



Children's Hospital Research Institute of Manitoba

Travel Grants Guide

2020

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PART I: GENERAL INFORMATION

1. How to use this Guide

This Grants and Awards Guide (herein called the Guide) provides an overview of the Children's Hospital Research Institute of Manitoba Grants and Awards competitions. It outlines the competition timeline, requirements, review criteria and the competition process. In Part I, general requirements for funding are described and the timeline of each competition is provided.

This Guide should be read in conjunction with the Grants and Awards Policy (Policy Manual 5.3) describing the operations and responsibilities regarding Grants and Awards. The Grants and Awards Policy, Guide and supporting templates and forms are available at www.chrim.ca. For other competitions (i.e. **partnered awards**) please refer to the relevant website.

Applicants and supervisors: It is important you read this guide carefully. The Institute strictly follows the guidelines provided. Missing or incomplete information will disqualify an application.

2. Background

The mission of the Children's Hospital Research Institute of Manitoba (CHRIM, "the Institute") is to improve the health of infants, children, and youth, and to enhance maternal and societal health by creating an environment that attracts and retains the best scientists and clinicians in research. Improvement of child health through research is attained through the development and application of treatments and cures. Through the support of the donor community, as represented by the Children's Hospital Foundation of Manitoba (CHF, "the Foundation"), the Institute fulfills its role of promoting excellence in research by providing funding and essential services to support child health researchers who are dedicated to the cause of child health through an annually renewable CHRIM Membership. The Institute provides space and equipment to conduct research as well as funding and support for all levels of research and research training.

For inquiries regarding funding opportunities as described in this Guide, contact the Grants Administrator at grantsadministrator@chrim.ca.

3. Requirements for all Grants and Awards Funding

This section describes the general application requirements for all CHRIM Grants and Awards competitions. In addition to these general requirements, **there are specific requirements for each grant or award program; therefore we require that applicants review all information before filling out an application.**

3.1 Eligibility

Grant and Award applications and matching requests for Research Manitoba, BSc Medicine, BSc Dentistry and CCHCSP funding will only be considered from Members of the Institute or from trainees who are directly supervised by an **ACTIVE** Member.

Members are required to:

- hold a faculty appointment at a college/university within the province of Manitoba
- be focused in child health research
- successfully apply or have been invited to become a CHRIM Member, and comply with membership requirements
- renew their membership on an annual basis

Individuals wishing to apply for Membership should review the membership policy and application process described at www.chrim.ca. Membership must be established before a Grant or Award application or request for matching of funds can be considered.

If a Member or their trainee applying for Grants and Awards is part of a Research Theme within the Institute, a Letter of Support from the Theme Leader **must** accompany the application to confirm there is no overlap with Theme funding.

By submitting an application to the Institute, the applicant and their academic institution agree to comply with all requirements of CHRIM and CHF and Consent to any and all use and disclosure of information and materials supplied and/or to be supplied for purposes as may be required. These may include, without limitation: peer review, funding determination, administration, accounting, education, and publicity and marketing purposes.

3.2 Budget

Summary of Funds Available

Type of Award	Intended for	Funding (Maximum)	Term
CHRIM			
Operating Grant	Member Projects to provide critical seed funding	\$60,000	1 year; extension up to 2 additional years
Small Grants	Funding for specific projects for Members or their trainees	\$5,000	1 year; extension up to 1 additional year
Pediatric Resident Small Grants	General Pediatric Residents (PGY 1, 2, 3, 4)	\$1,500	1 year; extension up to 1 additional year
Genetic/Metabolic Small Grants	Funding to support research involving hereditary and metabolic disorders.	\$7,500	1 year; extension up to 1 additional year
Travel Grants	Travel support of a student trainee	1,500 per calendar year	n/a
Undergraduate Summer Studentships and Prairie Indigenous Knowledge Exchange Network (PIKE-NET) Undergraduate Summer Studentships (Canadian Indigenous)	College or university undergraduate's research during summer months.	\$6,000	12 weeks (max)

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Type of Award	Intended for	Funding
PARTNERS/FUNDING		
Research Manitoba		
Postdoctoral Fellowship	Postdoctoral trainees in child health research	See guideline: www.researchmanitoba.ca
Graduate Studentships	Master's and PhD trainees in child health research	See guideline: www.researchmanitoba.ca
U of M		
BSc Studentships	2 nd and 3 rd year medical/dental students' research during summer months	BSc (Dent) - See guideline: http://umanitoba.ca/faculties/health_sciences/dentistry/research/bsc-dent.html BSc (Med) - See guideline: https://umanitoba.ca/faculties/health_sciences/medicine/research/grad_undergrad/bsc_med.html
Clinical Research Fellowships	Undergraduate (medical) degree trainees as clinician-researcher	See guideline: Clinical Investigator Program (CIP) http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/CIP.html
CCHCSP		
Predocctoral Award	PhD trainees in child health research	\$50,000 annually
Postdoctoral	Fellowship in child health research	\$70,000 annually
Career Development Award	New clinician scientists in child health research	\$70,000 annually

3.3 Ethics and Safety

All human, animal and basic science research funded by the Institute must comply with the ethical and safety conduct requirements expressed in the following guidelines:

- [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans](#)
- [Responsible Conduct of Research](#): a standard from the Tri-Agency Framework; [Responsible Conduct of Research](#): University of Manitoba Policy;
- [Canadian Biosafety Standards](#): Standards from the Public Health Agency of Canada;
- [Stem Cell Policy Guidelines](#): Guidelines from the Canadian Institutes of Health Research (CIHR);
- [Animal Care in Science](#): Guidelines from the CCAC;
- The [Environmental Health and Safety Office](#) of the University of Manitoba regulates Radiation, Biological and Chemical Safety, as well as Fire Safety, and researchers at CHRIM must comply with these regulations.

The signing of the application and the Funding Application Approval Form (FAAF) by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be adhered to.

3.4 Submission of research funding application to the Office of Research Services

All Principal Investigators and their trainees are responsible for submitting their funding application to regulatory bodies that may be involved in the funding process. This includes the Office of Research Services (ORS) at the U of M that authorizes the release of funds to Budget and Grants, after receiving the appropriate approval letters (e.g., from the applicable Research Ethics Board). Funds will not be released until all regulatory compliances are completed.

Within one month after the award has been announced, CHRIM and other granting agencies require letters of approval from the following regulatory bodies, as applicable:

- a University Committee on the Use of Human Subjects in Research;
- the Pediatric Research Coordinating Committee or equivalent;
- the Institutional Animal Care Committee;
- a Biosafety Project Approval Certificate;

3.5 Appeals

All decisions by the Institute respecting awards are final and binding.

4. Fund Management

4.1 Accounts

Awards will be administered through the academic institution of the grantee. When this concerns the U of M, a [Funding Application Approval Form \(FAAF\)](#) must be completed at the time of the application and sent to the Office of Research Services (ORS) with the proposal. A copy of the FAAF is to be sent to the CHRIM CEO and Scientific Director. Once signed by the Department Head the Principal Investigator will assemble and attach all required documents needed prior to submitting to the Dean of Research. The purpose of this is two-fold: to advise of the proposed research (department head/dean ensures it is within the UM mandate) and to verify the PI has the appropriate protected research time and doesn't "overextend" him/herself.

After receiving all required approvals, ORS will review the applications for compliance before they are submitted and provides the signature thereafter. ORS releases the funds to the [Budgets and Grants](#) officer, and once Fund/Organization/Program (FOP) numbers have been assigned to the grants, grantees should ensure alternate signing authority is given and copies of all FOPs are sent to the CHRIM Finance Team.

Funding support awarded by the Institute will not be released until the applicable pre- or co-requisite conditions, set by the granting agency, have been met (e.g., written acceptance of the award or Letters of Approval from regulatory bodies involved in a study). Conditions should be met in a timely manner and we recognize this could take up to a year. The CHRIM Grants Administrator must be notified of any delays resulting in the inability to achieve timelines set out in the grant.

Grants and Awards are administered by the U of M Budgets and Grants. Funds awarded in any category are not transferable to another category. **Funds are not transferable to another person or project.** Exceptions to this may apply for Operating Grants where the application was submitted by more than one co-principal investigator, and one investigator retires, falls ill or leaves the Institute. The remaining co-investigators will retain the funds to complete the project.

4.2 Accounting and Reporting Requirements

All support must be used according to the initial application as approved by CHRIM or funding partner (ie. Research Manitoba) and should not be otherwise proportioned, allocated, or used for any other purpose. It is the responsibility of the applicant to inform the granting agency of change(s) to any aspect of an application as presented and approved (e.g. any deviation in personnel, budget, or project scope, any revocation or non-renewal of any prior certification, approval, or consent, any additional or discontinuance of co-funding from another source, any required extension of the funding term, etc.), and to propose alternatives and/or corrective actions to the satisfaction of the granting agency.

The grantee is responsible for complying with regulations of the academic institution and the requirements of granting agencies regarding eligible expenses, accounting and financial statements.

Reporting requirements are in place for all types of funding; details are outlined in the specific sections of this Guide. It is the grantee's responsibility to be aware of the requirements of other granting agencies involved. Funds may be withheld if reports are not complete or not submitted on time.

At the conclusion of the funding period, recipients of any type of award must promptly complete the online annual report form detailing the achievements accomplished, challenges encountered, and summary of future plan(s) for the project and funding sources. A reminder will be sent to the grantee by the Grants Administrator.

A link with annual reporting and final reporting details will be sent to recipients.

4.3 Expenditures

All expenditures must be consistent with policies on eligible expenses. Research funds are to be spent according to budgets approved during the review and decision process of the grant application.

Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. **Grant holders require approval from the granting agency for such reallocation only if the change involves 25% or more of the grant's total.**

Grants and Awards may be used only for expenses incurred during the term of the award. In particular, please note the following:

- Funds must be used during the time period for which they are awarded. For Operating and Small Grants, if a grantee anticipates not spending the entire amount during the award term, they may apply for an extension in writing (see Section 4.4 below).
- Should the research program under which the grant was awarded be permanently suspended prior to all grant funds being exhausted, remaining funds must be returned to the granting agency no later than 90 days after the award was suspended.
- Funding is awarded for the support of research at the specified institution where the recipient is located. If the grantee moves from one institution to another, the grant is terminated on the last day of the appointment and the remaining funds returned to the granting agency (not including, if applicable, confirmed exceptions through Research Manitoba).
- Equipment purchased with CHRIM funding remains the property of the CHF, which may consider sale to another institution in the event that an investigator moves their research operation and there is no pressing local need for the equipment. CHF and CHRIM staff will negotiate the sale of any equipment to another institution.
- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of the granting agency and will be billed to the grantee.

- CHRIM grants cannot be used for institutional overhead or other surcharges.

4.4 Leaves of Absence and Extensions

The general policies of the employer relating to ordinary vacation, extended illness, maternity, parental, family or other types of leave of absence shall be applied to holders of a salary award and be utilized in the determination of eligibility for a grant or award. The Head of the Department and the Dean or Director of Research for the College or Faculty are required to notify the Institute of any leave to be taken by an award holder, apart from ordinary vacation leave, in order for adjustments to be made to the dates of tenure of the salary award. The award is held in abeyance for the duration of all leaves taken. The term of the award will be extended by the duration of the leave, to a maximum of two years.

For Operating and Small Grants, the grantee may ask for an extension of the term of the award in writing, submitted to the Grants Administrator (grantsadministrator@chrим.ca) one month prior to the end of the original funding term. This request must include justification for funds not spent in the original time allowed, and plans made to complete the research with timelines and deliverables proposed.

4.5 Acknowledgement

The Children's Hospital Research Institute of Manitoba (CHRIM) is the research arm of The Children's Hospital Foundation of Manitoba Inc (CHFM). All recipients of funding from the Institute must acknowledge support from both the Institute and the Foundation. Support from the Institute **of any type** (whether monetary or in-kind) must be acknowledged in presentations, publications and media contacts. The acknowledgement should specifically identify the type of support (e.g. personnel award, studentship, operating grant, equipment grant, laboratory facilities), and the Children's Hospital Foundation of Manitoba.

Poster and slide presentations and other materials should include the Institute's logo, available at www.chrim.ca. Publication or presentations of work conducted within the Institute's facilities should acknowledge the Institute's support of the research environment, even when operating funds come from other sources. Publications or presentations involving trainees supported by the Institute must acknowledge that support.

Finally, any publication of research by Members and their trainees, including but not limited to research funded by the Institute, should be sent to the Director of Marketing and Communications at communications@chrим.ca upon publishing.

5. Deadlines

CHRIM Competitions	
Date	Milestone
Operating Grants	
February 15, 3:00 PM	Letter of Intent Submission Deadline
April 15, 3:00 PM	Application Deadline
5 working days prior to application deadline	Office of Research Services
7 working days prior to application deadline	Funding Application Approval Form (to the Dean of Research)
Mid July	Notification and Public Announcement

Spring & Fall Submission: Pediatric Residents Small Grants	
First Friday in February 3:00 PM	Application Deadline
5 working days prior to application deadline	Office of Research Services
Mid-April	Notification
First Friday in October 3:00 PM	Application Deadline
5 working days prior to application deadline	Office of Research Services
End-November	Notification
Fall Submission: Small Grants and Metabolic Grants	
First Friday in October 3:00 PM	Application Deadline
5 working days prior to application deadline	Office of Research Services
End-November	Notification
Travel Grants	
First business day of every month, 3:00 PM	Application Deadline
Within three weeks of deadline	Notification
Undergraduate Summer Studentships	
First Friday in February 3:00 PM	Application Deadline
Mid-April	Notification

PART II: THE COMPETITION

6. Travel Grants

6.1 Purpose

The Travel Grant is intended for travel support of research trainees of CHRIM Members, specifically: graduate students (Masters or PhD program), post-doctoral fellows, and post-graduate medical trainees (residents from any department), who are primarily supervised by a Member of the Institute and will present their research related to child health at a conference or symposium.

Members, undergraduate students (including professional degree programs), research assistants, research associates and technicians are not eligible.

If an applicant holds other studentship funding (eg. Research Manitoba Award, CIHR, etc.) that funding must be used before applying for a CHRIM travel grant.

6.2 Requirements

All applications can be made to the Travel Grant Committee at the time of abstract submission, at least one full review cycle prior to departure. For example, if departure is February 15th, applications must be submitted January 1st and NOT February 1st.

The Travel Grant can only be submitted once a trainee can provide confirmation of an oral talk or poster presentation at the conference or symposium they will attend. **Applications to Grants and Awards competitions which are submitted late, incomplete, or otherwise not meeting the Institute's requirements, will be returned to the applicant without being processed or reviewed.** CHRIM requires all applicants to review and complete the appropriate application checklist prior to submitting their application.

Applicants and their supervisors must indicate other sources of travel funding on the application. Priority will be given to applicants who do not have other sources of funding. The applicant may not claim expenses for income tax purposes if those expenses are paid by the Institute. Receipts will not be returned. If it is necessary to split expenses with another organization, the applicant must discuss this in advance by contacting the Grants Administrator.

6.3 Funding

Members may receive one \$1,500 award per calendar year to use for one trainee whom they primarily supervise; however, two trainees who are supervised by the same CHRIM member and are presenting at the same conference can share the \$1,500 award (\$750 will be awarded to each trainee). The award is granted prior to travel, and expenses are claimed afterwards by submitting original receipts with a travel expense claim form.

Expenses which qualify for reimbursement include:

- return economy airfare;
- flight cancellation insurance;
- hotel or AirBnB accommodation;
- abstract review fee;
- meeting registration fee;
- meals (if not included in meeting registration), to a maximum of \$40 per day (with original receipts); and
- ground transportation, to a maximum of \$100 per meeting.

The Institute reserves the right to review individual expenses and adjust claims if deemed excessive. Applicants are strongly encouraged to minimize expenses by utilizing advance fares, and sharing accommodations and ground transportation. Original receipts must be provided or the expense will not be reimbursed.

Expenses which will **not** be reimbursed include:

- alcoholic beverages;
- items identified as mini-bar expenses;
- telephone or FAX charges;
- personal items, gifts and entertainment;
- companion's expenses.

6.4 Application Materials

The application must be completed on the appropriate form, available through www.chrim.ca.

It is the responsibility of the applicant to provide clear and concise answers to all questions on the form, and to submit the required supporting documents.

A complete application consists of:

- the Travel Grant Checklist and Application form including the CHRIM Member/Supervisor's signature;
- a brief paragraph (included in the application) explicitly outlining the relevance of research to child health and outlining how this conference will enhance the trainee's professional development.
- the meeting abstract; and

- the letter of acceptance for poster or oral presentation

Due to the online submission form, applicants DO NOT need to email an electronic version of the complete application, to grantsadministrator@chrим.ca. However, all attachments should be uploaded and signature pages must be signed.

6.5 Deadline and Notification

Applications, including attachments, are due the first of every month and at least 6 weeks before departure date. If the timing is a problem, you will need to discuss this with the Grants Administrator prior to applying.

If there is difficulty in meeting the deadline, the applicant must contact grantsadministrator@chrим.ca.

Following review, the Chair of the Travel Committee will provide feedback to all applicants, along with the decision letter. All decisions respecting applications for support are final and binding and not subject to appeal. Applicants will be notified of the results within 1 month after submission.