



**2023**

## **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 \$10,000.

### **Eligibility**

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

### **Application Deadline**

The deadline for submissions is **January 30, 2023** submissions received past this date are ineligible and will not be 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 blinded (containing no identifying information about the applicant). 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.

#### **1. Cover letter**



Applicants are required to include a cover letter, which is not blinded, that contains the following (this is for Foundation reference purposes only and is not shared with the reviewers):

- Research project title
- Location where the research will be conducted
- Members of the research team
- The total amount of the project
- A commitment to the following should funding be awarded:
  - Ensuring that the funds received are used to support the research 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.

## **2. Curriculum Vitae for the applicant**

### **3. Itemized Budget**

- All items and corresponding costs, and the total cost of the project.

### **4. Letter of Institutional Support**

### **5. Research Proposal (blinded; containing no identifying information about the applicant)**

- 4 pages in Length, not including the abstract or references
- Numbered pages
- The document should include the following:
  - An abstract of no more than 250 words
  - Background
  - Objective
  - Rationale/Need
  - Methods
  - Analysis plan
  - Implications/Impact of results
  - Dissemination plan
  - Timeline
  - References

**N.B.** Any package not containing all of the above information is immediately disqualified, as well 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 48 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:

- Relevancy of Proposal
- Originality of Proposal
- Feasibility of Proposal
- Appropriate Methodology
- Potential impact of results

### **Reporting**

The successful recipient 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 contribution to the field.

Upon completion of the project the recipient is must also provide a final budget and an abstract of the project's results, with acknowledgement to the CFWH. The abstract in part or in whole, may be used at the discretion of the Foundation in articles and in presentations.

The abstract must be a maximum of 500 words (not including the title and authors) and include:

- Title: brief and clearly indicate the nature of the presentation
- Objective(s)
- 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, systems are impacted or policies are developed.

### **Awarding of Research Grants**



The recipient(s) will be contacted directly by the Canadian Foundation for Women's Health in March 2023. The awards will be announced at the Society of Obstetricians and Gynaecologists of Canada's Annual Clinical and Scientific Conference in Ottawa in June 2023.