

## Rehabilitation Research Roundtable CIHR Planning and Dissemination and SSHRC Connection Grants: Lessons Learned from Application to Implementation

Advancing the Strategic Plan of the Department of Physical Therapy, University of Toronto

Thursday, March 2, 2023 from 12-1:30pm EST (virtual)

**What was the aim of the Session?** To profile and exchange knowledge on lessons learned from experiences applying for and implementing [CIHR Planning and Dissemination](#) and [SSHRC Connection](#) grants. Panelists shared tips for success for applications and implementation.

### **Why Did We Conduct this Roundtable?**

This is a Departmental initiative, led by the Department of Physical Therapy Research Committee, to facilitate knowledge transfer and exchange and advance rehabilitation research and practice. This initiative directly addresses the [Department of Physical Therapy Strategic Plan](#) priority of strengthening shared scientific purpose.

### **Who Attended?**

We invited University of Toronto PT faculty (including status appointed) and staff, OSOT core faculty, trainees of PT and OSOT faculty (MSc, PhD, postdocs), and research staff (research coordinators/assistants of PT and OSOT faculty) to participate in a panel discussion, followed by a question and answer period.

### **What was the Outcome?**

The session highlighted the breadth of submissions to CIHR and SSHRC spanning all [research platforms](#) in the Department of Physical Therapy. The discussion generated considerations for application and implementation of these grant opportunities.

We generated a [summary of tips](#) for applying for and implementing CIHR Planning and Dissemination and SSHRC Connection grants. We also included a list of citations / links of articles or other [knowledge translation products](#) that panelists have produced as outputs from previous CIHR Planning and Dissemination grants and SSHRC Connection grants.

### **How Can You Use These Tips and Citations/Links?**

These tips will be useful for individuals applying for, or implementing a CIHR Planning and Dissemination and SSHRC Connection grants. Consider sharing these tips with researchers, research staff and trainees engaged in research. The citations provide examples of different types of outputs from these types of funding opportunities.

### **Link to the Roundtable Recording on MyMedia:**

<https://play.library.utoronto.ca/watch/1350cade5c03630ade8e2b32dce97a6f>

# Tips for Applying for and Implementing CIHR Planning and Dissemination and SSHRC Connection Grants

## Grant Preparation

- Start Early: Start early so you can garner and synthesize input for your stakeholders. While these may appear as small grants (e.g. CIHR is 4 pages) they have many components that may include (but are not limited to) CVs, budget justification, program agenda, collaborator letters of support, and signatures of team members and the institution.
- Read the evaluation criteria for the grant submission: this is a helpful guide for the content important to include in the proposal.

## Grant Development

- Seek out Examples: Obtain an example of a successful grant application from a colleague so you can see how to package your proposal.
- Access services available at the University of Toronto: Services may exist to assist with the proposal process and grant editing service, such as:
  - Mark Bold, Research Funding Manager, Social Sciences & Humanities at the Research Services Office ([mark.bold@utoronto.ca](mailto:mark.bold@utoronto.ca)) can offer tips for applying and managing SSHRC grants – while not able to provide specific advice about the research, they can share examples of how applicants had addressed aspects of the application, what can go in the budget, etc.
  - Deanna Pong, Research Funding Manager, Health & Life Sciences, Research Services, ([deanna.pong@utoronto.ca](mailto:deanna.pong@utoronto.ca)) can be contacted for information related to CIHR Planning and Dissemination Grants.
  - Golnaz Farhat, Grants & Awards Editor at Research & innovation office, Temerty Faculty of Medicine ([golnaz.farhat@utoronto.ca](mailto:golnaz.farhat@utoronto.ca)) may be able to provide editorial review of grants.
- Emphasize Feasibility: Throughout the proposal, integrate content demonstrating the feasibility of the event. This can include mention of the team's history of collaboration, citing articles that showcase your expertise related to the proposal focus, confirming attendance from knowledge users with appended knowledge users' letters, appending draft agenda, highlighting experience with the proposed activities, and supporting the accuracy of the budget by appending quotes.
- In-Person versus Online Meeting Considerations: Consider the strengths and limitations of in-person versus online formats of meetings (e.g. in-person meetings can be costly for budget with travel expenses but provide benefits for building collaborations and partnerships). Be prepared to justify the format of the meeting / event in alignment with the goals and objectives of the proposal.

## Teamwork and Collaboration

- Team Expertise: Build a comprehensive team that aligns with the grant funding opportunity.
  - Use the Appendix to further elaborate on the members of the team, their expertise and roles on the grant.

- ***Team Collaboration***: Be prepared for and embrace divergent views. Careful consideration from team members will likely strengthen the focus and rationale for the grant.
- ***Trainees***: Emphasize training and support for trainees, their involvement in project and how it will benefit them and the research field in this topic area.
- ***Engagement of Knowledge Users***: Show that you are working authentically with knowledge users, particularly those with lived experiences of your topic.

### **Budget & In-Kind Contributions from Collaborators**

- ***Letters of Support*** – Incorporate collaborator letters of support into the proposal wherever possible. In the letters, outline how the collaborator (individual or organization) will contribute to the team / proposed event. This is an opportunity to highlight in-kind support from collaborator organizations and indicate the estimated \$\$ value of personnel, meeting space, social media support, etc. that may be related to your event. Be sure to add this dollar value to your budget justification as ‘in-kind’ – it helps to demonstrate feasibility and support for the proposal (and event).

### **Publishing and REB requirements**

- ***REB Considerations***: If a goal from the meeting is to publish proceeding in a peer-reviewed journal, contact REB early on to inquire about whether REB approval is needed for your proposed event. Journals will often ask about ethics approval during the submission process so having confirmation from REB prior to your event to submit with your manuscript application will be helpful when it comes to publishing your event.

## **Examples of Knowledge Translation Products from CIHR Planning and Dissemination and SSRHC Connection Grants**

### **Published Articles:**

MacKay C, Lee L, Best K, Campbell J, Cimino S, Cowley H, Devlin M, Dilkas S, Landry M, Marzolini S, Mayo A, Oh P, Payne M, Viana R, Totosty de Zepetnek J, Domingo A, King S, Miller WC, Robert M, Tang A, Zidarov D, Zucker-Levin A, Hitzig S. Developing a Research Agenda on Exercise and Physical Activity for People with Limb Loss in Canada. *Disability and Rehabilitation*. 2021 Nov 29;1-9. doi: 10.1080/09638288.2021.2003877. Available from:

<https://www.tandfonline.com/doi/abs/10.1080/09638288.2021.2003877?journalCode=idre20>

O'Brien KK, Ibáñez-Carrasco F, Solomon P, Harding R, Brown D, Ahluwalia P, Chan Carusone S, Baxter L, Emler C, Restall G, Casey A, Ahluwalia A, Quigley A, Terpstra AR, Ononiwu N. Research priorities for rehabilitation and aging with HIV: a framework from the Canada-International HIV and Rehabilitation Research Collaborative (CIHRRC). *AIDS Research and Therapy*. May 19, 2020; 17:21. DOI: 10.1186/s12981-020-00280-5. <https://aidsrestherapy.biomedcentral.com/articles/10.1186/s12981-020-00280-5>

O'Brien KK, Solomon P, Ibáñez-Carrasco F, Chegwiddden W, McDonnell E, Brown D, Harding R, Bergin C, Worthington C, Tattle S, Baxter L, Nayar A, Kietrys DM, Galantino ML, Yates T on behalf of the

Canada- International HIV and Rehabilitation Research Collaborative. Evolution of an International Research Collaborative in HIV and Rehabilitation: Community Engaged Process, Lessons Learned, and Recommendations. *Progress in Community Health Partnerships: Research, Education and Action*. Winter. 2018;12(4):395-408. <http://muse.jhu.edu/article/716648>

O'Brien KK, Ibanez-Carrasco F, Solomon P, Harding R, Cattaneo J, Chegwiddden W, Gahagan J, Baxter L, Worthington C, Gayle P, Merritt B, Baltzer-Turje R, Iku N, Zack E. Advancing research and practice in HIV and rehabilitation: a framework of research priorities in HIV, disability and rehabilitation. *BMC Infectious Diseases*. 2014, Dec 31;14:724. doi: 10.1186/s12879-014-0724-8. <http://www.biomedcentral.com/1471-2334/14/724>

Rassam P, Pazzianotto-Forti EM, Matsumura U, Orchanian-Cheff A, Aliabadi S, Kulkarni M, Lai Fat R, Rodrigues A, Langer D, Rozenberg D, Reid WD. Impact of cognitive capacity on physical performance in chronic obstructive pulmonary disease patients: a scoping review. *Chronic Respiratory Disease Journal* (open Access) [https://erj.ersjournals.com/content/60/suppl\\_66/2488](https://erj.ersjournals.com/content/60/suppl_66/2488)

Salbach NM, Howe J, Baldry D, Merali S, Munce SEP. Considerations for expanding community exercise programs incorporating a healthcare-recreation partnership for people with balance and mobility limitations: a mixed methods evaluation. *BMC Research Notes*. 2018;11:214. Available from: <https://doi.org/10.1186/s13104-018-3313-x>

**Other KT Outputs:**

[www.toolshedd.ca](http://www.toolshedd.ca)