

# Supporting Child and Youth Mental Health Outcomes in Alberta School Settings – Early Career Award Application

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## Description

The Early Career Award seeks to mobilize and strengthen provincial capacity and capability for improving child and youth mental health outcomes in Alberta school settings by building the research and evidence base. This award is focused on integrated community based approaches to 1) health promotion and disease prevention, 2) children and youth with identified mental health and addiction issues, and 3) crisis intervention and management.

The Early Career Award enables highly qualified new investigators holding a first academic appointment to have protected time to launch a research career in an area of relevance to children and families that can inform policy, programs, or practice. The Award recipient will be expected to enhance their research skills and to develop partnerships with policy-makers and service providers in Alberta.

The application and review process for this Early Career Award competition is being managed by PolicyWise for Children & Families (PolicyWise).

This award is worth \$110,000.00 and is awarded for a two year term. \$105,000.00 (or \$52,500.00/year) is to be used as salary support and the remaining \$5,000.00 as a research allowance.

**Completed application forms with proposals are due [October 13, 2017 @ 4:00 pm MST](#) and should be submitted via email to [grants@policywise.com](mailto:grants@policywise.com). Applicants can expect to be notified by December 2017 about the results of their application.**

## How Your Application Will Be Reviewed

The application process involves a completed application form, proposal, and three letters of reference. The Early Career Award application should provide reviewers with sufficient detail to confidently assess: the relevance of the program of research to the priorities identified in the call; the applicant's skills, experience, expertise and academic potential; and the support of the institution. Reviewers should be confident that the research environment and mentorship will offer the necessary resources to support the applicant's academic development and program of research. A critical focus of the review will be the caliber of the applicant and the demonstration that the research has already been supported and has received ethics approval.

PolicyWise' pre-existing review process will be used to review applications submitted for this competition. This includes an external peer-review process with two reviewers, using criteria scored on a 9-point scale, where 0 is poor and 8 is exceptional. Only applications with an average weighted score of 80% or higher will be considered for funding. A ranked list of applications will be provided to the Steering Committee for final selection based on quality, available funds, and distribution across priority areas. The decisions of the Steering Committee are final.

## How to Submit Your Application

You must have the most recent version of Adobe Acrobat Reader ([free download here](#)) or a full paid version of Adobe Acrobat to complete and submit your application. It is highly recommended that you use a Windows-based machine to complete your application.

Please follow these steps before you begin completing the application form:

1. Download the application form and save it to your computer.
2. Open the application form in Adobe and enable JavaScript if you are prompted to do so.

Failure to do this will result in the loss of all entered information when you close the form.

Once your application is complete and you have attached all the required documents, you will submit your application electronically by e-mail to [grants@policywise.com](mailto:grants@policywise.com). Applications must be submitted, including attached scanned copies of ALL required signatures, by **4:00 pm MST on October 13<sup>th</sup>, 2017**. Late or incomplete applications will not be accepted.

If you have any questions during the application process, please contact us before the application deadline.

## How to Attach Files to This Document

With the application form open in Adobe, select the Comment button from the top right of the screen. In the Annotations section, click the paperclip icon. Move your cursor back over your document - the icon will turn into a pushpin. Click anywhere in the document to open the Add Attachment dialogue box. Choose your file and click Open, then click OK on the File Attachment Properties box that appears. Your file is now attached. Remember to save your document before closing it.

If this method does not work, please try the following:

Select View from the top menu bar, then select Comment > Annotations. Follow the instructions as above by clicking on the paperclip icon.

## Contact Information

For questions about project fit and eligibility, please contact:

Naomi Parker, Project Manager  
PolicyWise for Children & Families  
Tel: 587-354-4803  
Email: [nparker@policywise.com](mailto:nparker@policywise.com)

For questions about the application process, please contact:

Laurie Vermeylen, Research and Evaluation Associate  
PolicyWise for Children & Families  
Tel: 587-354-4801  
E-mail: [grants@policywise.com](mailto:grants@policywise.com)

## Applicant

Name	
Institution	
Faculty	
Department	
Address	
City	
Province	
Postal code	
Phone number	
Email address	
Date of appointment to academic position (mm/dd/yyyy) (Must be within the last five years)	
Anticipated start date of award funding (mm/dd/yyyy)	

Note: The funding decision for this award is expected by December 2017. The successful applicant will be able to choose their start date after the funding notice has been received and their ethical approval has been submitted.

## Research Program

Research program title

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## Keywords

Please provide up to five keywords to identify your program of research

1.	
2.	
3.	
4.	
5.	

**Summary of Program of Research**

Provide a lay summary of your program of research and the major research activities you will undertake during the term of this award. Please use the following headings: Purpose, Relevance & Significance, Methods, and Potential Outcomes. Please do not exceed the space provided.

**Other Funding Sources**

Please indicate all confirmed and unconfirmed funding support for research you will undertake during the term of this award. Include the source, amount, funding dates, and the status (confirmed or unconfirmed). Please note that this Early Career Award is primarily provided for salary support; it is expected that applicants will have peer-reviewed research funding in place for the duration of the award.

Source 1:

Source 2:

Source 3:

Source 4:

**Ethical Approval**

All projects undertaken during the term of this award must have valid ethical approval. Are there any projects for which ethical approval has not yet been granted?      Yes      No

If ethical approval has been granted, please attach a copy (copies) of the approval letter to your submission (see beginning of form for instructions on how to attach a file).

## **Relevance**

The Early Career Award seeks to mobilize and strengthen provincial capacity and capability for improving child and youth mental health outcomes in Alberta school settings by building the research and evidence base.

This award is focused on integrated community based approaches to 1) health promotion and disease prevention, 2) children and youth with identified mental health and addiction issues, and 3) crisis intervention and management. Priority will be given to research questions with an identified research gap. Specifics within these areas will be refined in concert with the project sponsors and the successful recipient.

The Early Career Award recipient will support and inform the work of the ‘Supporting Child and Youth Mental Health Outcomes in Alberta School Settings’ initiative, in order to ensure that the strategic directions, recommendations, and implementation plans align with the evidence related to improving addiction and mental health outcomes for children and youth in school settings.

Provide a description of how your proposed program of research is relevant to the priorities listed in the grant competition call. Do not exceed the space below. Further description of your program of research’s relevance can be provided in the proposal (as described below).

### **Engagement**

It is encouraged for investigators to involve stakeholders, decision-makers or policy-makers, and community partners in the early stages of research, including the development of research questions and priorities, thus ensuring that the outcomes of the research are relevant to these stakeholders, and they are invested in the distribution and/or uptake of the new evidence.

Identify partners with whom you have engaged or plan to engage through the term of this Award. If you have received letters of support from collaborators, please combine them all into one file and attach to this document. Do not exceed the space below.

### **Indigenous People and Communities**

*(Skip this section if your research program does not specifically address Indigenous populations)*

In the space below, please provide a summary of how this project will build on strengths and enhance capacities of Indigenous people and communities and be culturally relevant and appropriate. Describe how findings will be shared back with Indigenous community members.



Attach a letter of support from an appropriate person/group within the community this project will be working with. Describe below why this person/group is the appropriate representative for this project.

## Proposal

Applicants should submit their full proposal as an attachment to the application form. The full proposals may be a maximum of ten pages single spaced, focusing on the applicant's whole program of research, as well as any specific projects to be undertaken during the term of the award. The proposal should include:

- Background/rationale
- Relevance/significance/ what research gap is being addressed
- Research projects and questions
- Potential outcomes and impact of the program of research
- Future directions of the program of research
- Knowledge mobilization plan

As mentioned above, proposals should not exceed ten pages in total (single spaced, 11-point Arial font, 1 inch margins). **These ten pages do not include the following appendices, to be attached to the proposal:**

- References
- Project timeline (approximately one page)
- Charts and figures (if appropriate)
- Surveys and questionnaires (if appropriate)

Combine the proposal and appendices as one document to attach to this application form.

*Only the first ten pages of the proposal will be reviewed. Applications that do not follow page limit, spacing, and font size requirements will not be reviewed past ten pages.*

## **Knowledge Mobilization**

Describe potential and planned knowledge mobilization activities to share results both academic and non-academic audiences. This may be related to specific research projects, or your program of research as a whole. This may include:

- Decision/policy-makers
- Community partners
- Service providers
- Users of health information (i.e., parents, youth)
- Other researchers

Do not exceed the space below.

### Budget Justification

The Early Career Award consists of salary support and a research allowance: \$105,000.00 (or \$52,500.00/year) is to be used as salary support and the remaining \$5,000.00 as a research allowance.

In the space below, provide information about how the research allowance will be used. Please note: conference travel is limited to a maximum of \$2,500.

Budget item	Calculation or basis of cost	Amount
Total amount for research allowance (Maximum \$5,000)		\$

## Candidate Information

### Biography

Please provide a short biography. This information will be used to share successful candidate on PolicyWise and AMH SCN websites.

### Curriculum Vitae

Please attach your CV to this application

### Academic Record

Please download and complete the [Academic Record Template](#) and attach it to your application.

## Letters of Reference

Identify three individuals who have been asked to submit a letter of reference on your behalf. Letters of reference must be submitted by e-mail directly from those writing them. Please have them submit their letters to [grants@policywise.com](mailto:grants@policywise.com) BEFORE the application deadline of 4:00pm MST on October 13<sup>th</sup>. Letters received after this date will not be included with your application.

	Name	Institution	Email address
Reference 1:			
Reference 2:			
Reference 3:			

## Mentors

Please provide details of mentors you have identified to support you in your early academic career. List at least two, maximum of four.

### Mentor 1:

Name	
Institution	
Areas of mentorship	

### Mentor 2:

Name	
Institution	
Areas of mentorship	

### Mentor 3:

Name	
Institution	
Areas of mentorship	

### Mentor 4:

Name	
Institution	
Areas of mentorship	

## **Letters of Endorsement**

Applicants must have the support of their Faculty and Department. Please attach letters of endorsement from your Dean and Department Head (if applicable).

For applicants who hold a tenure-track academic appointment, these letters must indicate commitment from the faculty that 75% of their time will be protected for research related activities.

## Institutional Signatures

Please print your full application and obtain the required signatures from your institution. Applicants may use their university's internal signature page.

Attach the scanned signatures to your application before you submit. See beginning of form for instructions on how to attach a file.

Institution that will administer the funds:

	Signature	Printed name	Date (mm/dd/yyyy)
Applicant			
Department Head/Chair			
Faculty Dean			
University's Research Services Office			

***It is up to the applicant to ensure they are following their university's protocol.***

## **Checklist**

Before you submit your application, please double check that you have completed all of the required fields, and that you have attached all the required documents, following the instructions at the beginning of this form.

Incomplete applications will not be considered for funding. If you have questions about your application, please contact PolicyWise before the application deadline.

### Attachment Checklist

- Ethical approval(s) (if available)
- Letters of support from collaborators and/or Indigenous community (as applicable)
- Proposal and additional appendices
- Applicant's CV
- Academic record form
- Letter of Endorsement – Dean
- Letter of Endorsement – Department Head (if applicable)
- Scanned institutional signatures