



# BC NEIHR

## Research Development Grant Overview and Instructions

**Duration and Value:** One year; \$15,000 (non-renewable)

**Objective:** Each year, the BC NEIHR offers eight (8) Research Development Grants to Indigenous (*First Nations, Métis or Inuit*) communities, collectives and organizations (ICCOs) for community outreach, relationship building and research development activities, including but not limited to: health research priority setting, health research partnership development, health research application development, and submission of ICCO/researcher applications to CIHR competitions or other funding agencies.

**Description:** Funds can be used to cover costs associated with the following types of activities: Research-Development Assistant (RDA) stipends, venue rental, travel, cash reimbursements (*in a method acceptable to the individual or community being reimbursed*) to honour Elders/Knowledge Holders and community participants, as well as culturally relevant promotional and gifting items (e.g., cedar, blankets, food) and feasting.

Each year, recipients will be invited to a Learning and Sharing Circle (along with other funded Indigenous communities, collectives and organizations as well as Indigenous students), where they can share their work and network with Indigenous students.

### Eligibility:

- An Indigenous community, collective or organization (ICCO) in British Columbia (must be a First Nation, Métis chartered community, or registered non-profit or collective);
- A person over the age of 19, designated by an ICCO to be the Principal Applicant.

### General Application Process:

- The Principal Applicant must complete a BC NEIHR Registration Survey, if not already a member (to become a member, visit: [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr) or email Network Coordinator: [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca))
- Applications must be prepared, finalized and submitted by an ICCO representative as one PDF file and emailed to [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca) prior the deadline posted on the funding opportunity. Please see Application Checklist on the Application Form to ensure the completeness of your application.
- Applicants should preview all components of their application to ensure its completeness.
- Submission of an application serves as consent to the review process (*see description below*) and public announcement of recipients on the BC NEIHR website.
- Documents (e.g., proposal) should use either Arial, Calibri or Times New Roman 12-point font. Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum – around the page. Please do not use condensed/narrow font sizes, type density, or line spacing.

Submit final application as one PDF file to



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](mailto:bcneihr@uvic.ca) or by phone at 250-472-5449.

The BC NEIHR has 5 (five) **Indigenous Health Research Facilitators (IHRFs)** that are regionally based across BC. The role of the IHRF is to work directly with ICCOs to support the preparation of their funding application (e.g., develop the proposal, budget, timeline, etc.) and/or assist with connecting ICCOs to other individuals/organizations (e.g., academic researchers). For contact information for the IHRF who serves your region, please email the Network Coordinator: [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca).

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.

### **The Review Process:**

BC NEIHR's principles of review are confidentiality, absence of conflict of interest, fairness, accountability, and transparency. Peer review refers to the process used by BC NEIHR to assess applications submitted for funding. 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 and its evaluation criteria. BC NEIHR's peer review process is supported by academic and non-academic reviewers, including Indigenous organizations and community-based representatives.

### **Complete the BC NEIHR Research Development Grant Application Form:**

To complete the 2-page fillable PDF Application Form, please visit website [www.uvic.ca/bcneihr](http://www.uvic.ca/bcneihr) to download the form or email the Network Coordinator [bcneihr@uvic.ca](mailto:bcneihr@uvic.ca).

The form asks for information about the ICCO, Principal Applicant and team members, as well as the research proposal, area of research, abstract (summary), and keywords, which helps to assign applications to appropriate peer reviewers.

### **Proposal:**

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

- short introduction of the ICCO (this may include name and type of ICCO, membership, location, values and principles, and goals);
- the objectives of the proposed research development project;
- key team members involved in the project, including roles and responsibilities (e.g., support from leadership and Elders, community members, internal or external stakeholders, and external partners);
- existing partnerships and/or an outline of plans for collaboration (with other individuals or organizations);

- the roles and responsibilities of the Principal Applicant, team members (e.g., Research-Development Assistant) and other partners/collaborators;
- the key activities you will undertake during the research development project, including the anticipated outcomes (e.g., research funding application; community research plan, etc.);
- if applicable, the methods of data gathering, such as surveys, interviews, talking circles, etc. (please include timelines, *see description below*);
- if applicable, any specific ethical considerations pertaining to the research development project;
- how the research development project advances Indigenous health and wellness (broadly defined in wholistic terms) and benefits your ICCO; and
- how the research development project may inform future activities.

### Supporting Documents:

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

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

- Research-Development Assistant (RDA) stipends, supplies and services, meeting costs, travel and parking venue rental, cash reimbursements/honoraria (*in a method acceptable to the individual or community being reimbursed*) to honour Elders/Knowledge Holders and community participants, as well as culturally relevant promotional and gifting items (e.g., cedar, blankets, food) and feasting;
- The budget must include justification for the funds being requested and the total must NOT exceed \$15,000 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
<i>Engage community Advisory Committee in planning the research development project.</i>	<i>Hire an Assistant to develop and administer community survey.</i>	<i>Continue administering survey. Undertake interviews with leaders, Elders and other experts.</i>	<i>Analyze the information. Meet with Advisory Committee to discuss results.</i>	<i>Develop a community report and share the results with others.</i>	<i>Use the results to develop a research funding application to CIHR.</i>

## Accountability:

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

- use the research development grant funds to engage in the activities described in their application;
- complete a brief survey and/or other evaluation activities about the experience, including a Use of Funds report\*;
- attend the annual (fully funded) 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 research development project.

*\* For funded projects, a 10% hold back will be released upon receipt of a Use of Funds report at the end of grant period, which summarizes the processes and outcomes of the project. The BC NEIHR strongly adheres to OCAP® research principles of Indigenous Ownership, Control, Access and Possession. We will not ask you for any information or data that violates those principles. However, the Network Coordinator or Indigenous Health Research Facilitator (IHRF) will reach out to you regarding completing evaluation activities about how the BC NEIHR funding benefited your community and some general information about your project.*

## Use and disclosure of information:

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

For more information:

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

[bcneihr@uvic.ca](mailto: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](http://www.uvic.ca/bcneihr)

Facebook: @BC.NEIHR

Twitter: @BCNEIHR

Instagram: @BCNEIHR

YouTube: @BC NEIHR

*The BC NEIHR Research Development Grant program is generously supported by CIHR and our partner Michael Smith Health Research BC*



Submit final application as one PDF file to

