



BC NEIHR

Pilot Project Grant Application Overview and Instructions

Duration and Value: One year; \$7,000 (non-renewable)

Objective:

The BC NEIHR provides five (5) Pilot Project Grants to Indigenous (*First Nations, Métis or Inuit*) early career researchers annually to improve the competitiveness of Indigenous researchers in CIHR and other research competitions.

Description:

Funds can be used to cover costs associated with the following types of activities:

- planning and executing pilot projects or feasibility studies to generate proof of concept and/or preliminary data;
- development and/or validation of Indigenous tools, methodologies, protocols, theoretical models or frameworks.

Each year, recipients will be invited to a Learning and Sharing Circle (along with funded Indigenous communities, collectives and organizations as well as Indigenous trainees), where they can present their work and speak about their participation in this funding program. Travel and accommodation to this event will be paid for by the BC NEIHR. The BC NEIHR Pilot Project Grant program is generously supported by CIHR.

Eligibility:

To be eligible, the Principal Applicant must:

- complete a BC NEIHR Registration Survey, if not already a member (visit www.uvic.ca/bcneihr or email Network Coordinator for a BC NEIHR Registration Survey)
- self-identify as Indigenous (*First Nations, Métis or Inuit*);
- be a Canadian citizen or a permanent resident of Canada;
- not have previously held a BC NEIHR Pilot Project Grant;
- be employed at a British Columbia (BC) post-secondary institution as an early career researcher;
- submit only one application to the BC NEIHR Pilot Project Grant program.

Without exception, BC NEIHR Pilot Project Grants:

- are tenable only at the institution that supported the original application;
- must be taken up within one year of the notification of the results;
- are for the duration proposed in the application (max. 12 months); and can only be awarded once.

Note: The overview and instructions for this funding program is based on CIHR funding guidelines

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Research subject eligibility:

The BC NEIHR Pilot Project Grant Program supports work that is in partnership with BC ICCOs (Indigenous communities, collectives and organizations) and/or on the topic of Indigenous health and wellness (broadly defined in wholistic terms, including physical, mental, emotional and spiritual).

General Application Process:

- Applications must be prepared, finalized and submitted as one PDF file and emailed to bcneihr@uvic.ca. See Application Checklist on Application Form to ensure completeness of your application.
- Any information that exceeds the page/character limits, or is not required, will be removed from the application prior to peer review.
- Applicants should preview all components of their application to ensure its completeness.
- Submission of an application serves as consent to the peer review process and public announcement of recipients on the BC NEIHR website.
- Documents (e.g., CV) should use either Arial, Calibri or Times New Roman 12 point. Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum- around the page. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, graphs, and references is acceptable, as long as it is legible when the page is viewed at 100%.

If you have questions and/or need help with your application, please contact us Monday to Friday, 9:00 am to 4:30 pm Pacific Time by email at bcneihr@uvic.ca or by phone at 250-472-5449.

Applicants should consult the BC NEIHR website and YouTube Channel: @BC NEIHR for instructional videos and other resources on how to apply for funding as well as answers to Frequently Asked Questions.

Complete the BC NEIHR Pilot Project Grant Application Form:

To complete the 2-page fillable PDF Application Form, please visit website <https://onlineacademiccommunity.uvic.ca/bcneihr/pilot-project-grants/> to download the form or email the Network Coordinator bcneihr@uvic.ca.

The form will collect information about the Principal Applicant and team members, as well as research proposal information, such as title, field of research, summary, keywords, and community/geographic region, which helps to assign applications to appropriate peer reviewers.

Complete a CV:

A CV of the Principal Applicant is required as it provides important information to reviewers for the adjudication of each application. Below are some key fields to include on your CV.

a. Education/Degrees

- Every degree (Bachelor, Masters and/or Doctoral) should be recorded in the CV whether they are complete or in progress. In addition, the following information should also be included for eligibility purposes:

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- Degree Type
- Degree Name
- Specialization
- Organization
- Degree Status
- Degree Start Date (YYYY/MM)
- Degree Received Date/Degree Expected Date (YYYY/MM)
- Supervisor (if applicable)

b. Recognitions

- Indicate any recognition received, including honours, distinctions, prizes, awards (competitive or not, monetary or not, declined, etc.) and citations.

c. Employment, including Leaves of Absence and Impact on Research

- All relevant employment should be included.
- Any special considerations that have had an effect on academic performance or productivity should be included. They may include any considerations that may have resulted in delays in your program or research activities, such as health problems, family, community or cultural responsibilities, disabilities, or other circumstances. Any gaps in the chronology of your experience should be explained.

d. Research Funding History

- Include research funding entries whereby the applicant was formally recorded as principal applicant, principal investigator, co-applicant, co-investigator, principal knowledge user, co-knowledge user, collaborator, decision maker, or policy maker.
- Do not duplicate information included elsewhere in the CV (e.g., CIHR Doctoral awards or any other type of federal or non-federal awards should be listed in Recognitions and not in this section).

e. Activities

- Activities and contributions should include both academic and non-academic achievements as well as their impact.

f. Other Contributions

- Presentations
 - Community or organizational presentations (date, location, name of event, name of your presentation, co-presenter’s names).
 - Conference poster presentations should be listed. If the abstract was published in a conference journal, it should be listed under sub-section entitled “Conference Publications” under Publication section.
- Publications
 - Include publications that have been accepted or are in press. Do not include publications in preparation or submitted.
- Intellectual Property.
- Service- local, regional, national and international community, organizational, government or institutional.
- Other contributions- include any other oral, written or visual activities or materials produced.

Letter of Support:

If the application for BC NEIHR funding is in partnership with an ICCO (Indigenous community, collective or organization), you must provide a letter of support from that ICCO, which

demonstrates an existing research relationship (maximum one page).

Proposal:

Include a proposal with the following information (single-spaced, maximum two pages, not including references):

- the objectives and/or research question/s of the proposed pilot project;
- the theoretical approach or framework;
- partnership with Indigenous communities, collectives or organizations (ICCOs) and/or an outline of any plans for collaboration;
- a rationale for the proposed pilot project, including how it advances Indigenous health and wellness (broadly defined);
- the methodology (including timelines, see description below) and the rationale for choosing it;
- the roles and responsibilities of the Principal Applicant, team members (e.g., Research Assistant) and other partners/collaborators;
- an explanation of the predicted impact of the pilot project (e.g., evaluate feasibility, duration, cost, and improvement of study design for a full-scale research project, how it will inform future grant writing applications); and
- any specific ethical considerations pertaining to the pilot project.

Supporting Documents:

1) Budget *(You must use the template provided)*

Funds can be used to cover costs associated with the following types of activities:

- planning and executing pilot projects or feasibility studies to generate proof of concept and/or preliminary data;
- development and/or validation of new Indigenous tools, methodologies, protocols, theoretical models or frameworks.

Eligible expenses include: Research Assistant salaries, supplies and services, meeting costs, travel and parking, gifting and honoraria. The budget must include justification for the funds being requested and the total must NOT exceed \$7,000 for a maximum duration of 12 months. Eligible costs must be incurred within the funding period. BC NEIHR will not support any expenses incurred prior to, or upon completion of, the funding period. The majority of expenses must be incurred within BC. If resources from other sources will be used to complement specific expenses funded by the BC NEIHR (e.g., in-kind or cash contributions), please note them.

2) Timeline

- Please provide a monthly timeline (up to 12 months) of activities. *Below is an example:*

June	July	August	September	October	November
Engage community Advisory Committee in planning the pilot project.	Develop and administer a survey.	Continue administering survey. Undertake interviews with leaders, Elders and other experts.	Analyze the information. Meet with Advisory Committee to discuss results.	Develop a community report and share the results with others.	Use the results to develop a research funding application to CIHR.

Selection Process

BC NIEHR's principles of review are:

- confidentiality;
- absence of conflict of interest;
- fairness;
- accountability, and,
- transparency.

When reviewing applications:

- consideration will be given to regional, cultural and disciplinary representation; and
- the pilot project will ideally be initiated by an Indigenous community, collective or organization (ICCO).

The BC NEIHR review process is supported by academic as well as non-academic reviewers, including Indigenous organizations and community-based representatives. Applications are assigned to BC NEIHR Team Members who possess the required experience and/or knowledge (individual or collective) to properly assess the quality of the applications based on the objectives of the funding opportunity.

Accountability:

Recipients will be asked to agree to the following accountability measures:

- use the Pilot Project Grant funds to engage in the activities described in their application;
- support peers and mentor students more junior in training;
- complete a brief survey and/or other evaluation activities about the experience, including a Use of Funds report;
- attend the annual Learning and Sharing Circle (with other funded ICCOs and Indigenous trainees) to present their project; and
- acknowledge the BC NEIHR support in publications or presentations related to the pilot project.

Use and disclosure of information:

The BC NEIHR may publish the names of the Principal Applicant and team members as well as award information on its website.

For more information:

Contact Monday to Friday, 9:00am to 4:30pm Pacific Time

bcneihr@uvic.ca or 250-472-5449

You may also visit the BC NEIHR website for more information and/or social media pages for frequent updates on other funding opportunities and resources.

Website: www.uvic.ca/bcneihr

Facebook: @BC.NEIHR

Twitter: @BCNEIHR

Instagram: @BCNEIHR

YouTube: @BC NEIHR

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