



MANITOBA HEALTH RESEARCH COUNCIL

P216-770 Bannatyne Avenue
Winnipeg, Manitoba R3E 0W3
Phone: 204-775-1096 Fax: 204-786-5401
E-mail info@mhrc.mb.ca

MANITOBA RESEARCH CHAIR APPLICATION **APPLICATION DEADLINE: March 2, 2010**

General Information

Before completing this form read the **MHRC Awards Guide 2010** available from our office or Web site. The guide outlines the eligibility, requirements and defines the purpose of the Manitoba Research Chair Award.

The requirements and conditions for funding are spelled out in the Awards Guide. Applicants and sponsoring institutions are expected to be aware of these requirements and conditions and abide by them. Please contact our office to clarify any unclear directive.

Completing and Submitting the Application Form

- This application form is available in electronic PDF format on our Web site (www.mhrc.mb.ca) under Funding Opportunities. Paper copies of applications are available from the MHRC office.
- **NOTE: Manitoba Research Chair applicants are required to submit an updated hardcopy of their Common CV (including appropriate number of copies) as part of their MHRC application. The applicant will also be required to submit a budget signed off by the appropriate Department Head/Dean/Institutional Equivalent.**
- Ensure all requisite signatures are provided and all sections of the application are complete. Omissions may result in reduced ratings.
- In completing this application use a size 12 font to provide readability for all reviewers.
- Submit 7 paper copies of the completed application including all appendices.
- Copies should be legible and stapled in the upper left hand corner.
- All required documentation must be attached to the application. We will not duplicate any material, excluding reference letters that are sent directly to the office, on behalf of the applicant.
- The deadline for
 - the application is 5:00 p.m. on March 2, 2010
 - reference letters is 5:00 p.m. on March 16, 2010

Contact Information

E-mail: info@mhrc.mb.ca
Internet: www.mhrc.mb.ca
Phone: 204-775-1096

Address:
P216-770 Bannatyne Avenue
Winnipeg, Manitoba R3E 0W3

Manitoba Research Chair Award Application Form Checklist

The checklist is intended to assure both the applicants and MHRC office that the enclosed application is complete. Complete the form by using a check mark to indicate the requirements have been met.

Attached /Done	N/A	REQUIREMENTS
		Seven (7) copies of the application submitted
		Seven (7) copies of an updated Common CV, attached to each application
		External Reviewer Form completed
		Required Signatures (for items # 3 and this check list).
		Personal data section completed
		Abstract of research project completed (suitable for lay audience)
		Description of research program does not exceed 5 page limit
		MRC Budget Sheet completed and signed off by appropriate Department Head/Dean/Institutional Equivalent
		List of collaborators and letters appended
		Applicant's publication record completed
		Referees have been asked to submit reference letters
		Sponsoring Department section completed and approved budget submitted
		This checklist has been attached to the original copy of this application.

APPLICANT'S NAME	SIGNATURE	DATE

MANITOBA HEALTH RESEARCH COUNCIL

Attach this **External Reviewers Form** to the Original copy only.

Name of Applicant:	
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Referees: 1) Please suggest three suitable external referees. These referees should be knowledgeable in your field of research and be from out of Province. Please **DO NOT** choose current/former collaborators, former supervisors, students or postdoctoral fellows.

2) Referees other than those suggested by you may be used.

If there are individuals to whom you do not wish your application to be sent please provide their names in a covering letter.

PROVIDE COMPLETE NAME & MAILING ADDRESS: 1)	Area of Expertise:
	Telephone:
	Fax:
	E-mail address:

PROVIDE COMPLETE NAME & MAILING ADDRESS: 2)	Area of Expertise:
	Telephone:
	Fax:
	E-mail address:

PROVIDE COMPLETE NAME & MAILING ADDRESS: 3)	Area of Expertise:
	Telephone:
	Fax:
	E-mail address:

**MANITOBA HEALTH RESEARCH COUNCIL
MANITOBA RESEARCH CHAIR APPLICATION FORM**

1. Applicant Information

Last Name:	First Name:	Title:
Citizenship: Citizenship Status: <input type="checkbox"/> Canadian <input type="checkbox"/> Other Country _____	Other Status: Effective Date Permanent Resident _____ Have you applied for permanent residency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Department:		
Faculty:	University/Institution:	
Mailing Address: (street address, city, province and postal code if other than a departmental address)		
Phone:	Fax:	E-mail:
Position and date of first academic appointment (include Institution, Faculty, Department if different from above):		

2. Proposed Project

Title of Research Proposal
Synopsis (50 words or less) of proposed research.

3. ACCEPTANCE of a grant or award indicates agreement by the applicant and the institution which employs him/her to the general conditions as outlined in the Awards Guide. The undersigned, guarantee that, where applicable, the guidelines of the Canadian Council on Animal Care with respect to related animal experimentation will be followed; the CIHR guidelines for handling recombinant DNA molecules and animal viruses and cells will be adhered to; they will comply with the Tri –Council policy statement on Integrity in Research and Scholarship; and, where human subjects are involved, the research will be conducted in accordance with the Tri-Council Policy Statement “Ethical Conduct of Research Involving Humans”, August 1998 and the sponsoring institution’s documents.

NAME	SIGNATURE	DATE(S)
Applicant:		
Dept. Head:		
Dean:		
President:		

4. Administration of funds

Name of the Institution where the program will be carried out:
Administrator of Grant Funds. Please provide name and title.

Applicant Name

5. Abstract (suitable for preparation of a press release)

Provide, in 200 words or less, a non-technical summary of your research, written in simple and clear language suitable for a lay audience. The summary should indicate how your research, ultimately can improve personal health, the health of populations and/or the health delivery system.

Applicant Name

6. Program of Research - Applicants are required to provide a description of a program of research that will span the period of MHRC Manitoba Research Chair Award (five years). A maximum of 4 additional pages can be appended to this application. Page limits do not include charts, tables, references, figures and photographs. Include in the description of your program of research the following:

- Objectives
- Conceptual framework, design, methods and analysis
- Contribution to the advancement of knowledge
- Opportunities for national and international collaborations
- Availability of research infrastructure and support from host institution
- Opportunities for trainee supervision and mentorship

The administration of the awards will be based on a submitted MRC Budget Sheet (attached), developed by the researcher and signed off by the appropriate Department Head/Dean/Institutional Equivalent, subject to compliance with the Institution's existing research funding policies. The information must be submitted at the time of application.

Applicant Name

7. Collaborator(s) - List individuals and their Department and Institution who will serve as consultants or collaborators on some aspects of the proposed program. It is advisable to append letters from major collaborators to substantiate their willingness to participate in the project.

Applicant Name

8. Contributions

(a) Most significant contributions – identify a maximum of five (5) contributions that best highlight your most significant contributions to research, defining the impact and relevance of each. A contribution can be a publication, conference, patent or intellectual property right, contract, etc. Your complete description may include the organization; position or activity type and description; start and end dates; target audience, and the basis on which this contribution is significant.

Applicant Name

(b) **Activities and Contributions** – the activities and contributions in this section should include both academic and non-academic achievements and their impacts. Detailed information concerning your supervisory experience has already been entered Highly Qualified Personnel section of this application. You do not need to repeat that information here. Please specify the period of time involved for each activity.

Applicant Name

9. Referees

Give the names, positions and affiliations of three referees whom you have asked to forward letters of recommendations directly to Council. One letter must be from each of the following:

- An individual outside the applicant's current department and outside the department where the award will be held;
- An individual with whom the applicant has never collaborated but is familiar with the applicant's research expertise
- An individual outside Canada who can endorse the applicant's potential to achieve international stature.

Reference letters, in general, should:

- Address the applicant's personal characteristics (intellectual curiosity, leadership qualities, demonstrated interests and resourcefulness, commitment to research career, etc)
- Provide specific details about the recognized research experience and academic strengths (quality of education, scientific training, research experience, mentoring experience, collaborations, potential to carry out independent research, etc).

In addition, a letter from the Dean or Director of the research institute must be submitted. This letter should offer the following appraisal:

- Potential for innovative independent research
- Major research accomplishments
- Ability to contribute collaboratively to multi-disciplinary or ongoing departmental/institute research
- Leadership qualities exhibited locally, nationally and internationally
- Demonstrated involvement in training of researchers
- Use of funds that will be freed up due to the MHRC Manitoba Research Chair award
- A statement confirming commitment of an additional five years of salary support after the completion of the award.

Each letter must be received in a sealed envelope and signed across the seal by the referee and sent directly to the MHRC office by **March 16 2010** to the attention of:

Shannon Rogalski
Manager, Funding Programs
Manitoba Health Research Council
P216 – 770 Bannatyne Avenue
Winnipeg MB R3E 0W3

Applicant Name

10. Sponsoring Department / Institute

This section is to be completed by the Department Head of the Sponsoring Department or the Director of the host institution.

(a) Resources available to the applicant

What are the sources of salary support to the applicant:

- host institution
- grant funding agency
- contract
- industry
- partner

Briefly describe:

- The current and pending full-time academic appointment
- Available laboratory space
- Minor and major equipment
- Standard infrastructure support to the applicant for the success of his/her research activities
- Any other support for start up
- Protection of 75% research time

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Applicant Name

(a) Resources available to the applicant (continued)

(b) Other Responsibilities

Indicate the nature and extent (hours/day) of non-research activities in which the applicant is expected to engage. Successful applicants are expected to devote at least 75% of their time to research.

- i. Teaching (including graduate student supervision)
- ii. Administrative duties
- iii. Clinical work
- iv. Corporate involment

Applicant Name

(c) Applicant's contribution to the Department – Describe the current and potential contributions of the applicant to the department or host institution and how it fits into the department's or institution's strategic plan. Include research interactions between the applicant and his/her colleagues and other research programs, the nature of the association, contribution to the goals and strategic direction of the department or host institution.

ACKNOWLEDGMENT OF RECEIPT OF 2010 MANITOBA RESEARCH CHAIR AWARD APPLICATION:
(Include this page at the end of the original application only)

Applicant's Name:
Title of Research Proposal:

ACKNOWLEDGMENT:

Acknowledgment by MHRC of receipt of your application to be sent to:

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(Give name and mailing address; departmental address preferred)



Funding from Manitoba Research Chair Program

Indicate how Manitoba Research Chair funds will be used according to the line items (five years). Actual expenditures may deviate from planned expenditures as long as program guidelines on the use of funds are respected. This information is requested for information and evaluation purposes for the assessors, as well as for administrative and accountability purposes.

Contributions of Chairs Program to:	Year 1	Year 2	Year 3	Year 4	Year 5
Salary Costs					
Salary and benefits (including any bonus paid to the incumbent)					
Student Salaries and Benefits					
Undergraduate					
Master's					
Doctoral					
Non-Student Salaries and Benefits					
Postdoctoral Fellows					
Other (clerks, secretaries, research assistants, research associates)					
Technical Staff					
Other Expenses					
Travel, workshops, computing, expendables, publication costs, material and supplies, etc.					
Professional/technical services					
Recruitment costs and relocation expenses					
Costs associated with fitting research and office space for applicant and his/her team					
Acquisition, maintenance, operation of research equipment and other research resources					
Administrative costs (proposal writing, technology transfer costs, libraries, research services, financial management, human resources, etc.)					
Other expenses to be charged to the Chair account (specify)					
Total (maximum \$100,000/annual)					

Eligible expenses

This list of examples is not exhaustive. If a university is unsure whether an expenditure is eligible, please [contact](#) the Secretariat.

- the incumbent's salary and non-discretionary benefits (including bonuses or merit increases);
- the salaries and non-discretionary benefits of members of the incumbent's team (students at all levels, postdoctoral fellows, research associates, technicians, clerks, secretaries, research assistants);
- the costs of teaching replacement for the chairholder only, including compensation to a department for one of its faculty members to teach one or more of the chairholder's courses;
- the cost of travel, workshops, computing, expendables, publications, materials and supplies for the chairholder or members of the research team;
- travel and accommodation expenses for speakers invited to research conferences and workshops;
- fees for memberships in scholarly associations related to the chairholder's field of research;
- the cost of professional and technical services;
- recruitment costs, which may be recovered retroactively, but only for funded chairholders;
- relocation expenses, which can be recovered retroactively, but only for funded chairholders;
- relocation expenses, including travel costs up to the value of economy airfare for the chairholder and immediate family, and the cost of transporting the family's household effects;
- the cost of outfitting research and office space for the incumbent and his/her team;
- costs associated with the use of computers, modems, software, and any other computer-related materials necessary to the conduct of the research;
- monthly charges for use of the Internet from the institution or from the home for research purposes only;
- costs associated with the use of cellular telephones if, and only if, such use is essential for collecting data;
- the cost of one return trip between the chairholder's home institution and the sabbatical location;
- the cost to transport research equipment and material from the chairholder's home institution to the sabbatical location;
- the cost of acquiring, operating and maintaining research equipment and other resources required for research (not including costs covered by funds received concurrently from the Canada Foundation for Innovation);
- administrative costs related to the Chair (for proposal writing, technology transfer, libraries, research services, financial management, human resources); and
- hospitality costs (non-alcoholic refreshments and meals) for networking purposes and other research-related activities.

Ineligible expenses

- a research time stipend for a member of the Chair's research team;
- the salary of a faculty member other than the chairholder or of anyone who is not a member of the research team;
- costs associated with the relocation of the chairholder and family other than those for travel and the transportation of household effects;
- insurance premiums on equipment and research vehicles;

- cost of technical services or supplies from a company owned by a faculty member who is eligible to apply for funding from any one of the three federal granting agencies;
- death benefits, and any other discretionary benefit;
- discretionary severance and separation packages;
- passport and immigration fees;
- Internet installation charges;
- monthly charges for telephone rental or connection or for PDAs;
- cost of connection or installation of telephone or other lines;
- costs associated with answering services and rental or purchase of cellular telephones or PDAs;
- costs associated with purchase of library books and of computer or other information services that are provided to all members of an institution;
- accommodation and meals while the chairholder is on sabbatical leave;
- the travel costs of a chairholder's family or research team member from the home institution to the sabbatical location;
- cost of a teaching replacement while the chairholder is on leave;
- patenting expenses;
- costs associated with regulatory compliance, including ethical review, biohazard or radiation safety, environmental assessments, or provincial or municipal regulations and bylaws.