



Novo Nordisk Network for Healthy Populations

Call for Catalyst Grant Projects Program Stream

In partnership with:



Introduction:

The Novo Nordisk Network for Healthy Populations (NHP) is committed to supporting multi-disciplinary, collaborative teams to co-design projects that will support the development of interventions and programs in the Peel Region focused on reducing the burden of diabetes and chronic disease. The NHP will support an evidence-to-practice approach to tailor, adopt, and integrate evidence-informed practices, programs, and policies into local health care, community services, and living environments. This grant opportunity will catalyze partnerships between researchers and local stakeholders to bridge the divide between research and practice and bring programs that work to communities in need.

For additional Network details please see: <https://healthypopulationsnetwork.utoronto.ca/>

Catalyst Grant Description:

The NHP's Catalyst Grants will focus on building and growing collaborations between academics, researchers, clinicians and the Peel Region community while offering resources and capacity building opportunities to support the processes required for collaboration and research proposal development.

Catalyst Grants will be awarded to support projects that aim to develop, expand, or adapt evidence-informed programs, interventions, or evaluations that align to the Network's mission: ***To reduce social inequities in risk and burden of diabetes and other chronic diseases through better care, lower risk factors and healthier living environments.***

The Catalyst Grant Program will focus on supporting non-competitive, collaborative, community-driven research projects. Through this process the NHP will bring together cross-disciplinary and cross-sectoral teams to form projects based on priorities identified through a **three-prong priority setting process**, which includes gaining feedback from the NHP's Advisory Committee, the NHP's community (faculty, researchers, clinicians and community-based organizations) and the results of the NHP's baseline data analysis.

Specifically, the Catalyst Grant Program aims to support the community and align to our findings by:

1. *Applying an equity-based approach to priority setting:* To ensure a fair and equitable approach to priority setting, community members have been actively involved in the process.
2. *Supporting community-based organizations in local research projects:* The grant program will establish partnerships with community-based organizations that have a desire to or are already addressing the issues being studied. This will not only help incorporate community perspectives into the research but also provide opportunities for community organizations to contribute new research ideas based on local insights and lived experience.
3. *Emphasizing education and capacity building:* The grant program will provide education and capacity building opportunities to increase community members' knowledge and skills related to research. This will enhance their ability to participate in and benefit from the research.
4. *Fostering relationships between academics/researchers and the Peel Region:* The grant program will encourage collaboration between faculty and community members to establish a long-lasting relationship and build trust. This will ensure that future research aligns with the needs and perspectives of the community.
5. *Identifying future research priorities/themes:* Community members will be engaged to identify future research priorities and themes. This will ensure that the research is relevant, meaningful, and addresses the most pressing issues for the community.

Funding Guidelines:

- **Award Amount:** Grants will be awarded up to \$100,000 for 1 year, based on submitted budgets.
- **Deadline:** Full applications are due April 1, 2024, 5:00pm EDT
- **Exclusions:** Current Catalyst Grant Fund holders are excluded from applying as Nominated Principal Applicants and cannot hold funds for more than one NHP Catalyst Grant at a time. Current NHP Catalyst Grant holders may apply as Co-Applicants, Collaborators etc., but may not hold funds.
- This funding is not to be used as bridging or emergency funding, nor is it intended to support ongoing studies. It may, however, support a new direction of a previously funded project, and can be combined with additional funding to support new projects. A clear rationale for this should be provided in the application.

Catalyst Grant Project Objectives (projects may be relevant to multiple objectives):

Catalyst grant projects must be aligned with one of the following themes that have been identified through NHP community engagement activities:

A. Micro Focused Projects

Projects that will support the development of evidence informed interventions focused on the 'micro' health level (i.e. the individual level where people seek care), that improve the quality of chronic disease care through the development of accessible, equitable, and effective healthcare services.

We are seeking projects that will inform evidence-supported interventions focused on patients and families, health care providers and health care administrators that will help make health services more coordinated, effective and accessible. Projects within this category will address one of the following topic areas:

1. Identify **opportunities** for **diabetes and chronic disease prevention** in the **healthcare system** that will lead to healthier communities
2. Improve **screening** and **early detection** of diabetes and chronic disease
3. Create **tailored chronic disease care pathways** that **improve coordination** and **equitable access** to services

B. Meso Focused Projects

Projects that will support the development of evidence informed interventions focused on the 'meso' health level (i.e. the community level where people spend their time), that promote healthy living and encourage the development of informed, empowered, and connected communities and services.

We are seeking projects that will inform evidence-supported, accessible, and culturally adaptable interventions that aim to increase diabetes awareness and optimize health behaviours within specific high-risk groups, community-based organizations or local business settings. Projects within this category will address one of the following topic areas:

4. Improve **health** for **priority populations and those living with social disadvantage**, including but not limited to:
 - Optimize health for immigrant populations and equity-deserving groups
 - Improve health for visible minorities that are at high-risk
 - Educate and inform communities about risk factors and healthy living
 - Connect and empower communities to accelerate action for social change
5. **Promote positive health behaviours for communities and individuals**, including but not limited to:
 - Increase opportunities to improve nutrition
 - Improve opportunities for leisure activities
 - Enhance social capital and empowerment

C. Macro Focused Projects

Projects that will support the development of evidence informed interventions focused on the 'macro' health level (i.e. the 'city/policy' level where people live and work), that create healthy environments through the development of health-centered policies and health-promoting living, learning, and working environments.

We are seeking projects that will inform evidence-supported interventions that target areas such as municipal and regional policies and urban planning to optimize the built environment, access to healthy foods, physical activity and medicines. Projects within this category will address one of the following topic areas:

6. Facilitate **physical activity choices** in the **built environment**, including but not limited to:
 - Increase active transit
 - Increase neighbourhood walkability
 - Increase neighbourhood safety

7. Prioritize **health** and **wellbeing** in **systems** and **structures**, including but not limited to:
 - Promote healthy food environments
 - Enhance access to adequate housing
 - Increase useable parks and green spaces

8. Optimize **health promotion** in **working** and **learning environments**

Research proposals must demonstrate that the goal is to develop, expand or adapt evidence-informed programs, interventions, or evaluations that address the risk or burden of diabetes and chronic disease and demonstrate an evidence-to-practice or Implementation Science approach.

Project Requirements:

1. **Evidence-informed:** Projects must justify how evidence generated will inform the development of an intervention, program or policy that will improve indicators of diabetes and chronic disease; or a proposed intervention, program or policy must be informed by prior evidence showing promise at improving service indicators, risk factors and/or outcomes for diabetes and chronic disease;
2. **Equitable:** Must have a population health and equity focus and aim to positively affect all or priority populations within Peel Region, improving the environmental, social, cultural, and/or structural determinants of health related to diabetes and chronic disease;
3. **Implementable:** Can include policy changes, introduction of a new program or practice, and/or physical changes to the environment to improve risk and/or outcomes of diabetes and chronic disease that can adapted and feasibly be implemented within the Peel Region;
4. **Engaged:** Must engage community stakeholders as equal partners in the research. Stakeholders should be involved in developing the research questions and methodology, as well as in data collection, the interpretation of findings and dissemination of results.

Grant Program Activities Process:

Identifying Priorities and Building Collaborative Teams	
June 5, 2023	<u>Workshop #1</u> : Solutions for Healthy Populations: Collaborative Priority Setting Workshop
Developing Projects and Planning Grant Applications (PGA)	
October 5, 2023	<u>Workshop #2</u> : Priorities to Projects: Developing Collaborative Teams and Project Proposals
October 30, 2023	Submit PGA form to apply for Planning Grant
November 10, 2023	Planning Grant Funding Notice
November 27, 2023	Release of Planning Grant funds to project teams
Finalization of Project Proposal and Applications Submissions	
November 2023-April 2024	Capacity Building Sessions and Support
March 15, 2024	Friendly Review Submission
April 1, 2024 (5:00 pm EDT)	Final Catalyst Grant Application Submission (see pg. 9)
Week of May 13, 2024	Catalyst Grant Funding Notice

Workshop #1: Solutions for Healthy Populations: Collaborative Priority Setting Workshop

Members of the Peel region community will be invited to join academics, researchers, patients, clinicians, and public health and health care leaders, and members of the Network's Advisory Committee to attend a full-day workshop aimed at identifying key research priorities and to begin forming collaborative research project teams.

Workshop #2: Priorities to Projects: Developing Collaborative Teams and Project Proposals

Workshop attendees will come together again in the October 2023 to validate these themes and confirm their interest in participating on a project team. Project teams will also spend this time discussing potential research questions, outlining team roles and responsibilities, and working on the team's PGA form submission.

Capacity Building Resources

The NHP is focused on supporting the success of all projects and project teams and will offer resources that will support the development of successful project teams and final proposal submissions. Topics may include implementation science, effective community engagement, and knowledge translation. Additionally, the NHP may also provide access to resources to facilitate team collaboration such as access to space.

Review Process for Catalyst Grant Application

To be considered for a Catalyst Grant, project teams will submit the Catalyst Grant Application Form. The application will undergo a two-phased review process which includes a friendly review and then applications will be reviewed by the Network's Review Committee; ad hoc reviewers may be included in the review process as subject matter experts (Additional details on pg. 8)

- If a member of the Network's Selection Committee wishes to apply, they will be excused from the adjudication process for that application and a replacement Committee member will be appointed.

Roles and Responsibilities: Opportunities for Participation and Team Structures:

There are a number of ways interested organizations can participate in the NHP catalyst grant program. While detailed descriptions of roles and responsibilities for each participating organization are outlined below, each team has the flexibility to articulate more specifically how each team member will be involved in the project. Also, team members can fulfill more than one role.

Project Team Structures:

Option #1: Community Led Project	Option #2: Researcher Led Project	Option #3: Co-Led Project
<p>Nominated Principal Applicant: Community Organization (Fund Holder)</p>	<p>Nominated Principal Applicant: Researcher/Academic (Fund Holder)</p>	<p>Co- Principal Applicants*: Leadership Structures: -Two Community Organizations -Two Researchers/Academics - One Community Organization and One Researcher/Academic (One or both Co-PAs can hold funds)</p>
<p>Co-Principal Applicant: Senior or Mid-Career Researcher/Academic</p>	<p>Co-Principal Applicant: Community Organization</p>	

*If both co-principal applicants (Co-PA) are from the same category (Categories: Community or Academic/Researcher), they must ensure they have a co-applicant from another category. Therefore, a project team will include core team members that are either a member of a community organization or a researcher/academic that can provide relevant expertise.

Project Team Expertise:

Each project team must identify which team structure (as outlined above) they wish to align with at the time of application submission. Community organizations and academics/researchers are expected provide teams with the expertise and foundational knowledge related to their area of expertise that will support the success of the project.

Community Organization

A community organization that is the Nominated Principal Applicant (NPA) or Co-Principal Applicant (Co-Pas) is required to:

- Lead/support priority-setting process
- Advise on and lead or support community engagement
- Provide expertise and knowledge related to community capacity, ongoing activities, project relevance, and gaps/needs
- Lead/support proposal development and project implementation
- Engage in and/or lead knowledge exchange and dissemination activities
- Facilitate feasibility in the community setting
- May provide additional resources (funding, in-kind support, etc.)

Academics/Researchers

An academic/researcher that is the Nominated Principal Applicant (NPA) or Co-Principal Applicant is required to:

- Lead/enhance research and evaluation capacity of teams
- Provide expertise on content, project design and methodology
- Lead/support proposal development and project implementation
- Lead/support knowledge exchange and dissemination activities
- May provide additional resources (funding, in-kind support, etc.)

Composition of Team and Categories of Engagement

In addition to project teams having an NPAs and/or Co-PAs that are either representatives from community organizations or researchers/academics, they are expected to have a core group that includes individuals that fulfill the following roles:

- At least **1 trainee or early career researcher** (within 5 years of faculty appointment)
- At least **1 senior or mid-career researcher**
- At least **1 team member that is a person with lived experience**
- At least **1 community organizations** (Applications with more than one community partner will be rated more favorably.)

Below is a description of all possible team member designations. ‘

The table indicates the roles that are required to be fulfilled. Please note: one team member can have multiple roles.

Role	Description	Required?
Nominated Principal Applicant (NPA)	The role on a project application for individuals who are responsible for leading the overall direction of the proposed activities . NPA's are responsible for leading and coordinating the project's financials and will enter into a transfer payment agreement with NHP. The NPA is accountable for all deliverables, financial management, project tracking and reporting . They will receive all related correspondence from NHP.	Yes (unless there are two Co-PAs)
Co-Principal Applicant (Co-PA)	The role on a project application for multiple individuals who are responsible for leading community engagement or research methodology , depending on their area of expertise for proposed projects (see above for specific requirements). Please note: one or both Co-PAs can be responsible for coordinating the financials and will enter into a transfer payment agreement with NHP.	Yes
Co-Applicant (Co-A)	Provide support in shaping the project. Co-As are involved in key decision making related to the project, and will be kept informed of all project timelines, findings, deliverables. Co-As may provide in-kind contributions to the project and may lead implementation of certain aspects of the project.	Optional
Collaborator	An individual whose role in the proposed activities is to provide a specific service (e.g., specialized expertise, training in a specialized technique, statistical analysis, access to a patient population, etc.).	Recommended
Knowledge User	Individual who is able to use the knowledge generated through research to make informed decisions about health policies, programs and/or practices. Level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs	Recommended
Decision Maker	An individual who makes decisions about, or influences, health policies or practices. They can work at the local community, municipal, provincial or national level. Decision makers are those individuals who are likely to be able to make use of the results of the research.	Recommended
Advisor	An individual who provides information, recommendations, and advice that ensure project success. This individual can be a scientific, systems, and/or community engagement expert.	Optional
Community Organization	An organization that has direct involvement with an affected community, understands the needs of the community and how research can lead to useful practical outcomes for the community, and who can facilitate the involvement of the community in the research process.	Yes (at least 1)
Person with Lived Experience	Contribute insights about project priorities, methods, and knowledge translation based on an understanding of their living or lived experiences and/or those of others in their community.	Yes (at least 1)

Senior or Mid-Career Researcher	A researcher who, at the time of application, has assumed his/her first independent research position, <i>Senior Researcher:</i> more than 15 years ago. <i>Mid-Career Researcher:</i> 5-15 years ago.	Yes (at least 1)
Early Career Researcher	A researcher, who at the time of application, has assumed his/her first independent research position less than 5 years ago.	Yes (unless there is a Trainee)
Trainee/Student	An individual who is enhancing their research skills and who works under the formal supervision of an independent researcher; or an independent researcher who has taken a leave of absence from their academic or research position.	Yes (unless there is an early career researcher)

Supports Provided by the Network for Healthy Populations:

Project success depends on each team’s effort and collaboration. To assist teams throughout the life cycle of their projects, NHP will provide a range of supports including:

- Resources and tools to project implementation
- Infrastructure to enable teams to collaborate virtually via teleconference and webinar, and hold in-person meetings
- Identification of academic partners to enhance the research and program evaluation capacity of teams
- Access and connection to our intersectoral network of stakeholders
- Facilitation of data collection and outcome evaluation

Knowledge Translation/Mobilization Plan

A key aspect of Catalyst Grant Program is for project teams to develop knowledge translation/knowledge mobilization plans. By bridging the gap between research outcomes and practical implementation, this plan ensures that the project’s insights are not confined to academia but are effectively disseminated and integrated within the community. It empowers stakeholders by making research relevant and accessible, enabling informed decision-making, promoting sustainability, fostering collaboration, measuring impact, catalyzing innovation, and optimizing resource allocation.

It is expected that all project teams include a comprehensive knowledge translation/knowledge mobilization plan. Each team will be invited to a capacity-building session that will support the development and implementation of their plan. Project teams will also be expected to present the results of their projects at the NHP Research Seminar, a monthly lunchtime webinar series that presents current research in the field.

Budget Considerations

- Applications must include a detailed budget, as well as a description of how the funds would be allocated to meet the project goals.
- Allowable expenses include trainee salaries, research activities (i.e., analyses), conferences and knowledge translation activities, equipment and open access journal fees, as well as additional administrative costs required to support the project. Nominated Principal Applicant’s and Co-Principal Applicant’s salaries are not considered an allowable expense.

Catalyst Grant Submissions and Review

The Catalyst Grant Program offers a structured process for project funding, designed to support team building, innovative initiatives and ideas.

This program provides applicable projects and project teams with:

1. Planning Grants (up to \$15,000,00)
2. Catalyst Grants (up to \$100,000.00)

Catalyst Grant Application:

All applicants who received an NHP Planning Grant are required to develop and submit a Catalyst Grant application, in line with their Planning Grant Funding Conditions.

- **Deadlines:**
 - Friendly Review Deadline: March 15, 2024 (5:00 PM EDT) (details below)
 - Final Catalyst Grant Application: April 1, 2024 (5:00 PM EDT)
- **Submission:** Please submit completed application forms online at the link below: <https://forms.gle/z4VTdFprFFx5fui8>
- All documents, forms, and CVs should be converted into PDF format for submission and can be uploaded using the link above.

The submission package must include:

1. The completed [NHP Catalyst Grant Application Form](#) with the signature page uploaded to the online form.
2. CV of the nominated Principal Applicant, Co-Principal Applicants, and Co-Applicants, including current appointments, grants and relevant publications (abbreviated version, maximum 5 pages).
3. Proposed project budget using the excel spreadsheet provided by NHP.
4. A letter of support from each knowledge user, collaborator, decision maker and/or advisor.
5. Other appendices (such as draft data collection tools and interview guides, references, etc.) in a single PDF file.

All applications must be submitted using the templates provided by NHP. Files should be submitted in formats as specified above. You will receive confirmation of receipt within 2 business days. Submissions that do not adhere to the NHP submission guidelines will not be accepted.

Review Process: The NHP will be offering a two phased review process to support applications to ensure that the proposed projects meet all qualifying criteria for funding, and are scientifically sound, relevant, and feasible.

A. Friendly Review:

Deadline: March 15, 2024 (*Recommended but not mandatory*)

The friendly review is intended to provide technical and practical feedback to help teams enhance their proposals before the final submission, and to ensure all qualifying criteria for funding are met prior to the final submission deadline. This review will be conducted by an internal NHP review committee. Feedback will be divided into two sections: Major Revisions and Minor Revisions. Major revisions must be addressed by teams before the proposal can proceed to the formal peer review phase. However, teams are strongly encouraged to incorporate all feedback provided through the friendly review process.

B. Formal Peer Review:

All applications will undergo a Formal Peer Review once submitted which consists of a review conducted by a NHP Review Committee, consisting of individuals with expertise in the proposal's subject area. Teams will receive reviewer comments on their proposals.

Funding Notice: After the evaluation process, successful applicants will receive a funding notice that outlines the terms and conditions of the grant, including the awarded amount, reporting requirements, and other relevant information.

Novo Nordisk Network for Healthy Populations

Catalyst Grant Application Form Instructions

Instructions:

Please complete the [Catalyst Grant Application online](#). The application below is intended to be used to support your online submission.

<https://forms.gle/z4VTdFprFFxx5fui8>

Section A: Applicant Information

A.1 Nominated Principal Applicant/ Co-Principal Applicants and Organization Details

Nominated Principal Applicant/ Co-Principal Applicant:	
Contact – title:	
Contact – e-mail:	
Contact – phone:	
Organization – legal name:	
Organization – short form:	
Organization type:	Choose an item.
Department (if applicable):	
Organization Mailing address:	Input the mailing address that would be used for contracting/legal notification purposes:

Nominated Principal Applicant/ Co-Principal Applicant:	
Contact – title:	
Contact – e-mail:	
Contact – phone:	
Organization – legal name:	
Organization – short form:	
Organization type:	Choose an item.
Department (if applicable):	
Organization Mailing address:	Input the mailing address that would be used for contracting/legal notification purposes:

* Add additional tables as necessary

A.2 Project Participant Table

Using the table below, please outline the names and roles of all participants/organizations involved in the design, development, implementation, and/or evaluation of this project. Please refer to the details below when completing the table:

Role of participant on the application can include: Nominated Principal Applicant, Co-Principal Applicant, Co-Applicant, Collaborator, Knowledge User, Decision Maker, Advisor, Community Organization, Person with Lived Experience, and Trainee.

Explain the extent to which this research will engage trainees, and early career researchers. As a reminder each project team must include at least one trainee/student or early career researcher (within 5 years of faculty appointment).

- Please attach a curriculum vitae (CV) for the Nominated Principal Applicant, Co-Principal Applicant, and Co-Applicants, including current appointments, grants and relevant publications (abbreviated version, maximum 5 pages)
- For each knowledge users, collaborators, decision makers and/or advisors, please attach a letter of support (maximum 1 page)

Organization/Participant Name and Affiliation(s)	Role(s)	Description of Role Describe the role and expertise and/or lived experience of each participant in the project. (650 characters maximum per organization/participant)

- Please add additional rows as needed.

A.3 Team Expertise and Project Alignment (1/2 page maximum)

Building upon the participant table provided, offer a detailed description of the study team. Clearly articulate how the team's collective knowledge and capabilities make them well-suited to execute the proposed project. Illustrate how the diverse skills and experiences of individual team members complement one another, fostering a collaborative and effective approach to project completion

Section B: Project Information

Instructions:

- Citations for Section B should be provided as an appendix and do not count toward word or page counts.
- Additional materials that will be utilized in or to support a project (e.g. interview guides, survey instruments, Gantt chart of study activities etc.) may be included as appendices but are not required.

B.1 Project Overview

Project Title: (25 words maximum).	<ul style="list-style-type: none"> • Project title will be used for public communication purposes
Project Summary: (3500 characters maximum)	Your project summary should use scientific or technical terms and have the following sections: <ol style="list-style-type: none"> 1. Background and Importance: A brief overview of relevant background information and/or rationale for your proposed research. 2. Goal(s) / Research Aims: The broad goal(s) and specific research aims of your proposed research and a clear explanation of how they fit the objectives of the funding opportunity. 3. Methods / Approaches / Expertise: A brief overview of the methodology and population that will be used to address each of your research aims. This section may also include the nature of the core expertise being brought together to address the proposed research. Information may include important collaborations (within or outside of the research community) that will help you to achieve the outlined research goals. 4. Expected Outcomes: The expected outcomes of the proposed research highlighting its significance and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.
Lay Summary: (2000 characters maximum)	<ul style="list-style-type: none"> • Plain language description to describe and promote the project on the Network's website
Lay Title:	<ul style="list-style-type: none"> • Lay title, if different than project title
Project Duration (months)	

B.2 Detailed Project Rationale (1/2 page maximum)

Describe the issue/problem/need or challenge to be addressed, why it exists, how it is currently being addressed (or not) and the limitations of current practice and approach. Provide information and evidence on what has been happening in the area including any relevant preliminary results. Please provide hyperlinks or attachments with any key citations or publications. Publications and references should be included as an appendix. Citations do not count against word or page limits.

B.3 Detailed Project Description (3 pages maximum)

This section should include the following:

- Project scope and target population and setting/research environment
- Objectives and research questions
- Any related work to date
- Describe how your project aims to develop, expand, or adapt evidence-informed programs, interventions, or evaluations
- How it will impact risk and/or outcomes of diabetes and chronic disease
- Approach to co-design and piloting of the Implementation strategy
- Rationale for implementation within Peel Region
- Proposed study design and methods
- Community engagement plan
- Key evaluation activities
- Anticipated outcomes and deliverables/outputs
- Project timeline
- Risk mitigation strategy

Please also consider including a logic model to describe the activities and evaluation plan for your project.

B.4 Anticipated Impact of the Project (1/2 page maximum)

- Outline how the project will address the burden of diabetes and/or related chronic diseases and have an impact within Peel Region and beyond.
- Describe how the results will be used to inform next steps for this project including plans for sustainability, evaluation of long-term impact potential scale to broader populations and communities, and future funding applications.

B.5 Knowledge Translation/Mobilization Plan (1/2 page maximum)

- How will the knowledge acquired from this project be synthesized, disseminated, and exchanged with your key knowledge stakeholders/audiences? Provide further details about the plan to demonstrate how the process will be dynamic and iterative (Integrated knowledge translation).
- How will the community/partners be involved in the knowledge translation plan?

B.6 Commitment to Equity, Diversity and Inclusion (EDI) (1/2 page maximum)

Provide at a minimum, one concrete practice that will be put in place to address one or more systemic barrier(s), as part of this project. Examples of applying equity, diversity and inclusion considerations, include strategies for any of the following:

- Applying an equity, diversity and inclusion lens in all stages of the research being conducted (i.e. Design, analysis, interpretation, and dissemination of findings);
- Increasing diversity and gender equity in the composition of the research team, trainees and the recruitment process
- Ensuring equitable mentorship and development opportunities
- Creating and equitable and inclusive research and work environment

Section C: Project Budget and Considerations

C.1 Project Budget (See Appendix A for details)

- Please submit (as an attachment to this proposal) a detailed project budget using the excel Project Budget Workbook document provided (Appendix A: Budget Workbook).
 - A full list of acceptable expenditures and instructions can be found in Appendix A

C.2 Budget Justification (1 page maximum)

In addition to completing the Project Budget Workbook, please provide full justification for all budgeted items relative to the proposed research.

Personnel: If you include a need for research personnel and/or trainees, state their roles and explain why you require the level (i.e., qualifications and salary) that you are requesting.

- For Research Trainees who are compensated with a stipend, benefits are not permitted.
- For Trainees who are paid as and categorized as Research Assistants (hourly rate plus benefit imposed by the Institution), benefits are permitted.

Consumables and non-consumables: Itemize the expendables and services (e.g. number of subjects, number and cost of printing survey instruments, etc.).

Travel: For travel requests, indicate the purpose of the trip(s), the names of the individuals that will be traveling, as well as their destination(s).

Equipment: For maintenance and/or equipment items included in your operating budget, indicate:




- the availability and status of similar equipment;
- the anticipated extent of utilization;
- reasons for choice of specific type, model or service contract, in relation to alternatives; and
- the necessity for upgrading existing equipment or service contract, as applicable.

Funding Overlap: Explain overlap between any currently funded work and this project and explain how the intersection will be managed

Cost Quotations: For single items of equipment or service contracts costing more than \$10,000 attach at least one cost quotation.

C.3 Additional project considerations

Please note that the Nominated Principal Applicant (NPA)/ Co-Principal Applicants (Co-PA), in performing work contained as part of the project understands that the activities are to be performed in alignment with all applicable health, safety and environmental laws and regulations, as applicable, as well as with all applicable policies, procedures and requirements of the NRC and the PA's organization. Researchers must comply with all applicable requirements and legislation for the conduct of research, including, but not limited to:

-  2nd edition of Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS 2);
- Agency policies related to the  Impact Assessment Act;
- Licenses for research in the field;
- Canada's  Food and Drugs Act.

Section D: Project Submission, Attestation and Certification

[Insert the name of the applicant organization] (the “Nominated Principal Applicant/ Co-Principal Applicants” (NPA/Co-PA)) certifies that:

The “**Nominated Principal Applicant/ Co-Principal Applicants**” (named below) agrees to serve this role in support of this NHP Catalyst Grant Submission. In agreeing to serve this role the NPA/Co-PA agrees to uphold the project and financial management and accountability measures as outlined in the NHP Catalyst Grant Project Guidelines. Specifically, NPA/Co-PA are responsible for leading the overall direction of the proposed activities. NPA/Co-PA are responsible for leading and coordinating the project’s financials and will enter into a transfer payment agreement with NHP. The NPA/Co-PA is accountable for all deliverables, financial management, project tracking and reporting. They will receive all related correspondence from NHP.

Attestation

The Network for Healthy Populations commits to keeping this submission confidential. The submission will not be shared unless required to complete an assessment/review of the submission.

The NPA/Co-PA understands that submission of a complete NHP Catalyst Grant Application, meeting any or all of the assessment criteria, does not guarantee funding. All applicants whose Catalyst Grant Applications are approved for funding will be notified in writing.

Primary Contact (Nominated Principal Applicant/ Co-Principal Applicants) Attestation:

In signing this form, I attest that, to the best of my knowledge and belief, all information submitted for the NHP Catalyst Grant Application is accurate and complete.

(Print Name)

(Print Name)

(Title)

(Title)

(Signature)

(Signature)

(Date)

(Date)

Officer or Contracting Authority Attestation:

In signing this form, and subject to being awarded funding, I confirm that our organization is able and prepared to provide the appropriate resources, reporting and financial contributions (as needed) required to complete the project proposed in the 2023-24 NHP Catalyst Grant Application.

(Print Name)

(Title)

(Signature)

(Date)

Appendix A: Budget Workbook Instructions

Please provide a detailed budget in relation to planned activities using the excel budget workbook provided (Appendix A: Budget Workbook).

To complete the budget request please indicate the amount that is required in each budget category. If a category does not apply, the field can be left blank.

The expectation of the budget request is that it is fully justified and takes into consideration the needs of the research project and any anticipated changes in requirements over the term of the grant.

Notes:

- All amounts indicated in the budget should be in Canadian dollars, and must include the applicable provincial and federal taxes and should be calculated using the after-rebate tax rates. After-rebate tax rates are available on the Canada Revenue Agency website.
- For applications involving Indigenous Peoples/communities, eligible costs include costs related to community mobilization and engagement, including culturally relevant promotional items such as tobacco, cloth, feasting and gift giving for honouring ceremonies. They also include cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community members for participating, and contracts and/or consultant fees for knowledge translation and communication activities for Indigenous Elders, community members, and other Indigenous Knowledge Keepers involved in activities related to the Indigenous community.
- Individuals paid from grants cannot be Network for Healthy Populations employees or contracted vendors.

Appendix B: Catalyst Grant Review Criteria

To support the strategic objectives of this funding opportunity, the following approach and evaluation criteria will be used:

1. Research Approach

- a. Extent to which the proposal responds to the objectives, core design elements, and research area(s) of the funding opportunity
 - Population health and equity focus and aim to positively affect all or priority populations within Peel Region, improving the environmental, social, cultural, and/or structural determinants of health related to diabetes and chronic disease
 - Addresses: Micro, Meso or Macro objectives and Network mission
- b. Clarity of the research question(s)
- c. Appropriateness of the project, research approach, design and methodology;
 - Evidence-informed: If an intervention is proposed, it must have been piloted or tested in another setting and found to be promising at improving service indicators, risk factors and/or outcomes for diabetes and chronic disease
 - Demonstrates an implementation science approach
 - Plan to evaluate the impact on preliminary outcomes related to diabetes and chronic disease

2. Assessment of Feasibility

- a. Feasibility of the research approach in relation to the proposed timeline and budget
 - Timelines for the project should be appropriate in relation to the proposed project activities. Key milestones and deliverables should be aligned with the objectives of the project, and be feasible given the duration of the project
- b. Clear identification of resources and support needed to conduct the project
- c. Anticipation of difficulties that may be encountered in the research and plans for management
 - Critical scientific, technical, or organizational challenges should be identified, and a realistic plan to tackle these potential risks should be described. An exhaustive list is not expected

3. Engagement

- a. Relevance and importance of the research topic to the community, including its potential to address important needs, gaps, or challenges
 - Does the project align with the needs, goals, and priorities of the community
- b. Engage with community stakeholders as equal partners in the research. Stakeholders should be involved in developing the research questions and methodology, as well as in data collection, the interpretation of findings and dissemination of results
- c. If an intervention is proposed it should be designed or adapted to address any unique challenges or barriers that may be present in the community
- d. Potential for the research to be integrated into existing community programs, services, or policies

4. Research Team

- a. Experience of the applicants in the proposed areas of research, the core design elements, and within the fields of diabetes research, implementation science and community-based research
 - Project team includes at least one student, trainee or early career researcher (within 5 years of faculty appointment)
 - Project team includes at least one stakeholder and/or knowledge user from the Peel Region as a member of the project team
 - Project team is multidisciplinary (ideally different units or areas of study)
- b. Extent to which equity, diversity and inclusion is promoted in the team composition and/or recruitment of trainees (students, emerging scholars, highly qualified personnel), e.g., concrete practices identified to ensure EDI is intentionally and proactively considered in recruitment of team members
- c. Potential for building interdisciplinary, multisectoral collaborations and partnerships within health care sector (and beyond, as appropriate)

5. Research Environment

- a. Availability and accessibility of project personnel, facilities and infrastructure required to conduct the research
- b. Suitability of the environment to conduct the proposed research, including the degree to which the environment is equitable, diverse and inclusive

6. Impact of the Research

- a. Potential for impact on Community, Patients and/or Health Systems
- b. Has an evaluation plan that looks at impact on preliminary outcomes related to diabetes and/or chronic disease
- c. Has a plan for how the catalyst project findings will be used to inform next steps
- d. Potential for the project to be replicated or scaled up in other communities
 - potential for the project to be replicated or scaled up by other organizations, agencies, or healthcare providers in the community or beyond
 - Plan for ensuring the sustainability of the project
- e. Implementable: Can include policy changes, introduction of a new program or practice, and/or physical changes to the environment to improve risk and/or outcomes of diabetes and chronic disease that can adapted and feasibly be implemented within the Peel Region
- f. Potential to advance the field of implementation science and diabetes research, including creating new knowledge to improve the implementation, adaptation, and/or spread/scale (share) of evidence-informed project

7. Budget (100K for one year)

- a. Clarity and transparency of the budget, including a clear breakdown of the expenses and revenue sources
- b. Realism and feasibility of the budget, including the availability of resources and support to implement the project and achieve the proposed goals
- c. Alignment of the budget with the goals and objectives of the project, including the allocation of funds to support key activities and deliverables
- d. Flexibility and adaptability of the budget, including the potential to adjust to changing circumstances and priorities