

# Valuing Mental Health Innovation and Integration Research Grant Competition Application Form

---

## Description

The Addiction and Mental Health Strategic Clinical Network™ (AMH SCN™) is facilitating a research funding call that addresses identification of evidence-informed research practices and programs to improve community-based system integration in the addiction and mental health sector in Alberta. The need for a coordinated and integrated system was identified in Valuing Mental Health: Report of the Alberta Mental Health Review Committee, released by the Government of Alberta in February, 2016, and reiterated in the response document, Valuing Mental Health (VMH): Next Steps, released in June, 2017.

VMH: Next Steps informs the priority topics for this funding call. VMH: Next Steps aligns with the Government of Alberta's community-based health vision by improving continuity of addiction and mental health services and supports within the health system and in the community. Its actions focus on coordinating and integrating services across health and with community service providers with an emphasis on meeting the needs of vulnerable and underserved groups.

Specifically, this grant competition directly supports action #4: *“Identify and test evidence-informed practices and programs to improve community-based system integration, and adopt and spread those practices considered to be most effective”*. Additionally, the following four target populations have been identified by VMH: Next Steps as requiring immediate attention:

1. Children, youth and families
2. People with multiple and complex needs
3. Individuals requiring addiction services
4. Indigenous people and communities

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

## How your application will be reviewed

Your grant application should provide sufficient detail for reviewers to confidentially assess the relevance to the VMH priorities, the need for conducting the research, and the skills, experience, and content and technical expertise of the team. The application should demonstrate how the project will employ and support collaboration and integration (for example, across institutions, systems, or fields of practice). Reviewers should be confident that the methods and analyses are appropriate and will obtain meaningful results.

The pre-existing PolicyWise review process will be used to review applications submitted for this competition. This includes an external peer-review process using a 9-point scale, where 0 is poor and 8 is exceptional. Review criteria can be found in the competition posting. Only applications with an average weighted score of 75% or higher that are relevant to VMH: Next Steps will be considered for funding. A ranked list of applications will be provided to the Grant Steering Committee for final selection based on quality, available funds, and relevance to VMH: Next Steps.

## 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 strongly recommended you use a Windows-based computer to complete your application.

Please follow these steps before you begin:

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 as per the process outlined below, submit your application electronically by e-mail to [Grants@policywise.com](mailto:Grants@policywise.com). Applications must be submitted, including all required signatures, by **4:00pm Friday, December 1<sup>st</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

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:

Dr. Katherine Rittenbach, PhD  
Assistant Scientific Director  
Alberta Health Services, Addiction and Mental  
Health Strategic Clinical Network  
Tel: 780-616-6623  
Email: [Katherine.Rittenbach@ahs.ca](mailto:Katherine.Rittenbach@ahs.ca)

For questions about the application process, please contact:

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

## Applicant Information

### Primary Applicant

Name	
Institution	
Faculty (if applicable)	
Department (if applicable)	
Address	
City	
Province	
Postal code	
Phone number	
Email address	

### Co-Primary Applicant (if applicable)

Name	
Institution	
Faculty (if applicable)	
Department (if applicable)	
Email address	

## Project Information

Project title:

--

Amount of funding requested  
(up to \$200,000):

--

Length of funding term  
(up to 2 years):

--

Anticipated start date:

--

Note: The funding decision for this award is expected by the end of February 2018. Successful applicants will be able to choose their start date after the funding notice has been received and ethical approval has been submitted, up to six months after the notice is given.

## Project Summary

Provide an abstract of the proposed research project. Do not exceed 200 words.

--

VMH Innovation and Integration Research Grant Application Form

Please provide up to five keywords to identify your project.

1.	
2.	
3.	
4.	
5.	

Provide a description of how your proposed project is relevant to VMH: Next Steps action #4. Do not exceed 200 words. Further description of your project's relevance can be provided in the proposal (as described below).

Please identify which of the following four target populations will be addressed in this project (check all that apply):

- Children, youth and families
- People with multiple and complex needs
- Individuals requiring addiction services
- Indigenous people and communities

## Funding Sources

Have you applied elsewhere for funding for this project?      Yes      No

If yes, please provide the following information for each source of funding requested: Funding source, amount requested, dates of funding, and current status (under review, confirmed, unsuccessful).

Source 1:	
Source 2:	
Source 3:	

## Proposal

Your proposal may contain a maximum of 6 pages single spaced and should include the following components:

- Background/rationale
- Research questions and/or objectives
- Relevance: how the project aligns with and addresses VMH: Next Steps action #4
- Methodology/project design: this includes sufficient detail about the process and approach for reviewers to evaluate its potential for success and its scientific merit
- Anticipated results and impact of the project
- Integrated knowledge sharing/translation plan

As mentioned above, proposals should not exceed six pages in total (single spaced, 11-point Arial font, 1 inch margins). Only the first six pages of the proposal will be reviewed. Applications that do not follow page limit, spacing, and font size requirements will not be reviewed past six pages.

Include the following items as appendices in addition to the 6 page 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.

## Research Team

List the project team members and describe the qualifications and responsibilities for each member, including investigators, collaborators, students, and trainees (where applicable).

Member 1:

This member's qualifications and responsibilities as they relate to this project:

Member 2:

This member's qualifications and responsibilities as they relate to this project:

Member 3:

This member's qualifications and responsibilities as they relate to this project:

VMH Innovation and Integration Research Grant Application Form

Member 4:

This member's qualifications and responsibilities as they relate to this project:

Member 5:

This member's qualifications and responsibilities as they relate to this project:

Member 6:

This member's qualifications and responsibilities as they relate to this project:

If you need more space for additional team members, please attach additional pages.

Describe the rationale for the team composition.

Identify relevant stakeholders and/or people with lived experience who are not team members but with whom you have engaged, or plan to engage, through this project. If you have received letters of support from collaborators, please combine them all into one file and attach to this document.

## **Environment and Feasibility**

Describe the environment in which this research project will be conducted, with consideration of institutional support, available facilities and equipment, access to data, etc.



## Ethics

Is ethical approval required for this project?      Yes      No

If no, briefly describe rationale below, then skip to next page.

Has an application for ethics been made to the PI's institution/organization?      Yes      No

Has ethical approval been granted at the time of applying?      Yes      No

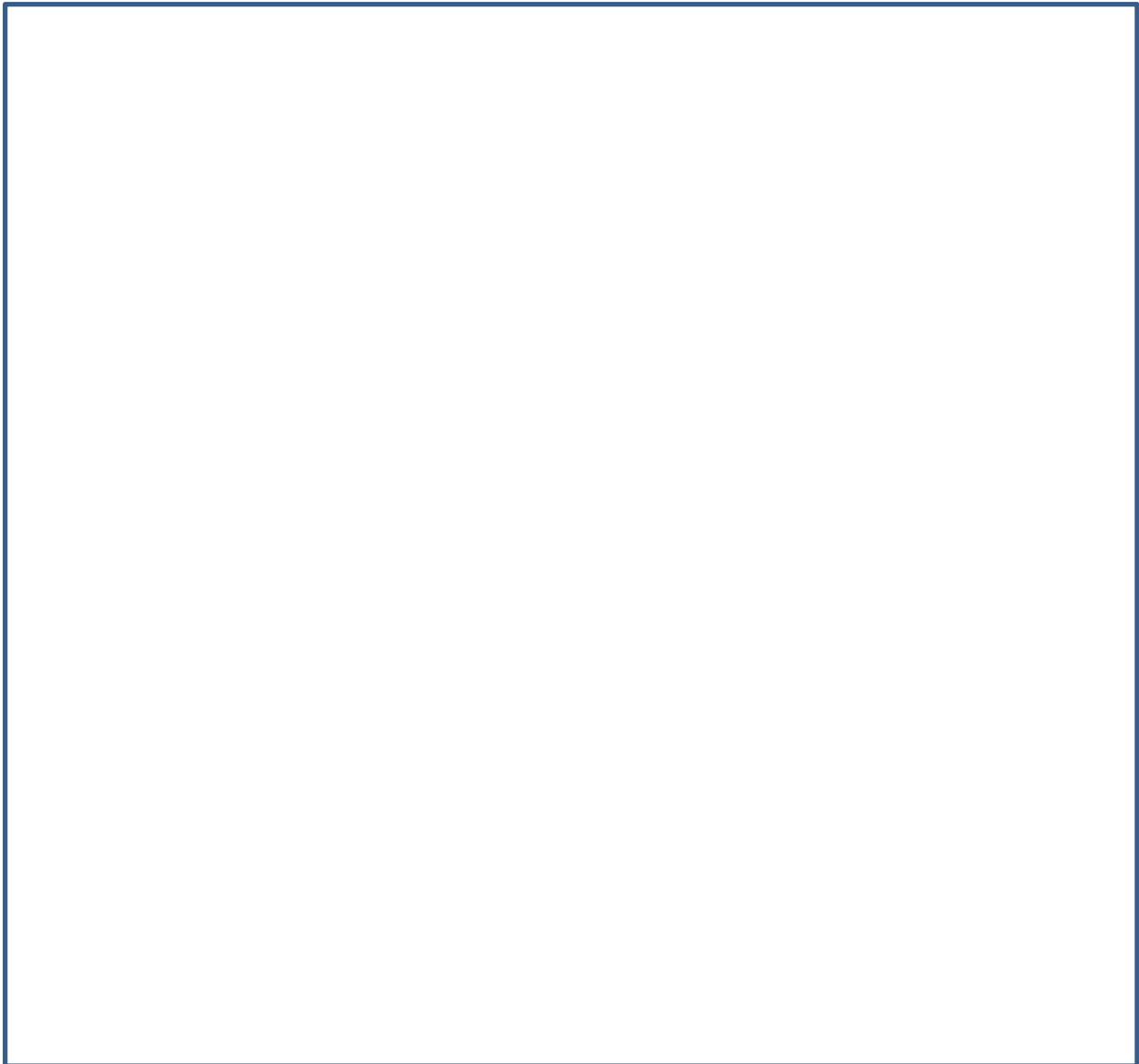
(Note: ethical approval must be obtained before funds can be released)

Describe the ethical considerations for this project and your plans for addressing them (specifically around vulnerable populations or any expected complications):

## Budget

Download the budget template by [clicking on this link](#). Complete it and attach in the Excel format. Please note: All funds must remain in Alberta.

If applicable, please describe financial and in-kind contributions from community partners, service providers, decision/policy makers, or other sources. This may include staff time, use of space or resources, or contributed funds.



**Indigenous peoples and communities**

*(Skip this section if your project does not 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.

### Signatures

**Signatures are required to indicate that the primary investigator, co-investigator, and appropriate representatives from the host institution agree that, if the funding application is successful, they will abide by all of the terms and conditions of the funding.**

Scan and attach a copy of the required signatures depending on affiliation.

If eligible to hold funds at an Alberta university, the following signatures are required:

	Signature	Printed name	Date signed
PI			
PI's department head, chair, or dean			
The university's research services office			

***It is up to the applicant to ensure they are following their university's protocol. Applicants may use their university's internal signature page and attach a copy to the application.***

VMH Innovation and Integration Research Grant Application Form

If eligible to hold funds at an Alberta health-related institution, the following signatures are required (as applicable to the organization):

	Signature	Printed name	Date signed
PI			
PI's supervisor			
The research office or equivalent*			

\*For example, for AHS: Marc Leduc, Senior Provincial Director, Innovation and Research Management

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