



The Ontario Mental Health Foundation
La Fondation ontarienne de la sante mentale

REVISED 2009

Information and Guidelines for Applicants

RESEARCH PROJECT GRANTS

APPLICATION DEADLINE FOR ONLINE AND PAPER SUBMISSION:
FRIDAY, SEPTEMBER 18, 2009 AT 5:00 PM
**APPLICATION MATERIAL WILL NOT BE ACCEPTED AFTER THE
DEADLINE**

Please read the Guidelines carefully before completing the application.

You can find details about the Foundation's Fellowships program in the *Information and Guidelines for Applicants: Fellowships and Studentships*. Address enquiries and submissions to:

The Grants Officer
Ontario Mental Health Foundation
441 Jarvis Street, 2nd Floor
Toronto, ON M4Y 2G8
Tel.: (416) 920-7721
Fax: (416) 920-0026
E-mail: grants@omhf.on.ca
Web site: www.omhf.on.ca

Si vous préférez présenter votre demande en français, la fondation est heureuse de vous aviser que vous pouvez obtenir les versions françaises de ces renseignements généraux et des règlements du concours. Veuillez adresser toutes demandes à la fondation.

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1. THE MISSION STATEMENT AND OBJECTIVES OF THE FOUNDATION

The Foundation aims to promote the mental health of people living in Ontario, to prevent mental illness and to improve diagnosis, treatment and rehabilitation. This is done primarily by supporting the professional development of researchers and by funding excellent mental health research. The Foundation looks to people with mental disorders, providers and the research community to identify important and innovative areas of research.

The three principal mandates of the Foundation are: ❶ **research in mental health**
❷ **training**
❸ **education**

Of these three mandates, research has priority. The Foundation will support research which deals with any of the biological, psychological or social factors which either foster mental health or lead to mental disorder. The Foundation aims to improve knowledge about the prevention of mental disorder, and the rational and efficient diagnosis, treatment and rehabilitation of the mentally ill. The Foundation will accept applications for projects dealing with any period of the life span, any of the factors thought to promote mental health or to cause mental disorder, and from any of the relevant scientific specialties. The Foundation has a particular interest in studies which address mental health problems of importance in Ontario.

The Foundation adheres to the following principles:

1. The grant application process will be, and should be perceived to be, equitable and accessible.
2. The Foundation will actively encourage applications for research into a broad spectrum of important mental health issues.
3. The Foundation will ensure that the grant review process allows fair and informed judgements concerning the broad spectrum of applications received.
4. The Foundation will ensure that all research it funds is relevant to mental health and constitutes excellent research in a broad range of methodologies.
5. The Foundation will facilitate the development of excellent researchers in a broad spectrum of methods, disciplines and mental health concerns.
6. The Foundation will actively disseminate, in plain language, the results of its funded research.
7. The Foundation will be a leader in the coordination and development of funding and research partnerships and in the search for new ways of increasing the funds available for mental health research.
8. The decision-making processes of the Foundation will be based on the above principles and will be, and appear to be, free from conflict of interest and undue external influences.

The Foundation aims to serve the citizens of Ontario by directing its resources: first, to funding research which will improve and enlarge the knowledge required to promote mental health and to prevent, treat and cure mental disorders; second, to providing information to practitioners so that the knowledge generated by investigation is promptly disseminated and used; and third, to communicating the results of research to the general public in order to develop a general understanding of mental health and the nature of the mental disorders.

2. THE PROGRAMS OF THE FOUNDATION

Research Project Grants

The Foundation will provide operating funds to investigators who plan to carry out a research project. Two types of grant are available (see page 8 for details). You will find the terms of award in the later pages of this booklet.

Deadline for the above program: Friday, September 18, 2009 at 5:00 pm (Eastern Time)

Fellowships

The Foundation will award fellowships in the following categories.

Senior Research Fellowship
Intermediate Research Fellowship
New Investigator Fellowship
Postdoctoral Fellowship
Research Training Fellowship
Research Studentship

You can find details about the Fellowship and Studentship programs in a companion booklet, *Information and Guidelines for Applicants: Fellowships and Studentships*, which is available from the Foundation. This information is also on our website (<http://www.omhf.on.ca>).

Prizes

The Foundation awards two prizes: the John Dewan Award and the Paul Christie Memorial Prize. Details about both prizes are available from the Foundation, as well as on our website.

Deadline for the above two programs: Friday, October 30, 2009 at 5:00 pm (Eastern Time)

Publications, Conferences & Other Public Events

The Foundation operates a modest program to support publications, conferences, and other public events that cannot readily be classified as publications or conferences. The maximum for any award in this program is \$2,500. The particulars of each program are set out in the program guidelines, which are available from the Foundation upon request. This information is also on our website.

The Foundation will receive applications at any time. For any application involving a time constraint (e.g., a conference to be held on a certain date) the Foundation must receive the application no less than four months prior to the date to allow sufficient time for review.

3. PEER-REVIEW

All applications are reviewed for scientific merit and relevance to the objectives of the Foundation. The Research Committee receives applications for project grants; The Fellowships Committee receives applications for Fellowships and Studentships. For all project grants and more senior personnel awards the Committees solicit input from external referees. External reviews may be shared between committees. Once the review process is completed and the results are made public, all applicants, with the exception of Studentship applicants, receive an edited version of the reviews.

To receive a favourable rating, an application must:

- make the case that the work addresses an important mental health problem/issue that is amenable to scientific research; the applicant should point out how the work is relevant to the mission and objectives of the Foundation as stated in this pamphlet (see page 13 for guidance on addressing the issue of mental health relevance),
- give an excellent scholarly presentation of the theoretical and empirical foundations of the proposed work,
- clearly state the specific research questions that the applicant proposes to answer; if there are hypotheses to be tested, they must be clearly stated and well grounded in existing knowledge and theory,
- clearly describe the methods and justify their appropriateness,
- state how the work makes a contribution to knowledge, policy development, or practice; the applicant should envision the most exciting result that could come from a successful execution of the proposed work and briefly explain the value and potential benefits of that result,
- clearly set out and justify the budget,
- reflect the highest standards of compliance with the ethics of research with human or animal subjects; consent forms must be acceptable to the review committee, and
- show that the human and material resources needed to carry out the work successfully are available to the applicant.

The Foundation will consider all complete applications. Internal reviewers may, following a preliminary review, determine that an application is seriously deficient or noncompetitive. Should this occur, we will send the applicant an edited version of the written reviews but the Committee will not discuss the application in detail at its annual review meeting.

4. APPEALS

The sole basis for an appeal of all Foundation's grant, fellowship, or other funding decisions is improper procedure. The function of the Appeal Process is not to adjudicate scientific disagreements among applicants and peer reviewers. The Appeal Process is designed to ensure that the established and published procedures for the review of applications were followed. The sole remedy available of a successful appeal of a Foundation decision will be an amendment to the procedures of the Foundation.

An applicant wishing to make an appeal of a grant, fellowship, or other funding decision must notify the Executive Director within 10 days of the applicant's receipt of the notification of the funding decision. The written notification must cite the specific decision and include a brief statement of the procedural defect giving rise to the appeal.

The Executive Director will review the claim, the procedures followed in reaching the specific decision, and will consult, where applicable, with the Chair of the relevant Committee to determine if the procedures of the Foundation were appropriately applied. The applicant will be notified by letter by the Executive Director of the result of the review within 30 days of the receipt of the letter of appeal.

A further appeal of the Executive Director's decision may be requested; the review will be carried out by the Executive Committee of the Board.

5. ETHICS & CONDUCT

By signing the application forms to the Foundation, applicants and administrators accept responsibility for ensuring that any research carried out with funds from the Foundation is within the applicable guidelines for ethical conduct (as outlined below). Institutions also accept responsibility for withholding Foundation grant funds until they have issued the required approvals. The required approvals should be indicated on the signed facesheet at the time of submission.

The Foundation reserves the right to withdraw funding if the following guidelines are not met. We look to other agencies for guidance in matters of ethics and conduct, and reserve the right to modify our requirements to be consistent with those agencies.

a) Investigations involving human subjects:

The sponsoring institution and the principal investigator are responsible for ensuring that research involving human subjects is done in an ethical way. In making judgements about ethics the Foundation will be guided by the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (Public Works and Government Services Canada, 1998) available from the Interagency Advisory Panel on Research Ethics at <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm> (the Foundation can provide a hard copy of the policy upon request).

The Foundation requires that all research projects be approved by a Research Ethics Board (REB) or an equivalent body. Each applicant must arrange to have the chair of the REB certify: (i) that the institution's REB has met to examine the research protocol, and (ii) that the REB has given approval for the project to go forward.

Approval by the REB is important, but applicants are still required to provide all materials necessary for the Foundation's review committee to make its own assessment. For example, applications that propose the use of human subjects in an investigation must include a copy of the consent form (a draft is acceptable if this is all that is available at the deadline) and any letters of explanation or other material to be given to potential subjects or to others whose consent is sought.

Institutions without a REB should call or write the Foundation for guidance about how they may satisfy the requirement for an ethical review.

b) Investigations involving animals:

Applicants whose work involves the use of animals as research subjects must get a letter or a certificate from the Chairman of the institution's Committee for Animal Care verifying that the use of animals in their research is in accordance with the Animals for Research Act

(http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a22_e.htm) (the Foundation can provide a hard copy of the policy upon request).

c) Laboratory biosafety:

The Foundation accepts the guidelines expressed in the Medical Research Council/Health Canada's (1996) Guidelines for Laboratory Biosafety available from the Public Health Agency of Canada at <http://www.phac-aspc.gc.ca/ols-bsl/lbg-ldmbl/index.html> (the Foundation can provide a hard copy of the policy upon request). Any research involving agents identified in those guidelines must be approved by the institution's applicable review committee.

d) Final authority:

On the advice of a review committee, or at its own discretion, the Foundation may reject an application on ethical grounds even though it has been approved by the sponsoring institution.

6. THE SIGNIFICANCE OF SIGNATURES ON APPLICATION FORMS

The signature of **the applicant** assures the Foundation that:

- a. All information the applicant provides is accurate and consistent with institutional policies.
- b. The applicant accepts the terms and conditions for the application and for any grant or award that may result, as set out in the Ontario Mental Health Foundation Information and Guidelines for Applicants.
- c. The applicant authorizes the Foundation and the institution to release to each other scientific, administrative or personal information pertaining to the application, or the funds awarded as a result of the application.
- d. The applicant has not been barred from applying to any other research funding organization due to breach of standards of ethics or integrity.

Signatures from **institutional administrative officers** certify to the Foundation that the institution will:

- e. Administer any grant or award received as a result of the application according to the Foundation's policies as set out in the Guidelines for Applicants.
- f. Accept responsibility for withholding Foundation grant funds until they have issued the required ethical approvals. These will be indicated on the signed facesheet when the application is submitted.
- g. Investigate by appropriate procedures any allegations of conduct inconsistent with the Foundation's policies in connection with any application of Foundation funds.
- h. Report to the Foundation the results of any investigation that concludes that an applicant or grantee has infringed Foundation policies.
- i. Provide any infrastructure and support.

If a signature of a **co-investigator** is missing from the facesheet, the Foundation will not assume his or her agreement to participate in the project.

7. RESEARCH PROJECT GRANTS

Two types of grant are available:

Type A: Research Project Grants (2 years)

Applicants may request funds for up to two years. The grant period will be determined by the Foundation and specified in the letters of notification. Even if the intent is to continue a line of work funded by the Foundation, applications for further support beyond the period of notification will be treated as new applications.

Individuals enrolled in a predoctoral training program are not eligible to apply for a Type A grant.

Type B: Research Project Grants (up to 4 years)

Principal investigators who **have been funded** by the Foundation for at least **four consecutive years** in a particular line of research at the time of application, and who can show the need to continue that line of research may apply for support for up to four additional years, through a type B grant.

Holders of a Type B grant will be expected to submit a satisfactory progress report to secure funding for the 3rd and 4th years of the type B grant. The Foundation must receive the progress report by the September deadline which falls in the 2nd year of the grant. The Progress Report will be reviewed by the Grants Committee.

Complete documentation to secure funding for the 3rd and 4th years of a Type B grant must include the following:

- **Facesheet** (Page A): please refer to page 13.
- **Project Summary Sheet** (Page C): please refer to page 13.
- **Budget** (Page D) + budget justification: please refer to page 14.
- **Administration of funds** (Page F): please refer to page 14.
- **Progress Report** of no more than 5 single-spaced pages describing what has been achieved during the first portion of the award. List actual or expected publications and presentations arising from the work done during the funding period.

Please read carefully eligibility criteria on page 9 before applying. Improperly prepared applications will not be considered. If you have any questions, please contact the Foundation.

Budgets for Type A or B Grants may not exceed \$75,000 in any one year.

a) Guidelines and eligibility

Role of investigators

The Foundation wants to provide opportunities for the development of new ideas and new investigators. Consequently, there are limits on the number of grants in which an individual may be involved in as a recipient or an applicant at a given time.

Under no circumstances may any person simultaneously apply for or hold more than one OMHF-funded grant (Type A or B) as a principal investigator. A person may hold an OMHF-funded grant as a principal investigator and serve as a co-investigator on another OMHF grant. The Foundation reserves the right to determine whether the participation of any person in more than one award or application of any type is appropriate. Applicants are welcome to contact us in advance for an opinion on how this policy would apply in a particular situation.

If an applicant for a Type A grant is also applying for a New Investigator Fellowship (NIF), the NIF can only be held as a stipend.

The Foundation recognizes that a project may require a team of investigators, and such research is encouraged. However, the team must identify as the principal investigator a single person to whom correspondence should be directed. The principal investigator alone will be accountable to the Foundation for compliance with the conditions of an award and for the provision of reports, financial statements, and all other aspects of the grant.

When more than one investigator is named in an application, the principal investigator should provide a covering letter outlining the unique contribution of each investigator. No person may be named as a co-investigator, consultant, etc. without prior agreement from that person. The principal investigator should also provide verification of participation from all co-investigators, consultants or collaborators. A signature in the space provided on the facesheet will satisfy this requirement for co-investigators.

Eligibility criteria for type B grants

Investigators interested in applying for a Type B grant must meet **all** of the following criteria. To be eligible, an applicant must:

- have been funded by the Ontario Mental Health Foundation via a Type A or Type B grant for at least four consecutive years at the time of application,
- have been the principal investigator on the grant or grants used to demonstrate eligibility,
- be able to show the need for four years of funding to complete the work in the application, and
- applicants for a Type B grant must document their eligibility for this grant in their covering letter.

Citizenship requirements

All Foundation grants and awards are available to permanent residents and Canadian citizens with an appointment at, or affiliation with an Ontario post-secondary institution or, for those applicants without institutional affiliation, primary residence in Ontario. Students must be enrolled in a degree-granting program at an Ontario post-secondary institution. Applicants must maintain tenure at an Ontario post-secondary institution for the full term of an award. All awards are tenable at institutions in Ontario only. Permanent residents must submit a copy of their card with their application.

Applicants who have formally applied for permanent residency and can reasonably expect to have it by March of the following year in which the proposal is submitted are permitted to apply.

Should they be recommended for funding, they must achieve the required immigration status before final recommendations are made to the Board in March.

Accountability

While submissions are welcome from applicants who are not institutionally based, these applicants must have an acceptable mechanism for scientific, ethical, and financial accountability, as well as meeting the standards of excellence expected of all applicants.

Communication of Competition Results

The Ontario Mental Health Foundation will send a letter at the end of January to applicants, stating their rankings. After the Board has met in March, the official funding decision will be conveyed in a letter to applicants who are recommended for funding. Under no circumstances will results be provided over the phone.

Deadline for Type A and B Project Grant Applications:

Friday, September 18, 2009 at 5:00 pm (Eastern Time)

b) Terms of award

The grant year starts on April 1 and ends March 31 the following year.

The Foundation may make an award for an amount less than that requested; when this happens, the grantee must submit a revised budget within the amount approved.

Budget restrictions

Once an award has been made, the principal investigator may use the funds as he or she sees fit within the total authorized sum. It is not usually necessary to seek the approval of the Foundation for minor changes in the budget; the Foundation, however, reserves the right to request an explanation for substantial changes. **If expenditures in any category are expected to vary from the approved budget by 20% or more, the principal investigator must obtain prior approval for the change from the Foundation.** In addition, principal investigators should note the following restrictions on the use of grant monies:

- I) the upper limit on operating funds available to a principal investigator from the Foundation is \$75,000 per annum
- II) up to \$15,000 may be spent on equipment or items of equipment **over the life** of the grant
- III) a maximum of \$1,500 per year may be spent on travel which is restricted to scientific conferences (see notes on budget preparation on page 13). **Allowances for travel are not transferable between fiscal years of an award.**
- IV) total expenditures in any year must not exceed the approved budget or the funds available in that year (the Foundation will not assume responsibility for budget deficits).
- V) the Foundation will not cover overhead costs, or entertain requests for supplementary funds.
- VI) **the budget for the second year cannot exceed that of the first.**

Accounting and payment schedule

Grants are paid to the accounting office of the sponsoring institution at the end of the quarter in June, September, December and March. The institution is responsible for withholding funds



until it is satisfied that all requirements relating to ethical issues, including consent, have been addressed to its satisfaction.

The grantee's institutional accounting office must submit a statement of expenditures on the form provided by the Foundation **within 30 days of the end of each fiscal year** (March 31) in which the grant is held.

If a grant is funded for more than one year, unspent funds as of March 31 may be carried forward for use in the following grant year.

Request for extension

At the end of a grant, the institution must return unspent funds to the Foundation. If the grantee makes a written request **before the end of the financial year (March 31)** the Foundation may give authority to use unspent funds to complete the project. A **request for an extension** must:

- clearly explain why the extension is required;
- include a statement of expenditures to date;
- include a description of progress in the project to date; and
- include a revised budget to cover the period of the proposed extension.

In no case will an extension run beyond September 30 and at that date all unspent funds must be returned to the Foundation.

Changes to the project or personnel

With permission from the Foundation, the principal investigator may delegate authority to a co-investigator in some circumstances (e.g., prolonged illness), provided that the continuity of the project can be maintained. If the principal investigator plans an absence for a period of three months or more during the period of an award, he or she must inform the Foundation in advance and make acceptable provisions for the continuity of the research project. A grantee who later finds it necessary to change the line of work, or to abandon the project, must consult the Foundation promptly.

Should a principal investigator leave the province of Ontario during the course of the project, he/she must delegate the authority to a co-investigator within Ontario, as funds are not transferable to institutions outside Ontario.

Maternity leave/Parental leave

A grantee requesting deferral of a grant must send a letter to the Foundation setting out the nature of the leave, the dates of its start and completion, and an assessment of the effect of the leave on the completion of the work.

Other funding

When a grantee is successful in obtaining funds from another agency, he or she should inform the Grants Officer without delay. If the costs can be properly transferred to another agency, the money freed up is passed to the project next in line for support.

Acknowledgement

In all publications resulting from research supported by the Foundation, the following acknowledgement should be included: *This study was assisted by the Ontario Mental Health Foundation, with funding from the Ontario Ministry of Health and Long Term Care.*

Reports

The Foundation expects principal investigators to submit a **final report** describing the work_____



done for the duration of the Foundation's grant. Reports are due within **60 days** of the termination of the grant. Reports should detail the accomplishment of the goals set out in the proposal accepted for funding by the Foundation and of the plan to publish and disseminate the results of the research. Investigators **must** send the Foundation reprints (electronic copies preferred) of supported work when they become available.

A brief **progress report** must be submitted by Type B grant holders within **60 days** of the end of each year in which the grant is held. The progress report should note progress made and obstacles or barriers encountered in the accomplishment of the goals set out in the proposal accepted for funding by the Foundation.

A grant holder who has not submitted a progress report and/or final report to the Foundation will be barred from submitting a grant or fellowship proposal to the Foundation in future competitions. This bar will be lifted upon receipt of a satisfactory progress and/or final report(s).

The Foundation may wish to disseminate the results of the work it supports in a variety of forums. Consequently, we ask that the report be accessible to a reader with scientific training and expertise but who may not be an expert in the subject matter of the report. The report should describe the major accomplishments of the research, and provide a summary of the implications of the work for advancing knowledge, improving mental health practice, or policy development.



NEW: Policy on Access to Research Publications

- Grant and fellowship recipients are required to make every effort to ensure that their peer-reviewed publications are freely accessible through the Publisher's website (Option #1) or an online repository as soon as possible and in any event within six months of publication (Option #2).
- Under the second option, grant and fellowship recipients must archive the final peer-reviewed full-text manuscripts immediately upon publication in a digital archive, such as PubMed Central or the grantees' institutional repository. Publications must be freely accessible within six months of publication, where allowable and in accordance with publisher policies.
- An electronic version of peer-reviewed publications must be submitted to the Foundation as soon as they are available.
- Grant and fellowship recipients may also wish to submit their manuscripts to a journal that provides immediate open access to published articles (if a suitable journal exists). OMHF considers the cost of publishing in open access journals to be an eligible expense.
- Book chapters, reports, monographs, editorials, or conference proceedings arising from OMHF-funded research are not currently covered under this policy.

Ministry of Health and Long Term Care Policy

"It is a condition of ministry grant funding that the Ontario Mental Health Foundation and its researchers funded under this grant, consent to the Ministry's use and release of information about them and their research in connection with this agreement, in ministry forums and publications."

c) How to apply

General advice to applicants

In writing an application the authors should bear the following points in mind:

- The referees - both external referees and members of the Foundation's Committees - are volunteers who give their time to the difficult task of assessing applications. Try to make their task as manageable as possible. A clear, concise and simple exposition is best for both the applicant and the referees. Limit the use of appendices to materials that are essential to evaluate the application. If you have a few recent manuscripts or reprints that will help the referees to evaluate the new work you are proposing, please include up to three of them.
- The referees include both experts in the topic proposed and scientists active in the same general field; it is necessary to show how a proposal fits into the field generally in addition to demonstrating technical proficiency in the area of specialization.
- The grant application should be in a format that allows comfortable reading. Please use a typeface no smaller than the type used in these guidelines (Times New Roman scalable 11pt.), and leave margins of 1" on all sides. Ensure that photocopies are legible, and that you submit text material in original size. **The Foundation reserves the right not to review applications which do not respect these requirements.**

Components of the application

Use the Foundation's checklist to confirm that the application is complete.

Covering letter

Applicants **must** submit a covering letter outlining:

- the unique contribution of the principal investigator and each co-investigator to the project (*You do not have to submit this if you are the only investigator on your project*).
- in the case of a type B application, the applicant's claim for eligibility for this grant

Applicants are welcome to provide any other information that they wish the Foundation to take into account.

Facesheet (Page A)

Complete page A in full, ensuring that you have obtained all of the required signatures.

Resubmissions (Page B)

If you are resubmitting a previously unsuccessful grant application, you must complete this section to show how you have addressed the reviewers' comments (maximum of 2 pages).

Project summary sheet (Page C)

a) Project Summary

On the top of page C, please outline your proposal, stating the objective of the project, and the methods you plan to use.

b) Relevance Statement

When adjudicating applications, the Review Committee assigns a separate score for mental health relevance which is part of the overall rating.

The Foundation takes a broad view of mental health relevance, and no thematic issue is favoured over another *a priori*. However, it looks to applicants to help understand why their

particular project warrants support when resources are limited. Mental health relevance is one of the most important criteria in making this decision. Although the relevance may seem obvious to you, the review committee still looks to you to be as explicit as possible on this point.

At the bottom of page C, please include a statement about the mental health relevance of your proposal. In making your case, you should give consideration to the following:

- How many people are affected by the mental health problem(s) that you propose to study?
- What are its individual, social and health costs?
- If the proposed research works out in the most positive way imaginable, how much closer will we be to some measure that promises to prevent or relieve a mental health problem?

Budget (Page D)

Please follow the guidelines set out below. Write explanations of budget items on a page headed *Budget Justification*. Place this page immediately after the budget sheet when assembling the application.

1. Personnel

Salaries: The rates of remuneration requested for professional and nonprofessional staff, should normally be those payable by the sponsoring institution to similar categories of staff, including fringe benefits. The Foundation does not pay the salary of a principal investigator or co-investigators.

2. Equipment

A project grant may include a sum of up to \$15,000 for the purchase of research equipment **over the life** of the grant. The need for equipment should be explained in the "Budget Justification." Where a piece of equipment is approved, title to it will be vested in the sponsoring institution.

3. Supplies

Funds for the purchase of supplies are not intended for the purchase of laboratory furniture, office equipment and supplies, i.e., items normally supplied by the institution. They are not intended to equip new laboratories with general equipment or to provide tools for teaching, diagnosis or care of patients.

4. Costs for publications

Please include requests for publication costs and/or purchase of reprints in the grant application under the heading "Costs of Publications and Reprints". **You may not request money for publication costs in the first year of a new project.** Funds for publication costs will not be available after the grant has ended.

5. Other expenses

The Foundation will consider requests for computing costs, local travel for data collection, transportation of subjects, etc. but the applicant must explicitly justify the need for these items.

6. Travel to scientific meetings

Applicants must indicate on the budget sheet travel funds requested to attend scientific meetings. The maximum amount which may be granted for travel in any one year will be \$1,500. **This amount is not transferable between fiscal years of a grant.**

External referees (Page E)

Please include suggestions for three external referees. Please enclose **3 additional copies** of this sheet separate from the application. Please ensure that the address and e-mail information is complete, accurate and up to date.

Do **not** suggest as an external referee:

- anybody with whom you have collaborated, have supervised, or from whom you have received supervision within 3 years of the date of your application
- anyone who has an appointment at your institution or the institution of any of your co-investigators and collaborators
- individuals who are experts in your field but are unlikely to be in a position to provide a thorough review

Administration of funds (page F)

Contact information for the person who will administer the funds on behalf of the sponsoring institution (e.g., comptroller, accountant, administrator). **Please submit this form only with the original copy of your application.**

Other funding (Page G)

The Foundation intends to avoid duplicate funding of research. Consequently, the Research Committee needs to know what other funds the principal investigator and co-investigators have available. List in this section any grants which you or your co-investigators are applying for, or currently hold. Include a budget and abstract, and a statement about the degree of overlap of any of these awards with the work described in your application.

Plain Language statement

On one side of a single sheet of plain letter paper (8½" x 11") provide:

- I) The principal investigator's name followed by the title of the project.
- II) A description of the project in language which will be intelligible to a lay reader; if technical terms and names are unavoidable define them when they first appear. Summarize the questions posed in the research project and how the project is organized to answer them.

The statement should not exceed one page.

Reports on prior work supported by the Foundation

1. *Progress Report*

If an application is a continuation of a line of work supported by the Foundation in the previous year a progress report, **not exceeding two pages**, must be added (previous applications are not available to the reviewers). Entitle these two pages *Progress Report* and place them before the project description. Progress reports on related OMHF fellowships must also be included.

2. *Final Report*

Applicants who have been funded by the Foundation (either as a principal investigator or a co-investigator) within the previous 2 years must include the final report of that project (**not exceeding 2 pages**) with the new application. Entitle these two pages *Final Report of Previous Funding by the Foundation* and place them before the project description. **These reports will be available for review by the Research Grants Committee.** Final reports on related OMHF fellowships must also be included.

Project description

Follow the advice about format given above and use the headings listed below. The page limit for Type A and B grants is **ten single-spaced (single-sided) sheets** (8½" x 11") excluding references. You may use appendices to supply background information helpful to the referees - e.g., recent publications (**not more than 3**); nonstandard rating scales or tests - but please keep these to a minimum. Figures and tables embedded in text will be counted as part of the 10-page limit.

Note: a penalty in the form of a reduction in rating points will be applied to applications exceeding the 10-page limit.

Avoid putting material in the appendix that is critical to a fundamental understanding of the project; such material should go in the body of the proposal. Where the critical material is a chart or graph which cannot fit into the body of the proposal, you may put it into the appendix, as long as you make clear reference to it in the proposal text. Original charts, graphs and figures should be included in the two copies to assure legibility.

Describe the proposed research using the following headings:

- Background - summarize the state of knowledge relevant to the proposal.
- Hypotheses/research questions - state these clearly and concisely
- Methods - give essential details of methods; describe the data to be collected and the method of data analysis proposed.
- Originality - state how the project will advance knowledge if it is completed as planned.
- Time portion - show in a table on the last page of the description the proportion of time each investigator plans to give to the project.
- References - compile these separately; they are not included in the ten-page limit. Please follow the publication manual of the American Psychological Association or the Nature Journal for references and citations.

Consent forms, CV's, and other supporting documents

The following items must reach the Foundation with this application by the deadline. If they are not, the application will be considered incomplete.

1. Copies of any consent forms to be signed by prospective subjects or other explanatory material to be given out.
2. A curriculum vitae of the principal investigator and of each co-investigator; an investigator with a very extensive curriculum vitae may submit an abbreviated form (e.g., last five years' publications).
3. Letters from essential consultants and collaborators confirming their availability and agreement to participate on the project. This does not apply to co-investigators who have signed the facesheet and are accounted for in a covering letter.

Submitting the application

Applicants are asked to submit their applications both online **AND** in a paper format. Please visit our web site at www.omhf.on.ca to create an account, access the application forms and submit your application online.

We require **three paper copies** (original and two copies) of the application. The original copy must show original signatures. The only items that should not be copied are the checklist and Page F; submit these with the original only.

Please make **twenty-five double-sided copies** consisting of the facesheet and project summary sheet (pages A and C); include these in a separate pile with your application. However, please make only single-sided copies of the facesheet and project summary sheet when you prepare the three copies of the application.

In addition, please make 3 additional copies of page E and submit these separately with the twenty-five facesheet copies.

Please note that it is the applicant's responsibility to ensure that the two copies are identical to the original. You must submit your application using the forms included with these guidelines. You may use staples throughout the two copies, but please **do not staple any part of the original**.

Documents received after the deadline will not be considered.

The Foundation must receive Type A and B applications by the deadline:

Friday, September 19, 2008 at 5:00 pm (Eastern Time)

8. MEMBERS OF THE PEER-REVIEW COMMITTEES (2008-09)

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