


SEARCH
CANADA



Seed Funding Guidelines
2007- 2009



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Description

SEARCH Canada provides seed funding to support activities that further our organizational goals in three main categories:

Projects

- To facilitate completion and reporting of applied research and evaluation projects by participants of SEARCH programs (including Classic local and provincial projects and Custom projects).

Communities of Practice (CoPs)

- To support ongoing network activity and collaboration within and beyond participants of SEARCH programs (both Classic and Custom). Communities of practice are “groups of people who share a concern, a set of problems, or a passion about a topic, and who deepen their understanding and knowledge of this area by interacting.”¹ More information on communities of practice is provided in the following documents:
 - *Communities of Practice Design Guide* (iCohere, Inc., 2004) available at <http://www.icohere.com/CoPDesignGuide.pdf> and
 - *Communities of Practice: Planning and Implementation* (SEARCH Canada, 2007) available at www.searchca.net.

Knowledge Sharing Initiatives

- To support knowledge sharing initiatives that profile local applied research and evaluation projects and/or communities of practice, build local capacity for evidence informed practice, and facilitate networking (e.g., Palliser Health Region Research Day, conference presentations, workshops).

Funding Availability/Timelines

Classic Local Projects

- Maximum of \$500 per project
- Only one project funded per participant in the current cohort
- SVI applications will be accepted between November 15th 2007 and January 31st 2008.
- Funds to be expended by June 30th 2008.

Classic Provincial Projects

- Maximum of \$5,000 per group
- SVI applications will be accepted between April 1st 2008 and September 30th, 2008.
- Funds to be expended by June 30th 2009.

Custom Projects

- Maximum of \$500 to support completion and dissemination of direct project costs in community based research and evaluation.
- Applications will be accepted on three occasions throughout the fiscal year (April 1st, August 1st, and December 1st).

¹ Wenger, E., McDermott, R. & Snyder, W.M. (2002). *Cultivating Communities of Practice: A Guide to Managing Knowledge*. Boston: Harvard Business School Publishing.

- Funds to be expended within 4 months (by the end of July, November or March following approval).

Communities of Practice

- Maximum of \$1,500 per application to initiate a community of practice. Funding available to support a total of 10 applications per fiscal year.
- Applications will be accepted on two occasions throughout the fiscal year (April 1st and October 1st)
- Funds to be used within 6 months (by September 30th for the April funding period or March 31st for the October funding period)

Knowledge Sharing Initiatives

- Maximum of \$1,500 per initiative. Funding available to support a total of 10 applications per fiscal year.
- Applications will be accepted on two occasions throughout the fiscal year (April 1st and October 1st)
- Funds to be used within 6 months (by September 30th for the April funding period or March 31st for the October funding period).

Funding Priorities and Criteria

Classic Local and Provincial Projects

- Project is identified by a current participant or group of participants as their “SEARCH Classic” project.
- Ethical oversight must be demonstrated through application of the ARECCI tools (see Appendix C) and, if indicated, approval from a designated Research Ethics Board(s) (see Appendix D).
- Application must be reviewed and recommended for funding by a SEARCH Faculty member.

Custom Projects

- Project is geared toward the development of knowledge and skills of personnel working in Alberta’s health system related to choosing, using or creating evidence (includes evidence related to research, evaluation and quality improvement). Funding is available to SEARCH program participants outside of Alberta.
- Project must be discussed with SEARCH Custom prior to submitting an application. The project must also be discussed with, reviewed by and recommended for funding by a SEARCH Faculty member (SEARCH Custom can facilitate linkage to a faculty member).
- Applicants are encouraged to discuss their application with their organization’s main SEARCH contact (see Review Process section for contact list).
- Ethical oversight must be demonstrated through application of the ARECCI tools (see Appendix C) and, if indicated, approval from a designated Research Ethics Board(s).

Communities of Practice

- Builds on the knowledge and skills of personnel in the Alberta health system related to choosing, using or creating evidence in the health system. Funding is available to SEARCH program participants outside of Alberta.
- Involves bringing together a group of like-minded people for the purpose of defining opportunities to work together on a shared concern or set of problems.

- Application must be discussed with SEARCH Custom prior to submission. SEARCH Custom will provide facilitation support based on the needs of the CoP and will arrange an orientation session with the CoP.
- Applicants are encouraged to discuss their application with their organization's main SEARCH contact (see Review Process section for contact list).

Knowledge Sharing Initiatives

- Initiative is geared toward sharing knowledge and skills of personnel working in Alberta's health system related to choosing, using or creating evidence (includes evidence related to research, evaluation and quality improvement). Funding is available to SEARCH program participants outside of Alberta.
- If the initiative is an event, its planning and delivery is led by a local health organization or group and targets participation of local health personnel.
- Initiative involves face-to-face networking, profiling of local applied research and evaluation projects and/or communities of practice, and building local capacity.
- Additional sponsorship (including in-kind) for the initiative is encouraged.
- Application must be discussed with SEARCH Custom prior to submission.
- Applicants are encouraged to discuss their application with their organization's main SEARCH contact (see Review Process section for contact list).

Eligible Expenses

While SEARCH Canada will provide some support to seed fund initiatives, participants and team members are encouraged to seek contributions (both cash and in-kind) from their home/sponsoring organizations.

Eligible seed funding expenses directly related to community of practice support, knowledge sharing initiatives, or project completion and implementation may include:

- In-person meetings (venue rental, food and drink*, travel**, speaker honoraria)
- Other communication mechanisms (videoconferences, teleconferences, online communication technology, printing)
- Data collection (literature retrieval, mailing, tapes, research assistant time for database development, data collection or data entry)
- Data analysis (transcription, specialized software, research assistant time, etc.)
- Data interpretation (team meetings**, other consultations)
- Development of written reports (secretarial support, writing assistance, copying, printing and transcription)
- Books
- Minor equipment (digital recorder, headsets, memory key, etc.)
- Survey instruments and other relevant print resources
- Development of presentation materials (poster, slides, brochures, etc)
- Travel expenses to present project findings

* *Per diem rates for meals are as follows: (1) Breakfast: \$10/person; (2) Lunch: \$15/person; (3) Dinner: \$25/person.*

** *Due to the high cost of travel, virtual communication, piggy-backing onto other events (meetings, workshops, conferences) and home/organization sponsored travel is encouraged. Mileage reimbursement rate is \$0.43/km.*

Ineligible Expenses

The following expenses are ineligible for seed funding:

- Alcoholic beverages
- Registration fees and travel to conferences unless project is being presented
- Entertainment
- Journal subscriptions
- Salary replacement (e.g., release time for project team or community of practice team members)
- Cellular telephone charges
- Computers, software, and peripherals other than those noted above

Processes

Application Process

Applicants must complete, sign and submit the appropriate application form to SEARCH Canada. There are separate application forms (available in Appendix A) for:

- Classic Local Project
- Classic Provincial Project
- Custom Project
- Community of Practice
- Knowledge Sharing Initiative

Review Process

The SEARCH Canada program team will review each application with respect to the applicable priorities and funding criteria.

Applicants will be advised in writing of the status of their application within two (2) weeks of submission.

Please note that for successful Custom Project, Community of Practice and Knowledge Sharing Initiative applications, a copy of the application and approval letter will be sent to the main SEARCH contact(s) designated for each health organization/health region to ensure organizational awareness of the seed fund initiative.

The following are the designated contacts (NOTE: additional contacts will be added as needed for health organizations not listed here):

Aspen Regional Health:

Carol Connolly
Research & Evaluation Manager
(780) 778-5540 Ext. 234
cconnoll@aspenrha.ab.ca

Chinook Health:

Lisa Halma
Information Specialist
(403) 388-6631
lhalma@chr.ab.ca

Northern Lights Health Region:

Madge Applin
Vice-President, Health Services
(780) 791-6161
mappin@nlhr.ca

Calgary Health Region:

Cathie Scott
Health Systems & Workforce Research Unit
(403) 607-6312
cathie.scott@calgaryhealthregion.ca

David Thompson Health Region:

Arron Service
Manager, Research & Evaluation
(403) 314-4390
aservice@dthr.ab.ca

Palliser Health Region:

Catherine Woolfrey
Regional Manager, Health Promotion
(403) 502-8302
cwoolfrey@palliserhealth.ca

Capital Health:

Huey Chong
Research Facilitator, VP Research Office
(780) 407-2784
huey.chong@capitalhealth.ca

East Central Health:

Christine Witt
Director, Development
(780) 608-8813
christine.witt@ech.ab.ca

Peace Country Health:

Doug Norton
Education & Research Div. Leader
(780) 538-7230
douglas.norton@pchr.ca

* Last updated Sep22/08

Appeals Process

Any appeals arising related to seed funding applications and/or budgets should be documented in writing and directed to:

Cindy Gerdes, Director of Programs
SEARCH Canada
#943, 9925-109 Street
Edmonton, Alberta T5K 2J8
Email: cindy.gerdes@searchca.net

All such submissions will be reviewed by the SEARCH Canada management team. Decisions resulting from this review are final and will be communicated to the submitter(s) in writing.

Claiming Expenditures

For each application, participants/groups will identify one contact to act as the administrative lead and main financial contact for the seed fund initiative. This role involves:

- Maintaining financial records for the initiative including collecting expense claims from group/team members, recording the value of the claims against the budget, and submitting the claims to SEARCH Canada in a timely fashion (within 30 days)
- Keeping copies of the all expense claims submitted for the project.
- Submitting a final budget report (see reporting requirements) on or before the end of the funding period.

Expenses aligned with the approved budget will be reimbursed when accompanied by itemized receipts or invoices. SEARCH Canada will not pay suppliers directly.

Expenses not aligned with the approved budget will require a revised budget that is also subject to approval before those expenses will be reimbursed.

SEARCH Canada will maintain funds for 15 days after the end of the funding period; expenses beyond this date will not be reimbursed unless a request for extension has received prior approval.

SEARCH Canada's finance department will provide a statement of expenditures and balance of the fund upon request from the administrative lead.

Expenditures must be submitted using SEARCH Canada's regular expense claim form (one form per team member) and must include:

- The name of the project under "Purpose of Claim"
- A description of the expense with reference to the appropriate category on the approved budget
- A copy of the current approved budget
- Original, itemized receipts – credit card receipts will not be accepted.
- Name and address of person requiring reimbursement

Notification of Changes

SEARCH Canada must be notified immediately of any changes related to your seed funding, including contact information, budget revisions, and timelines changes.

Extensions to seed funding must be submitted **30 days prior to the end of the funding term**. SEARCH Canada will only reimburse expenses from the approved budget and expended within the funding period.

Reporting Requirements

At the end of the funding period, the administrative lead is to provide SEARCH Canada with a budget report detailing how the funding was applied, and a final report for the seed fund initiative.

For SEARCH Classic local and provincial projects, the report requirement is the final report that participants already need to complete for their projects; only a budget report (Section I of the report template in Appendix B) is required.

For Custom Projects, Communities of Practice, and Knowledge Sharing Initiatives see Appendix B for the final report template.

Presentations & Publications: Acknowledging SEARCH Canada

Please acknowledge SEARCH Canada as providing funding in event materials, publications and presentations arising from the initiative.

Please inform SEARCH Canada *in advance* of any dissemination activities being planned.

Note that seed funding differs from sponsorship; SEARCH Canada is not to be referenced as a sponsor of the initiative unless a separate sponsorship request has been submitted and approved.

For SEARCH Classic participants, SEARCH Canada PowerPoint templates and the logo can be downloaded from the SEARCH Desktop under the Research Tab and Program Manual.

Use of the SEARCH Canada logo on materials (printed and electronic) must be approved by the Director of Communications.

To confirm current guidelines, contact:

SEARCH Canada Director of Communications
Carmen Herbers
Tel: (780) 441-2507
Email: carmen.herbers@searchca.net

Additional Information and Support

Further information on seed funding can be obtained by phone or email from either the Classic or Custom programs:

SEARCH Classic Program
Kelly Wiens, Program Manager
Tel: (780) 441-2503
Email: kelly.wiens@searchca.net

SEARCH Custom Program
Christine Thompson, Program Manager
Tel: (403) 984-0047
Email: christine.thompson@searchca.net

More information on SEARCH Canada is available on the website at www.searchca.net.

Appendix A:
SEARCH Canada
Seed Funding Application Forms

Individual forms are available on the SEARCH Classic Desktop (for SEARCH Classic participants) and on the SEARCH Canada website (www.searchca.net)



**SEARCH Classic Local Project
Application for Seed Funds 2007-2008
Section I**

Funding Parameters

- Maximum of \$500 per project
- Only one project funded per participant in the current cohort
- Applications will be accepted between **November 15th 2007 and January 31st 2008**
- Funds to be expended by June 30th 2008

Project Working Title
(short form of question)

	Name	Title	Organization
Participant			
Sponsoring Manager			
Primary Faculty Advisor		Faculty	SEARCH Canada
Participant Phone number			
Fax number			
Email address			
Mailing address			
Participant's manager's phone number			
Fax number			
Email address			
Mailing address			

Participant Declaration

I identify this project as my SEARCH Classic Local project and submit the following application for Seed Funding to support its completion and dissemination.

Signature of Participant

Date

Sponsoring Manager Review

I have reviewed the following Local Project application, have considered additional supports that may be needed from the sponsoring organization, and request that seed funding be allocated as outlined.

Signature of Sponsoring Manager

Date

SEARCH Faculty Advisor Project Review

I have reviewed the following Local Project application and recommend that seed funding be allocated as requested.

Signature of Faculty Advisor

Date

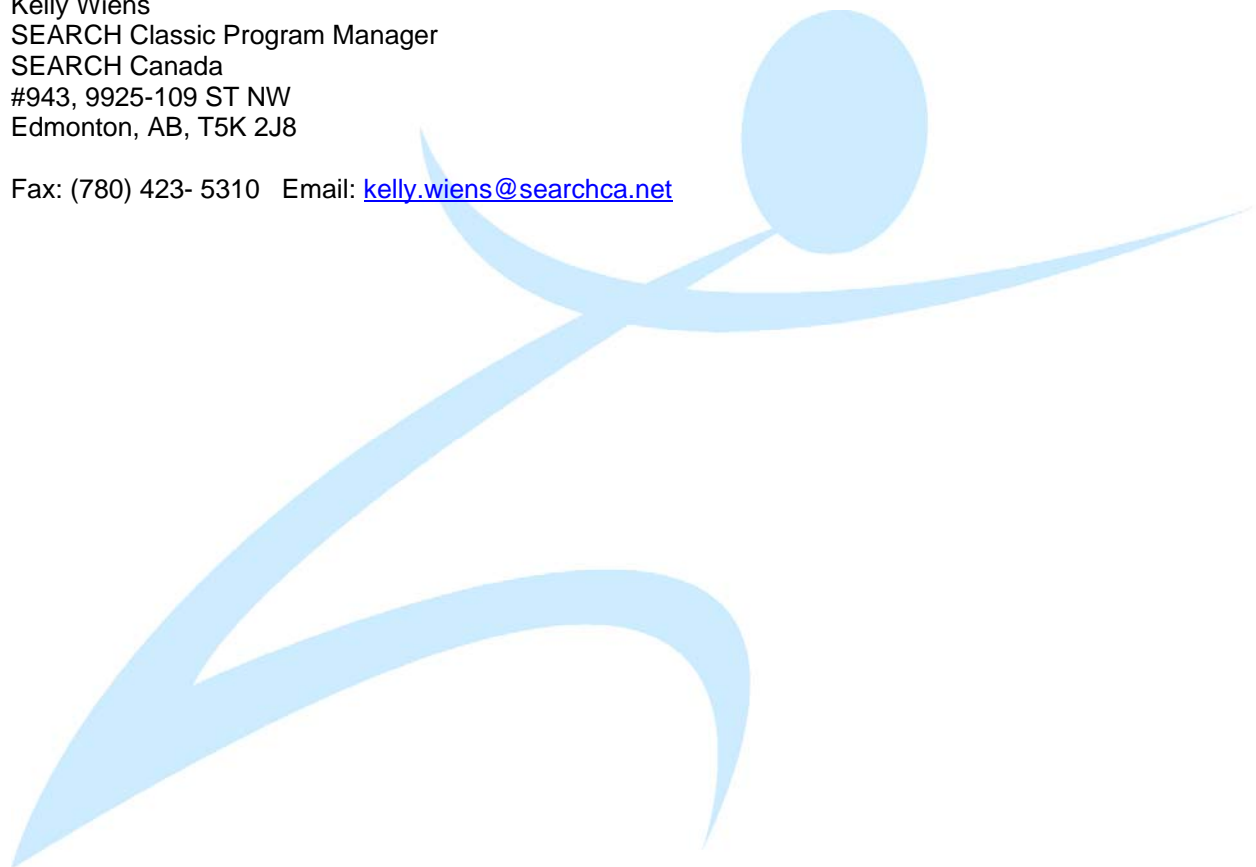
Attached:

- Completed application form with all signatures (Section I)
 - Question, context and relevance, literature search strategy, dissemination plan (Section II)
 - Detailed budget (Section III)
- Completed ARECCI Screening Tool(s) (find at <http://www.ahfmr.ab.ca/arecci/> under Phase II Finalized Documents - you will need to register and log in) (see Appendix C)

Please submit original, fax or PDF version of forms **including** all signatures no later than midnight on January 31, 2008 to:

Kelly Wiens
SEARCH Classic Program Manager
SEARCH Canada
#943, 9925-109 ST NW
Edmonton, AB, T5K 2J8

Fax: (780) 423- 5310 Email: kelly.wiens@searchca.net



SEARCH Classic Local Project Section II: Details

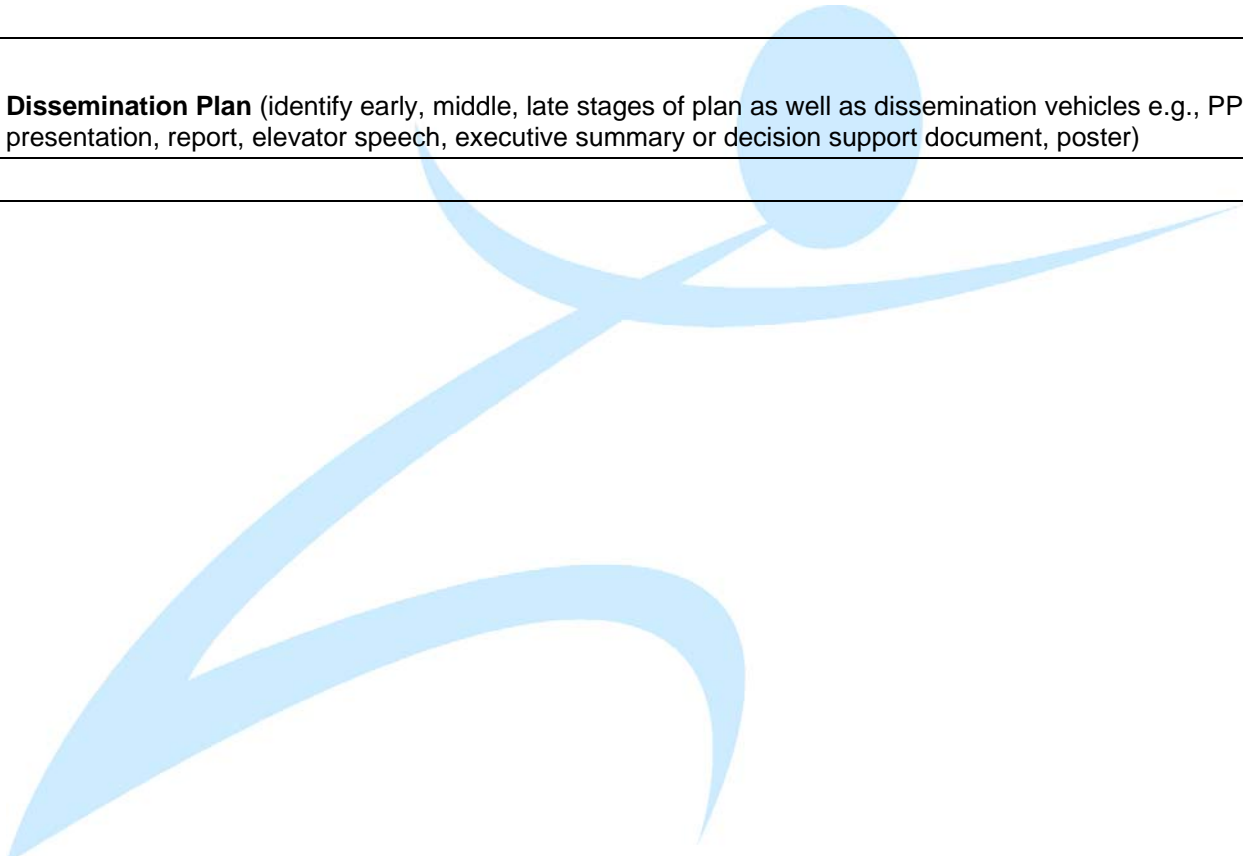
Question to be Addressed

Context & Relevance (include references to back up information if appropriate)

Literature Identification and Selection Methodology

(Project plan for search strategy: describes literature sources, key words and preliminary or final results)

Dissemination Plan (identify early, middle, late stages of plan as well as dissemination vehicles e.g., PPT presentation, report, elevator speech, executive summary or decision support document, poster)



SEARCH Classic Local Project Section III: Budget

Please outline only budget items requested from SEARCH Canada, not your overall budget or funds from other sources.

Project Title _____

Participant/Administrative Lead _____

Line	Date of Budget	Revision <input type="checkbox"/> yes <input type="checkbox"/> no
	Budget Item	Projected Cost
1	Face-to-Face Meetings for Project Work <u>Eligible:</u> food and drink*, travel** <u>Ineligible:</u> alcoholic beverages, entertainment	
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology <u>Ineligible:</u> cell phone charges	
3	Data Collection & Management <u>Eligible:</u> literature searching/document delivery, other relevant print resources, mailing, specialized software, consultations regarding synthesis, research assistant time for data entry, transcription, etc.) <u>Ineligible:</u> Journal subscriptions, salary replacement for participant, conference registration and travel if project is not being presented	
4	Dissemination <u>Eligible:</u> Development of written reports (secretarial support, writing assistance, copying, printing and transcription). Development of presentation materials (poster, slides, brochures, etc). Travel expenses to present project findings <u>Ineligible:</u> Conference registration and travel if project is not being presented	
5	Minor Equipment <u>Eligible:</u> digital recorder, headset, memory key, tapes <u>Ineligible:</u> computers and other peripherals	
	Total Requested from SEARCH Canada	

* Maximum per diem rates for meals are: (1) Breakfast: \$10/person; (2) Lunch: \$15/person; (3) Dinner: \$25/person.

** Due to the high cost of travel, virtual communication, piggy-backing onto other events (meetings, workshops, conferences) and home/organization sponsored travel is encouraged. Mileage reimbursement rate is \$0.43/km.

SEARCH Classic Provincial Project Group Application for Seed Funds 2008-2009 Section I

Funding Parameters

- Maximum of \$5000 per project
- Only one project funded per provincial project group in the current cohort
- Applications will be accepted between April 1st 2008 and September 30th 2008
- Funds to be expended by June 30th 2009

Project Working Title

	Name	Title		Organization
Administrative Lead Participant				
Participant				
Participant				
Participant				
Participant				
Primary Faculty Advisor		Faculty		SEARCH Canada
Administrative Lead Participant phone number				
Fax number				
Email address				
Mailing address				

Administrative Lead Participant Declaration

I identify this project as our SEARCH Classic Provincial project and submit the following application for Seed Funding to support its completion and dissemination.

Signature of Participant

Date

SEARCH Faculty Advisor Project Review

I have reviewed the following Provincial Project application and recommend that seed funding be allocated as requested.

Signature of Faculty Advisor

Date

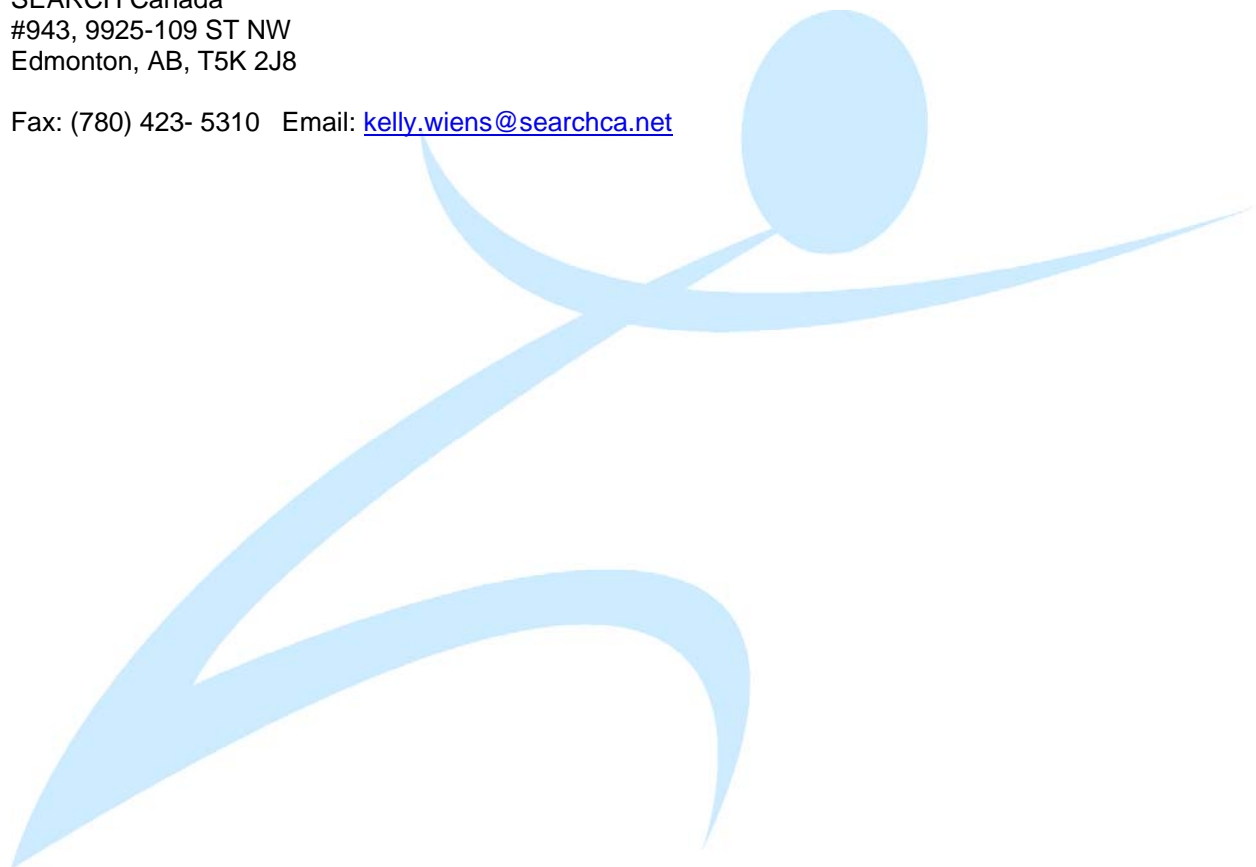
Attached:

- Completed application form with all signatures (Section I)
 - Question, context and relevance, literature search strategy, research plan, dissemination plan (Section II)
 - Detailed budget (Section III)
- Completed ARECCI Screening Tool(s) (see Appendix C)
- Completed Research Ethics Board Approval dated _____ (see Appendix D)

Please submit original, fax or PDF version of forms including all signatures to:

Kelly Wiens
SEARCH Classic Program Manager
SEARCH Canada
#943, 9925-109 ST NW
Edmonton, AB, T5K 2J8

Fax: (780) 423- 5310 Email: kelly.wiens@searchca.net



SEARCH Classic Provincial Project Section II: Details

Question to be Addressed

Context & Relevance

Background Literature Identification and Selection (search strategy)

Research Plan (method, sampling, data gathering & management, analysis)

Dissemination Plan (identify early, middle, late stages of plan as well as dissemination vehicles e.g., PPT presentation, report, elevator speech, executive summary or decision support document, poster)

SEARCH Classic Provincial Project Section III: Budget

Please outline only budget items being requested from SEARCH Canada, not your overall budget or funds from other sources.

Project Title _____

Administrative Lead Participant _____

Line	Date of Budget	Revision <input type="checkbox"/> yes <input type="checkbox"/> no
	Budget Item	Projected Cost
1	Face-to-Face Meetings for Project Work <u>Eligible:</u> food and drink*, travel** <u>Ineligible:</u> alcoholic beverages, entertainment	
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology <u>Ineligible:</u> cell phone charges	
3	Data Collection & Management <u>Eligible:</u> literature searching/document delivery, other relevant print resources, mailing, specialized software, consultations regarding synthesis, research assistant time for data entry, transcription, etc.) <u>Ineligible:</u> Journal subscriptions, salary replacement for participant, conference registration and travel if project is not being presented	
4	Dissemination <u>Eligible:</u> Development of written reports (secretarial support, writing assistance, copying, printing and transcription). Development of presentation materials (poster, slides, brochures, etc).Travel expenses to present project findings <u>Ineligible:</u> Conference registration and travel if project is not being presented	
5	Minor Equipment <u>Eligible:</u> digital recorder, headset, memory key, tapes <u>Ineligible:</u> computers and other peripherals	
	Total Amount Requested from SEARCH Canada	

* Maximum per diem rates for meals are: (1) Breakfast: \$10/person; (2) Lunch: \$15/person; (3) Dinner: \$25/person.

** Due to the high cost of travel, virtual communication, piggy-backing onto other events (meetings, workshops, conferences) and home/organization sponsored travel is encouraged. Mileage reimbursement rate is \$0.43/km.

**SEARCH Custom Project
Application for Seed Funds 2008-2009
Section I**

Funding Parameters

- Maximum of \$500 per project
- Applications will be accepted on three occasions throughout the fiscal year: April 1st, August 1st and December 1st
- Funds to be expended within 4 months: by end of July, November or March following approval

Project Title

	Name	Title	Organization
Applicant/Administrative Lead			
Manager of Applicant/Administrative Lead			
Others Involved in Project			

Faculty Advisor

Faculty

SEARCH Canada

**Applicant/Administrative
Lead Phone number**
Fax number
Email address
Mailing address

Applicant Manager's Phone number
Fax number
Email address
Mailing address

Applicant/Administrative Lead Declaration

I identify this as an application for seed funding to support the completion and dissemination of a SEARCH Custom project.

Signature of Applicant

Date

Manager of Applicant/Administrative Lead Review

I have reviewed the following Custom Project application, have considered additional supports that may be needed from the sponsoring organization, and request that seed funding be allocated as outlined.

Signature of Applicant's Manager

Date

SEARCH Faculty Advisor Project Review

I have reviewed the following Local Project application and recommend that seed funding be allocated as requested.

Signature of Faculty Advisor

Date

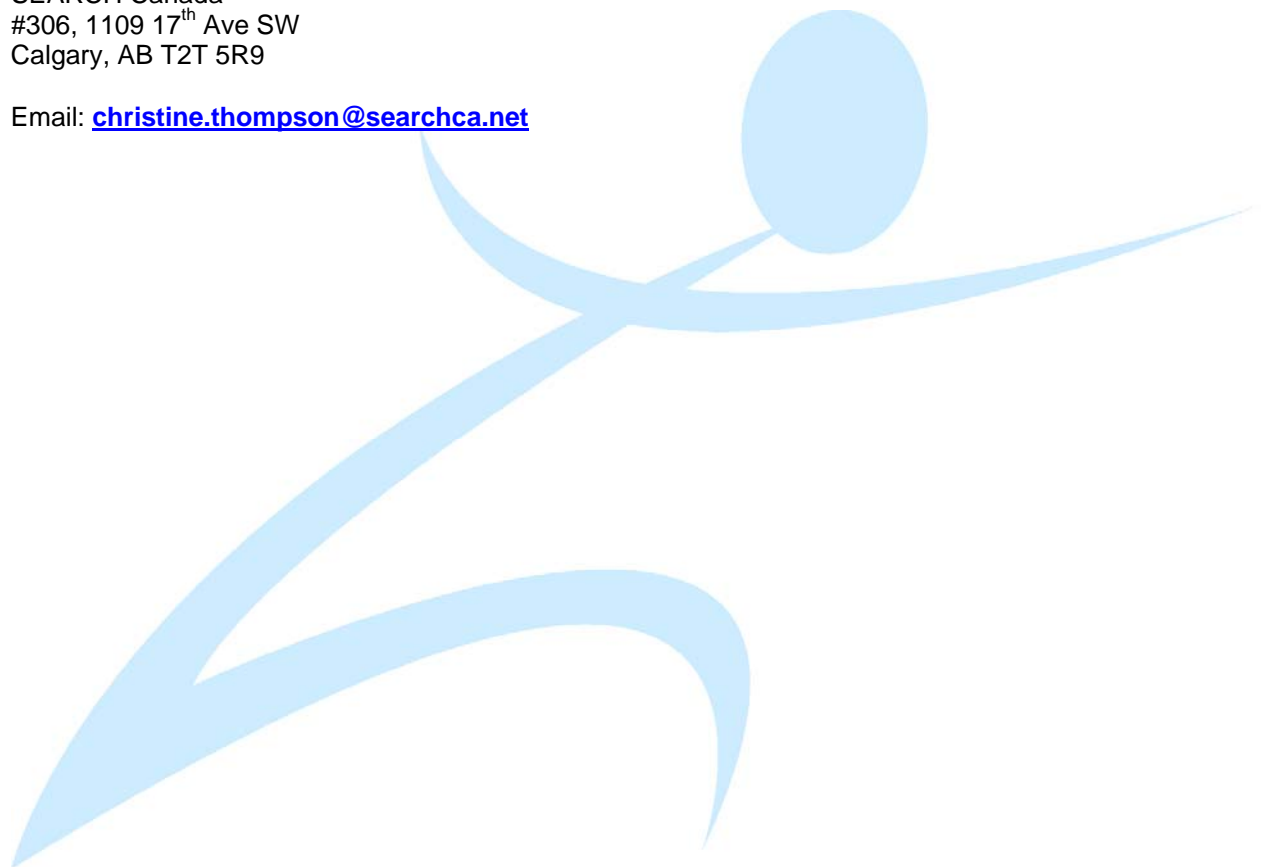
Attached:

- Completed application form with all signatures (Section I)
- Question, context, research/evaluation strategy, relevance, dissemination plan (Section II)
- Detailed budget (Section III)
- Completed ARECCI Screening Tool(s) (see Appendix C)

Please submit original or PDF version of forms including all signatures to:

Christine Thompson
SEARCH Custom Program Manager
SEARCH Canada
#306, 1109 17th Ave SW
Calgary, AB T2T 5R9

Email: christine.thompson@searchca.net



SEARCH Custom Project Section II: Details

Question to be Addressed in the Project

Context & Relevance (why is the project question important? Why did the question arise?)

Research/Evaluation Strategy (expected outcomes and approach to achieving outcomes)

Literature Identification and Selection Methodology (*if applicable)

(Project plan for search strategy: describes literature sources, key words and preliminary or final results)

Dissemination Plan (identify early, middle, late stages of plan as well as dissemination vehicles e.g., presentation, report, executive summary, decision support document, poster)

SEARCH Custom Project Section III: Budget

Please outline only budget items being requested from SEARCH Canada, not your overall budget or funds from other sources.

Project Title _____

Applicant/Administrative Lead _____

Line	Date of Budget	Revision <input type="checkbox"/> yes <input type="checkbox"/> no
Budget Item	Projected Cost	
1	Face-to-Face Meetings for Project Work <u>Eligible:</u> food and drink*, travel** <u>Ineligible:</u> alcoholic beverages, entertainment	
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology <u>Ineligible:</u> cell phone charges	
3	Data Collection & Management <u>Eligible:</u> literature searching/document delivery, other relevant print resources, mailing, specialized software, consultations regarding synthesis, research assistant time for data entry, transcription, etc.) <u>Ineligible:</u> journal subscriptions, salary replacement, conference regist'n/travel if project not presented	
4	Dissemination <u>Eligible:</u> dev't of written reports (secretarial or writing assistance, copying, printing, transcription); dev't of presentation materials (poster, slides, brochures, etc); travel costs to present project findings <u>Ineligible:</u> conference registration and travel if project is not being presented	
5	Minor Equipment <u>Eligible:</u> digital recorder, headset, memory key, tapes <u>Ineligible:</u> computers and other peripherals	
	Total Amount Requested from SEARCH Canada	

* Maximum per diem rates for meals are: (1) Breakfast: \$10/person; (2) Lunch: \$15/person; (3) Dinner: \$25/person.

** Due to the high cost of travel, virtual communication, piggy-backing onto other events (meetings, workshops, conferences) and home/organization sponsored travel is encouraged. Mileage reimbursement rate is \$0.43/km.

Community of Practice (CoP)
Application for SEARCH Canada Seed Funds 2008-2009
Section I

Funding Parameters

- Maximum of \$1,500 per application to initiate a community of practice
- Applications will be accepted on two occasions throughout the fiscal year: April 1st and October 1st
- Funds to be expended within 6 months: by end of September for the April funding period or end of March for the October funding period

CoP Title

Name	Title	Organization
Applicant/Administrative Lead		
Manager of Applicant/Administrative Lead		

Applicant/Administrative Lead
Lead Phone number
Fax number
Email address
Mailing address

Applicant Manager's Phone number
Fax number
Email address
Mailing address

Applicant/Administrative Lead Declaration

I identify this as an application for seed funding to support the initiation of a community of practice.

Signature of Applicant

Date

Manager of Applicant/Administrative Lead Review

I have reviewed the following Community of Practice application, have considered additional supports that may be needed from the sponsoring organization, and request that seed funding be allocated as outlined.

Signature of Applicant's Manager

Date

Attached:

- Completed application form with all signatures (Section I)
- Community of Practice Details (Section II)
- Detailed budget (Section III)

Please submit original or PDF version of forms including all signatures to:

Christine Thompson
SEARCH Custom Program Manager, SEARCH Canada
#306, 1109 17th Ave SW
Calgary, AB T2T 5R9 Email: christine.thompson@searchca.net

Community of Practice (CoP) Section II: Details

Briefly describe the objective of the CoP

Identify the individuals/organizations/groups who will be involved in the CoP

Briefly describe outcome(s) you expect the CoP to achieve and how progress towards the outcome(s) will be assessed



Community of Practice (CoP) Section III: Budget

Please outline only budget items being requested from SEARCH Canada, not your overall budget or funds from other sources.

CoP Title _____

Applicant/Administrative Lead _____

Line	Date of Budget	Revision <input type="checkbox"/> yes <input type="checkbox"/> no
	Budget Item	Projected Cost
1	Face-to-Face Meetings <u>Eligible:</u> food and drink*, travel**, speaker honoraria <u>Ineligible:</u> alcoholic beverages, entertainment	
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology <u>Ineligible:</u> cell phone charges	
3	Dissemination <u>Eligible:</u> development of written reports (secretarial or writing assistance, copying, printing, transcription); development of presentation materials (poster, slides, brochures, etc); travel costs to present project findings <u>Ineligible:</u> conference registration and travel if project is not being presented	
4	Other Refer to the eligible and ineligible expenses section of the Seed Funding Guidelines	
	Total Amount Requested from SEARCH Canada	

* Maximum per diem rates for meals are: (1) Breakfast: \$10/person; (2) Lunch: \$15/person; (3) Dinner: \$25/person.

** Due to the high cost of travel, virtual communication, piggy-backing onto other events (meetings, workshops, conferences) and home/organization sponsored travel is encouraged. Mileage reimbursement rate is \$0.43/km.

Knowledge Sharing Initiative
Application for SEARCH Canada Seed Funds 2008-2009
Section I

Funding Parameters

- Maximum of \$1,500 per application to support a Knowledge Sharing Initiative
- Applications will be reviewed biannually in the fiscal year: April 1st and October 1st
- Funds to be expended within 6 months: by end of September for the April funding period or end of March for the October funding period

Initiative Title _____

	Name	Title	Organization
Applicant/Administrative Lead			
Manager of			
Applicant/Administrative Lead			

Applicant/Administrative Lead
Phone number
Fax number
Email address
Mailing address

Applicant Manager's
Phone number
Fax number
Email address
Mailing address

Applicant/Administrative Lead Declaration

I identify this as an application for seed funding to support a Knowledge Sharing Initiative.

Signature of Applicant

Date

Manager of Applicant/Administrative Review

I have reviewed the following Knowledge Sharing Initiative application, have considered additional supports that may be needed from the sponsoring organization, and request that seed funding be allocated as outlined.

Signature of Applicant's Manager

Date

Attached:

- Completed application form with all signatures (Section I)
- Knowledge Sharing Initiative Details (Section II)
- Detailed budget (Section III)

Please submit original or PDF version of forms including all signatures to:

Christine Thompson
SEARCH Custom Program Manager, SEARCH Canada
#306, 1109 17th Ave SW
Calgary, AB T2T 5R9

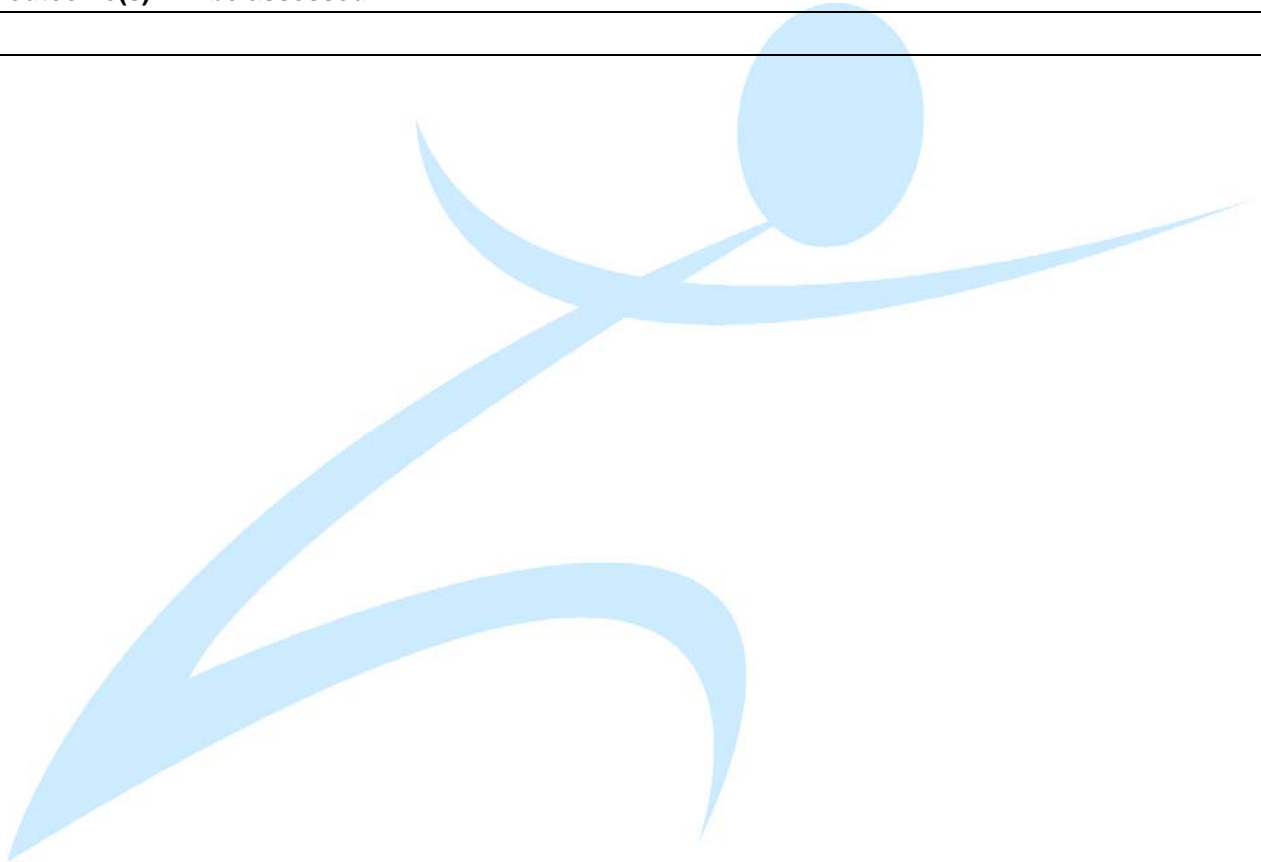
Email: christine.thompson@searchca.net

Knowledge Sharing Initiative Section II: Details

Briefly describe the objective and focus of the initiative

Identify the individuals/organizations/groups who will be involved

Briefly describe outcome(s) you hope the initiative will achieve and how progress toward the outcome(s) will be assessed



Knowledge Sharing Initiative

Section III: Budget

Please outline only budget items being requested from SEARCH Canada, not your overall budget or funds from other sources.

Initiative Title _____

Applicant/Administrative Lead _____

Line	Date of Budget	Revision <input type="checkbox"/> yes <input type="checkbox"/> no
	Budget Item	Projected Cost
1	Face-to-Face Meetings/Event <u>Eligible:</u> food and drink*, travel**, speaker honoraria <u>Ineligible:</u> alcoholic beverages, entertainment	
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology, promotion, posters <u>Ineligible:</u> cell phone charges	
3	Dissemination <u>Eligible:</u> dev't of written reports; dev't of presentation materials (poster, slides, brochures, etc); travel costs to present project findings <u>Ineligible:</u> conference registration and travel if project is not being presented	
4	Other Refer to the eligible and ineligible expenses section of the Seed Funding Guidelines	
	Total Amount Requested from SEARCH Canada	

* Maximum per diem rates for meals are: (1) Breakfast: \$10/person; (2) Lunch: \$15/person; (3) Dinner: \$25/person.

** Due to the high cost of travel, virtual communication, piggy-backing onto other events (meetings, workshops, conferences) and home/organization sponsored travel is encouraged. Mileage reimbursement rate is \$0.43/km.

Appendix B:
SEARCH Canada
Seed Funding Reporting Templates



SEARCH Canada Seed Fund Report for Classic Local & Provincial Projects

At the end of the funding period, the participant administrative lead is to provide SEARCH Canada with a budget report detailing how the funding was applied, electronic and hard copies of the written final report, and electronic copies of PowerPoint presentations and posters.

Please outline only budget items received from SEARCH Canada, not your overall budget or funds from other sources.

Section I: Budget

Project Title _____

Participant(s) _____

Date Report Submitted _____

Budget			
Line	Budget Item	Projected Cost	Actual Funds Spent
1	Face-to-Face Meetings <u>Eligible:</u> food and drink*, travel**, speaker honoraria <u>Ineligible:</u> alcoholic beverages, entertainment		
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology <u>Ineligible:</u> cell phone charges		
3	Data Collection & Management <u>Eligible:</u> literature searching/document delivery, other relevant print resources, mailing, specialized software, consultations regarding synthesis, research assistant time for data entry, transcription, etc.) <u>Ineligible:</u> Journal subscriptions, salary replacement for participant, conference registration and travel if project is not being presented		
4	Dissemination <u>Eligible:</u> literature searching/document delivery, other relevant print resources, mailing, specialized software, consultations regarding synthesis, research assistant time for data entry, transcription, etc.) <u>Ineligible:</u> Journal subscriptions, salary replacement for participant, conference registration and travel if project is not being presented		

5	Minor Equipment		
	<u>Eligible:</u> digital recorder, headset, memory key, tapes		
	<u>Ineligible:</u> computers and other peripherals		
6	Other Expenses (as approved previously)		
	Total SEARCH Canada Seed Funds		

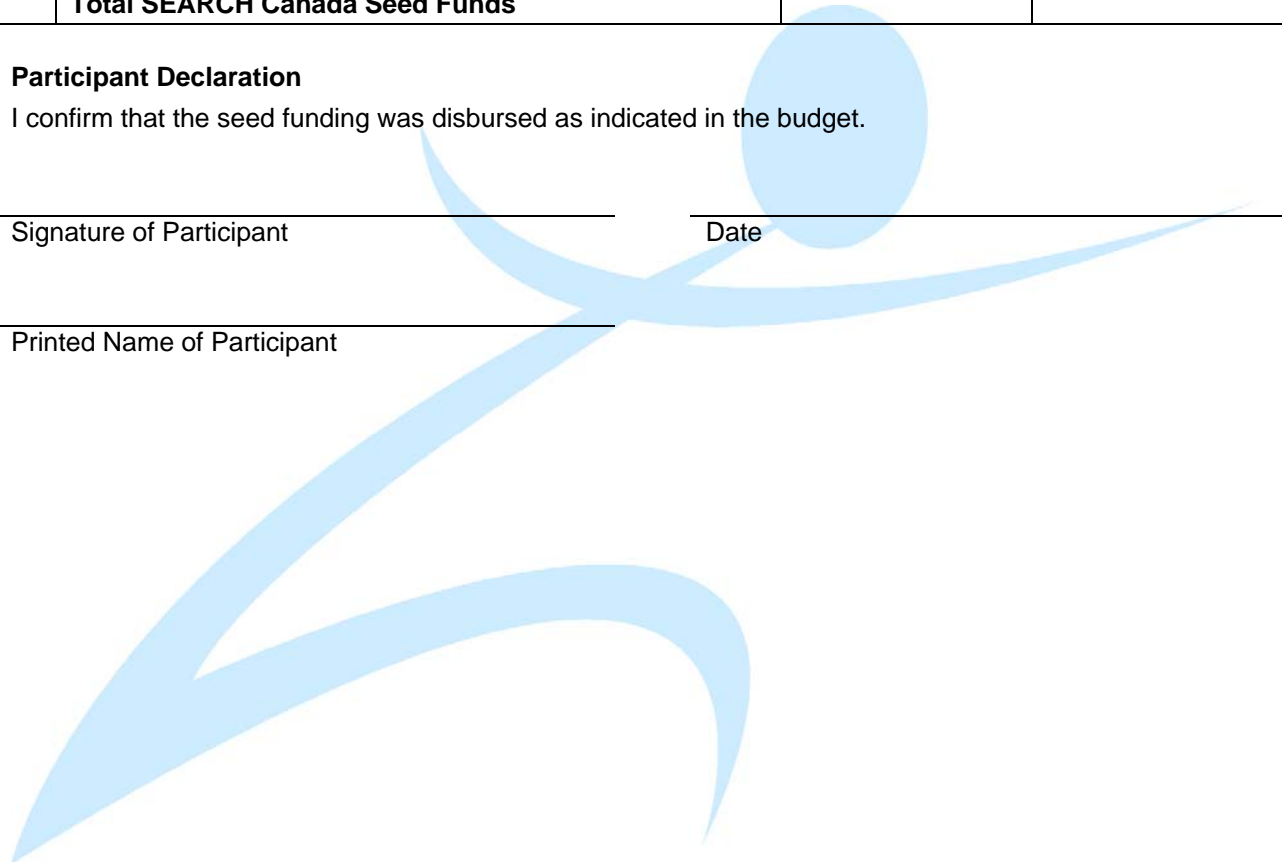
Participant Declaration

I confirm that the seed funding was disbursed as indicated in the budget.

Signature of Participant

Date

Printed Name of Participant



SEARCH Canada Seed Fund Report for Classic Local & Provincial Projects

Applicants receiving seed funds for a Classic Local or Provincial Project should append the report and any other deliverables as agreed with the SEARCH faculty advisor and staff.

Section II: Details

Please indicate which deliverables are complete and submitted to SEARCH Canada			
Deliverable	Complete	Submitted	Date
<input type="checkbox"/> Dissemination Strategy <input type="checkbox"/> Elevator Speech	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> PowerPoint Presentation	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Written Report Electronic Version <input type="checkbox"/> Written Report Hardcopy <input type="checkbox"/> Traditional format <input type="checkbox"/> Policy Analyst format <input type="checkbox"/> Abstract or <input type="checkbox"/> Executive Summary	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Poster (electronic version)	<input type="checkbox"/>	<input type="checkbox"/>	

SEARCH Canada Seed Fund Report for Custom Projects, Communities of Practice and Knowledge Sharing Initiatives

At the end of the funding period, the Administrative Lead is to provide SEARCH Canada with the following final report (sections I and II).

Please outline only budget items received from SEARCH Canada, not your overall budget or funds from other sources.

Section I: Budget

Project/CoP/Initiative Title _____

Applicant/Administrative Lead _____

Date Submitted _____

Budget			
Line	Budget Item	Projected Cost	Actual Funds Spent
1	Face-to-Face Meetings <u>Eligible:</u> food and drink*, travel**, speaker honoraria <u>Ineligible:</u> alcoholic beverages, entertainment		
2	Communication <u>Eligible:</u> videoconferences, teleconferences, online communication technology <u>Ineligible:</u> cell phone charges		
3	Data Collection & Management <u>Eligible:</u> literature searching/document delivery, other relevant print resources, mailing, specialized software, consultations regarding synthesis, research assistant time for data entry, transcription, etc.) <u>Ineligible:</u> journal subscriptions, salary replacement, conference registration/travel if project not presented		
4	Dissemination <u>Eligible:</u> development of written reports (secretarial or writing assistance, copying, printing, transcription); development of presentation materials (poster, slides, brochures, etc); travel costs to present project findings <u>Ineligible:</u> conference registration and travel if project is not being presented		

5	Minor Equipment <u>Eligible:</u> digital recorder, headset, memory key, tapes <u>Ineligible:</u> computers and other peripherals		
6	Other Expenses		
	Total SEARCH Canada Seed Funds		

Section 2: Details

Please describe the purpose of the project, community of practice or knowledge sharing initiative

Please describe the project method or the process of initiating the community of practice or the knowledge sharing initiative

Please describe the results of the project, community of practice or knowledge sharing initiative

Please describe the dissemination/sharing activities that took place from learnings from the project, community of practice or knowledge sharing initiative (e.g., presentations, reports, decision support documents, posters, etc.)

Please identify any next steps for the project, community of practice or knowledge sharing initiative

Please describe any supports that would be helpful for project, community of practice or knowledge sharing initiative next steps

Appendix C:

ARECCI (Alberta Research Ethics Community Consensus Initiative) Screening Tools

Access at: <http://www2.ahfmr.ab.ca/arecci/>

Click on ARECCI Online Ethics Screening Tool, then “here” to access the online tool.
This will take you through the primary purpose filter, and then to either the research risk filter or the QI PE risk filter as appropriate.
You can add notes explaining choices at the bottom of each section.
You can print, email or save your responses for later review.



Appendix D: Research Ethics Boards in Alberta

Under the Health Information Act, there are six designated Research Ethics Boards (REBs).

The six designated committees are:

1. Alberta Cancer Board - Research Ethics Committee
 - o Alberta Cancer Board researchers at the Tom Baker Cancer Centre or the Southern Alberta Cancer Research Centre send their protocols to the Conjoint Health Research Ethics Committee at the University of Calgary for approval.
 - o <http://www.cancerboard.ab.ca/Research/ResearchOversight/Ethics/>
2. College of Physicians and Surgeons of Alberta - Research Ethics Review Committee
 - o for physicians who do not have an academic appointment
 - o http://www.cpsa.ab.ca/collegeprograms/research_ethics.asp
3. Alberta Heritage Foundation for Medical Research - Community Health Ethics Research Review Committee (CREBA)
4. University of Alberta - Health Research Board - Panel A and Panel B HREB
 - o for University of Alberta Health Sciences Faculties (i.e. Medicine and Dentistry, Nursing, Pharmacy and Pharmaceutical Sciences, Physical Education, Rehabilitation Medicine (CCHS members)); Capital Health and Caritas employees/ staff/ medical staff
 - o http://www.hreb.ualberta.ca/application_process.htm
5. University of Calgary - Conjoint Health Research Ethics Board CHREB
 - o <http://www.fp.ucalgary.ca/medbioethics/> site being updated as of January 2008
 - o for latest application form contact chreb@ucalgary.ca
6. University of Lethbridge - Human Subject Research Committee (for University of Lethbridge students and faculty).
 - o NOTE: Chinook Health Region requires REB approval from the Calgary CHREB which then goes to the Chinook Research Committee (see below)

Note that other approvals will likely be required to access data or research subjects, including (but not limited to) colleges (if you are affiliated to a college) and health care providers. These may consist of operational, administrative, security, access and other approvals. Each situation is unique. Allow time to negotiate access to data.

In most cases the regional contacts listed under the Review Process section in this document will be able to indicate what processes need to be followed in the region.

- Capital Health Region – Northern Alberta Clinical Trials Research Centre (NACTRC)
http://www.clinicaltrials.ualberta.ca/investigators_process.php
- Chinook Health Region: http://www.chr.ab.ca/bins/content_page.asp?cid=5072-11830
- Red Deer College: www.rdc.ab.ca/ethics