

SCPOR Supports for the SHRF SPROUT Grant

Award Date: 2017

Grant Term: Jan 1, 2018 – Dec 31, 2019

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SCPOR Overview

VISION: Working together for a healthier Saskatchewan through patient-oriented research

MISSION: The Saskatchewan Centre for Patient-Oriented Research (SCPOR) will build capacity and collaborations to conduct responsive, equitable, innovative, patient-oriented research that continuously improves the care and health of Saskatchewan people

SCPOR teams start with the end in mind. They work with patients, families and caregivers to design research questions which will result in impactful outcomes. SCPOR connects patients, families and caregivers with a team of researchers, clinicians, and policy-makers to conduct research that is intended to improve the health and care of all Saskatchewan people. The research is informed from conception to implementation by all members of that team.

SCPOR Supports are provided through five platforms:

1. Patient Engagement and Empowerment Platform
2. Indigenous Research and Engagement Expertise Platform
3. Data Services Platform
4. Knowledge Translation, Training & Capacity Building Platform
5. Methods Platform

The level of support available to the SHRF teams is dependent on the phase of the process. The varying supports are outlined in the following sections by phase.

With the exception of the Development Award, the dollar figures represent the value of the support being provided. This value represents direct, indirect and overhead costs of providing the services and is an estimation of the average time the support would take acknowledging some projects would require more intensive supports and others less. The supports that have a wide band of variability of time commitment are not valued at this time however will be valued after consultation with the project team during the planning phase. SCPOR will NOT invoice for these supports and in the case of planning phase, provides the values for illustrative purposes only.

The available SCPOR funding is up to \$60,000 for justified services and expenses. This value is prorated at 60% of the SHRF Sprout Grant Award amount. Both awards will be awarded together for each team. The budget for the SCPOR funding is to be provided in the Application submission. Details on the available services and justifiable expenses is outlined in the Post-Grant Phase of this document. Teams are to first outline all SCPOR services to be accessed out of the SCPOR funding, followed by the justifiable expenses to utilize up to \$60,000 in SCPOR funding. The value of the SCPOR services will be included in the SCPOR Letter of Support and is to be included in the Application submission. Values will be determined based on consultations with the applicable Platforms.

Pre-Relevancy Review Phase

The pre-relevancy review phase consists of supports offered to research teams before successfully going through relevancy review (dates for relevancy review are May 31, Jun. 16, Jul. 21, or Aug. 18, 2017).

All research teams considering applying for the relevancy review are invited to attend SCPOR Connections sessions that are scheduled throughout the relevancy review period. These sessions, given in both Saskatoon and Regina, are for researchers and trainees and will present information on: the SCPOR Project Request Form and intake process, how SCPOR will support SHRF Sprout Grant applicants, and what specific supports may be available to research teams from each SCPOR platform. SCPOR staff will attend the SCPOR Connection Sessions and be available for questions during the sessions. The dates and locations for the sessions are as follows:

Saskatoon

June 8	2:30 – 4:00 PM
July 12	10:30 – 12:00 PM
August 11	10:30 – 12:00 PM

Locations for all sessions: Room 2334, Health Sciences building (E-Wing), U of S Campus

Regina

June 21	9:00 – 10:30 AM	(Location Room 208, Research & Innovation Centre Building, U of R Campus)
July 24	1:00 – 2:30 PM	(Location Room 315, Education Building, U of R Campus)

For more information about these sessions, please visit our web site: <http://scpor.ca/newsletter-upcoming-events/>.

To RSVP to a session, please send an email to scpor_info@usask.ca

Application Development Phase

The application development phase consists of supports offered to research teams **after** successfully going through relevancy review (dates for relevancy review are May 31, Jun. 16, Jul. 21, or Aug. 18, 2017) but **before** they have submitted their full grant applications (due date for full application is Oct. 17, 2017).

Upon successful completion of relevancy review, teams will be provided with information regarding application of the Patient Engagement Application Development Award process as well as how to request a consultation with the Platforms.

Patient Engagement Application Development Award (Award Value up to \$2,500)

- Up to \$2,500 to cover patient/family advisor honoraria/travel expenses, knowledge keeper (elder) gifts/honoraria/travel expenses and community engagement expenditures.
- Details are outlined in [Appendix A](#)

Teams are encouraged to meet with SCPOR as early as possible after successfully going through relevancy review to obtain a Letter of Support. The Letter of Support must be included in the full grant application and will include the values of services to be populated in the grant application. The values of services for a large portion of SCPORs offerings are only available after a consultation with each of the Platforms delivering the requested supports.

SCPOR will NOT invoice for the following supports and provides the values for illustrative purposes only.

SPOR Module 1& 2 (Value \$207 / attendee plus honoraria/expenses)

- Principal researcher, patient/family advisors, trainees are encouraged to attend Module 1 & 2.
- Honoraria/expenses for patient/family advisors covered and processed by SCPOR. The patient/family advisor and knowledge keeper/elder expenses to attend SPOR Module 1 & 2 does not need to be included in the Patient Engagement Application Development Award budget requirements.
- All other team members may attend at no cost. Travel and accommodation expenses for research team members who are not patient/family advisors are the responsibility of the attendee.

Patient & Family Advisor Recruitment Support (Value \$1,800)

- Patient Engagement Platform staff will provide templates for recruitment materials and will distribute recruitment materials to patient/family advisor networks in Saskatchewan.
- Patient Engagement Platform staff will support in interviewing and selecting patient/family advisors.

- Patient Engagement Platform staff will provide orientation on the role of patient/family advisors.

Patient & Family Engagement Plan Development (Value \$1,200)

- Patient Engagement Platform staff will support teams to co-develop patient engagement plans with research team members (including patients.)

Honoraria and Expense Processing Service

- SCPOR will support teams by facilitating the processing of honoraria and expense reimbursement to patient/family advisor team members.
- Teams are to budget hours/ expenses for PFA's to be paid out of the Development Award (Appendix A)

Patient & Family Engagement Facilitation (Determined based on each project/ request.)

- Patient Engagement Platform staff will support research team in planning, hosting and facilitating patient engagement or community engagement workshops, events, meeting, etc.
- Costs for meeting space, refreshments, etc. to be paid out of the Development Award (Appendix A)

Indigenous Community Engagement

- Assistance with linking to Indigenous CBOs, communities and organizations to explore potential research partnerships

Indigenous Patient & Family Advisors

- Assistance with identification and recruitment of Indigenous patient and family advisors as research team members.
- Teams are to budget hours/ expenses for PFA's to be paid out of the Development Award (Appendix A)

Knowledge Keepers (elders)

- Assistance with identification and recruitment of Indigenous Knowledge Keepers (elders) as research team members.
- Teams are to budget for Knowledge Keepers to be paid out of the Development Award (Appendix A)

Indigenous Lens Review of Grant Application

- Assistance with reviewing research grant application with an Indigenous lens to ensure it supports effective community engagement and is consistent with ethics of Indigenous research.

Data Consultation (Up to 2 hours)

- Consultation with the research team to determine available data sources and advise on data access procedures.
- Consultation with the research team to determine the supports required from the data services platform (for example, data extraction and linkage, analyst support, database development, etc.)
- Data platform staff will assess feasibility of proposed analysis.
- Data platform staff will prepare and provide a “value” estimate to include in your budget for the SCPOR portion of the funding.

KT Consultation

- Assistance to teams in identifying relevant knowledge users within the health system.

Methods Consultation

- Guidance, support and consultation in the following methodological areas:
 - Quantitative and qualitative research
 - Biostatistics
 - Epidemiology
 - Health economics
 - GIS and cartography
 - Social network analysis

Online Training

- Training is available through N2’s Collaborative Institutional Training Initiative (CITI) program.

N2 Research Support (Available to all researchers at SCPOR-affiliated institutions)

- N2’s research support tools are available on the [N2 website](#). Tools include standard operating procedures, quality assurance resources and research privacy guidelines.

Post-Grant Phase

The post-grant phase consists of supports offered to research teams **after** they have been notified that they were successful in obtaining SHRF Sprout grant (Dec. 19, 2017). The funding term of accessing the below supports is Jan. 1, 2018 to Dec. 31, 2019.

Support for the successful SHRF SPROUT Grantees falls under the following six categories:

1. Patient Engagement
2. Indigenous Research and Engagement Expertise
3. Data
4. Knowledge Translation
5. Methods
6. Other

The supports have a wide band of value therefore will be valued after consultation with the project team. The consultations are to take place after successful relevancy review and prior to application submission. SCPOR will provide values in the Letter of Support to the research teams however will NOT be invoicing for these supports. The values are to be used to populate the SCPOR Budget (up to \$60,000) during the application submission.

For the teams that have been notified they were successful in obtaining a SHRF Sprout Grant (Dec. 19, 2017), the SCPOR supports listed below can be accessed effective Jan. 1, 2018.

Once an application has been awarded, major changes in project design will require prior approval from both SHRF and SCPOR.

1. Patient Engagement and Empowerment Platform Supports:

Patient & Family Advisor Recruitment Support

- Patient Engagement Platform staff will provide templates for recruitment materials and will distribute recruitment materials to patient/family advisor networks in Saskatchewan.
- Patient Engagement Platform staff will support in interviewing and selecting patient/family advisors.
- Patient Engagement Platform staff will provide orientation on the role of patient/family advisors.

Honoraria and Expense Processing

- SCPOR will support teams by facilitating the processing of honoraria and expense reimbursement to patient/family advisor team members.
- Teams are to budget hours/ expenses for PFA's to be paid out of the SCPOR Budget.

Patient & Family Engagement Facilitation

- Patient Engagement Platform staff will support research team in planning, hosting and facilitating patient engagement or community engagement workshops, events, meeting, etc.
- Cost may include request for meeting space, refreshments, etc.
- Budget for facilitation must be co-developed in the planning phase with SCPOR.

Patient Engagement Evaluation

- Patient Engagement Staff will collect and provide feedback about the patient/family advisor experience to the research team.
- This will include evaluation process for honoraria and expenses.

2. Indigenous Research and Engagement Expertise Platform Supports:

Indigenous Community Engagement

- Assistance with drafting of community research agreements
- Facilitation of initial partnership-building with Indigenous CBOs, communities and organizations
- Ongoing assistance as needed/requested with relationship-building and constructive “problem-solving”

Indigenous Patient & Family Advisors

- Assistance with mentorship and support of Indigenous patient and family advisors as research team members
- Honoraria/expenses for PFAs

Knowledge Keepers (elders)

- Assistance with support of Indigenous Knowledge Keepers (elders) as research team members
- Honoraria/expenses for Knowledge Keepers (elders)

3. Data Services Platform Supports:

Data De-identification

- Prepare a dataset for linkage and analysis by removing personal identifying information and replacing it with encrypted identifiers or anonymous study numbers.

Data Extraction and Linkage

- Prepare a research dataset by extracting data from relevant sources, linkage, data cleaning, and derived variable creation. Dependent on the situation, the dataset may be provided to the research team, stored in a secure data access area for analysis by the research team, or analyzed by a Platform staff member.

Data Analysis

- An experienced data analyst, based on the analysis plan created with the research team, will conduct the analysis and prepare outputs that will be provided to the researcher.

GIS Mapping

- Mapping services are available. Data can be provided to the platform from the research team, or the use of existing data sources, as determined by the data consultation, can be visualized, analyzed, and interpreted by using location as the key index variable to understand relationships, patterns, and trends.

Facilitation of Data Sharing Agreements

- If it is determined that data sharing agreements are required to access data for the project, the Platform will assist the research team and data trustee to ensure that the necessary agreements and approvals are obtained. Please note: for data sources not currently held by the Data Services Platform, if data access or extraction fees are charged by the data provider, these costs are not covered by the Data Services Platform and are the responsibility of the research team.

4. Knowledge Translation, Training & Capacity Building Platform Supports:

KT Plan Development

- Assistance to teams in developing a KT plan that appropriately engages knowledge users and includes integrated and end-of-grant KT strategies.

Stakeholder Engagement

- Assistance to teams in planning, hosting, and facilitating knowledge exchange and/or knowledge dissemination events.

Knowledge Synthesis

- Resources, tools and consultation services to assist with conducting a literature search and producing an evidence synthesis.
 - Note: An online graduate-level course in Systematic Reviews is in development, with an anticipated launch of 2018.

Health-System Implementation

- Assistance to teams in identifying/developing appropriate implementation strategies, and then evaluating those strategies.

Dissemination and Communications

- Provision of resources, tools and consultation services to assist with developing KT materials and multimedia tools.

Traineeship Funding

- Matching funds are available to support research assistantship(s)
 - Total funding = SHRF Sprout (50%) + SCPOR (50%)
 - Rates based on institutional standards
 - Note: This funding is separate from a “SCPOR Traineeship” and trainees cannot be receiving funding from both concurrently.

Training & Professional Development

- Resources, tools, and ongoing learning opportunities for teams to develop competency in various areas related to patient-oriented research.
- Training is available through [N2's](#) Collaborative Institutional Training Initiative (CITI) program.

5. Methods Platform Supports:

Methods Plan Development

- Assistance to teams in developing or building of methods for use within rural and remote communities.

Methods Consultation

- Guidance, support and consultation in the following methodological areas:
 - Quantitative and qualitative research
 - Biostatistics
 - Epidemiology
 - Health economics
 - GIS and cartography
 - Social network analysis
 - Indigenous research

Real-World Clinical Trials

- Consultation to provide advice on optimal real-world clinical trial and realist innovative trial designs, ethical considerations and efficient trial and data management.
- Consultation includes liaison with the Health Region to make arrangements for delivery of the Clinical Trial.
- Other supports available include Health Region operational approval applications, research ethics applications, participant consent forms, Health Canada Clinical Trial Applications and grant writing support.

Social Sciences Research Laboratories

- Consultation with specialists with backgrounds and training in social science research methodologies such as quantitative and survey research; qualitative research; experimental research; GIS and cartography; and social network analysis.
- Provide access to specialized research infrastructure (computers, equipment and software).
- Provide access to research space (specific and multi-purpose).
- Providing access to the following shared research infrastructure:
 - Community-Based Observation Laboratory (COL) provides portable technology and software to assist researchers in the collection and analysis of observational research data;
 - Experimental Decision Laboratory (EDL) that assists researchers in conducting applied behavioural experiments including a SMART Board, computer station lab, portable eye tracking systems and laptops/iPads for mobile data collection;

- EEG Hyperscanning Laboratory (EHL) provides the technology and knowledge base for conducting neuroscientific research measuring brain activity;
- Qualitative Research Laboratory (QRL) provides resources for researchers conducting qualitative and exploratory research;
- Spatial Analysis for Innovation in Health Research Laboratory (SAFIHR) to assist researchers in the creation, management, analysis and presentation of spatial information;
- Survey and Group Analysis Laboratory (SGAL) provides a wide range of supports to researchers in conducting telephone, online and mixed-mode surveys including development, creation of survey, recruitment of participants for online surveys, completion of telephone surveys, data analysis and reporting among other supports;
- Social Network Laboratory (SNL) provides support and resources to researchers in conducting social network analysis and interpretation; and
- Video Therapy Analysis Laboratory (ViTAL) provides researchers with the space and technology to assist researchers in the collection and analysis of qualitative and intervention research data.

Advanced Diagnostics Research Laboratory

- Provide researchers with bioassay methods development and/or analysis consultation and access to state-of-the-art diagnostic and monitoring testing for Saskatchewan patients using new technology platforms such as 10-color flow cytometry and next generation sequencing (NGS).

6. Other Supports:

After selection and budget entry of the five platform supports available, remaining funds to top up to \$60,000 of available funding can be accessed through financial support. The funds are to be used for eligible expenses directly related to the research and in accordance with the Tri-Agency Financial Administration Guide – Use of Grant Funds (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp). Financial support funds will be issued by way of Letter of Agreement issued to the Host Institution.

Financial Support may be accessed for the following:

- Data access, storage or extraction fees that are charged by the data provider. These costs are not covered by the Data Services Platform however can be paid out of the financial support provided by SCPOR to the research team.
- Payment for clerical/secretarial support, research assistants and/or consultants necessary to the project.
- Technical advice of an unusually complex nature and/or requiring a considerable time commitment that goes beyond what could be expected in a collegial relationship.
- Costs for translation for community documentation including summaries of findings and all materials for dissemination.
- Other expenses as deemed appropriate by the review panel and permissible under CIHR financial regulations (more information can be found in the NSERC guidelines).

Financial Support may not be utilized for the following:

- POR grant funds are not intended to supplement the salary of the Principal Applicant or Co- Applicants, or graduate students doing their thesis or other research under the Applicant's research program.

Performance Measurement

For the teams that are successful in obtaining SHRF/SCPOR Sprout Grants, the following is the expectations related to performance measurement:

- The Principal Applicant will be required to attend a future SCPOR event and present the results of their funded project.
- The Principal Applicant will be required to contribute to the monitoring and evaluation of SCPORs programs.
- A progress report is required to March 31, 2019 due by April 30th, 2019. The template will be provided to the successful SHRF/SCPOR Sprout Grantees.
- Within six months of the end of the grant's term, the Principal Applicant will be required to submit a Final Report, summarizing the outcomes and providing receipted evidence how the grant funds were used. The template will be provided to the successful SHRF/SCPOR Sprout Grantees.

Host Institutions

Institutions that employ holders of SCPOR research grants are called host institutions. Signatures are required from host institution representatives on all grant applications. By signing, host institutions agree to accept the responsibilities outlined below on behalf of their grant-holding employees:

- Acceptance of the terms and conditions as outlined in Awards Guide and Letter of Agreement.
- The financial administration of the grants.
- Reporting to SHRF/SCPOR any change in the funding recipient's status that may affect the fulfillment of their research commitment, for example resignation or termination.
- Submission of an annual financial statement (Statement of Account Form 300), with back up documentation (receipts etc.), covering the period from April 1 to March 31 for each award or grant; the statement(s) are due no later than May 1 of each year.

Appendix A

Patient Engagement Application Development Award

Purpose: To encourage and support meaningful patient engagement during Sprout application development.

Amount: up to \$2,500 per team/project

Term: Expenditures are restricted to the time frame between the dates of invitation to submit a full application (relevancy review approval) until the full application deadline of October 17, 2017.

Process and Eligible Expenses: While completing the relevancy review intake form for the Sprout competition, applicants may request funding to cover justified expenses related to patient engagement during application development. Funding decisions will be made by the relevancy review committee. Funding approval will be communicated along with the committee's decision to invite the team to submit a full application.

Eligible expenses for the Patient Engagement Application Development Award include:

- Patient and family travel,
- Patient and family honoraria, and
- Indigenous community engagement, including Knowledge Keepers (Elder) gifts and honoraria.

NOTE: The \$2,500 application development award is not available to support health system stakeholder engagement (e.g., honoraria, travel). It is assumed that those working in the health system (e.g., providers, staff, and decision-makers) will have their time and costs covered by the organization they are representing.

Per SCPOR guidelines, patient and family honoraria should be budgeted at \$100/day and \$50 for less than 5 hours.

Travel reimbursement shall be at institutional rates.