \$20,000.

Eligibility

- Applicants must be affiliated with a Canadian university or health care institution able to provide ethics review in compliance with Canadian standards.
- Research proposals submitted must not be part of a larger project with funding from other sources and should have a time frame of two years or less
- Funding is awarded based on the highest score received on a proposal.
- Reviewers' comments and/or score are not made available to the applicants.
- Only research projects directly related to the areas of Obstetrics and Gynaecology are considered for funding.
- The review process is the responsibility of the Canadian Foundation for Women's Health.
- The Award winner(s) must comply to provide quarterly progress reports to the CFWH.
- Applicant must be a member in good standing of the Society of Obstetrics and Gynaecology of Canada.

Application Deadline

The deadline for submissions is May 1st. Submissions received past this date are ineligible and are not reviewed. It is the sole responsibility of the applicant to ensure that all criteria have been met, including ensuring that the proposal being submitted is completely blinded. Applicants will not be contacted if their submission has been deemed ineligible.

Documentation for Submission

The following required documents must be e-mailed, each a **separate** attachment and must be saved as an **MS Word** document or **PDF file** and must not contain headers, footers, tables, or automatic page numbers.

Not blinded documents:

- Cover letter
Applicants are required to include with their proposal a cover letter, not blinded, in the body of their e-mail message and the letter must contain the following (this is for Foundation reference purposes only and is not shared with the reviewers):
 - Research title
 - A brief abstract of research project and where it will be conducted
 - The names of the investigators involved
 - The total amount of the project
 - A commitment to the following should funding be made available:
 - a) Ensuring that the research for which funding is received is adhered to according to what has been outlined in the proposal. Failure to complete the research, for which a grant has been awarded, will result in a refusal for subsequent funding from the Foundation.
- A curriculum vitae from the principal investigator
- Itemized Budget: all items and corresponding costs, and the total cost of the project.
- Letter of Institutional Support — included as a separate attachment with the e-mailed submission.

Blinded documents:

- Description of proposal
On a separate page, applicants are required to provide a description of the proposed research project including the project title. This document should be a maximum **250 words**.
- Proposal
The document should contain numbered pages. Please note that there is no length

requirement, but keep in mind that the selection committee has other applications to review. The document should include the following:

1. Objective
 2. Materials and Methods
 - Study population
 - Data gathering
 - Statistical analysis
 3. Rationale
 4. References are not included with the proposal.
- A timeline for the project on a separate page

N.B. Any package not containing all of the above information is immediately disqualified, as will any proposal that is not blinded—containing the names of the investigators, or any mention of the institution, city, or province where the research will be conducted. The applicants are notified if their submission is lacking information or if it has been disqualified.

An e-mail confirmation from the Foundation acknowledging receipt of the proposal is sent within 24 business day hours of its receipt. Applicants are responsible for ensuring that their proposal has been received – if they have not received acknowledgement, it is their responsibility to advise CFWH.

Review Process

The review process is the responsibility of the Research Review Committee of the Canadian Foundation for Women's Health. Applications are sent to peer reviewers as selected in accordance with the Canadian Foundation for Women's Health review guidelines. Each application is thoroughly reviewed and checked for consistency in adhering to the guidelines. Applications will be vetted in a rigorous process that ensures the very best are selected. Scoring is based on several criteria including the following:

1. Relevancy of Proposal
2. Originality of Proposal
3. Feasibility of Proposal
4. Appropriate Methodology



Reporting

The grantee will submit a one-page quarterly report to the CFWH and a final report which should be no longer than two pages and which should, in lay terms, address the impact of the award personally and on the advancement of research.

Also, upon completion of the project the grantees are responsible to provide a final budget and a submitted abstract with a credit to the CFWH. The abstract in part or in whole, will be used at the discretion of the Foundation in articles and in presentations.

Maximum of 500 words (not including the title and authors) will be strictly adhered to:

- Title: should be brief and clearly indicate the nature of the presentation
- Objective(s): the study purpose
- Study methods: the location, number and type of human subjects, nonhuman species or material being studied, the principal test(s) performed, and the type(s) of statistical analysis if appropriate
- Results: confirming or refuting the hypothesis, supported by statistics if appropriate
- Conclusion(s): stating the effect of the study on patient management, the scientific or clinical significance of the work, or the way in which students or patients are taught.

Awarding of Research Grants

The recipient(s) will be announced in June 2018, during the SOGC's Annual Clinical and Scientific Conference in Victoria, British Columbia.