McMaster Collaborative for Health and Aging Trainee Engagement Fund

APPLICATION FORM

**DEADLINE: October 14, 2022, at 4pm EST**

Please use the fields provided to submit your application information. Although character limits have not been applied to these fields, please note where maximum word counts have been noted.

The Collaborative encourages all trainees who are interested inpursuing patient-oriented research in their aging-focused health research to contact the Collaborative if you have any questions or need assistance with determining your eligibility or have questions about the application and/or funding process.

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If you have any questions about this fund or technical issues using this form, please contact collabor@mcmaster.ca.­­­­

# SECTION 1: Applicant Information

### Information pertaining to the person completing this form.

### First name:

### Last name:

### Email:

### Phone:

### Address:

### Student #:

### Program:

### Level of study:

### (Current) program enrolment date:

### Expected graduation date:

### Please note that applicants are not required to be a member of the Collaborative at the time of application, however, successful applicants will become a member upon acceptance of funds.

### Are you currently a member of the McMaster Collaborative for Health and Aging? [ ]  Yes [ ]  No

### If your application is successful, do you acknowledge that you will become a member of the Collaborative? [ ]  Yes [ ]  No

# SECTION 2: Eligibility Checklist

1. Are you a McMaster: [ ]  Graduate student [ ]  Post-doctoral fellow
2. Have you contacted the Collaborative prior to completing an application to discuss the funding opportunity, process, and to confirm eligibility? **[ ]** Yes **[ ]** No
3. Is the proposed engagement planned, and feasible, to start within the next 6 months?

**[ ]** Yes **[ ]** No  **[ ]** Not sure

1. Does the proposed engagement include a plan to engage at least two older adults and/or caregivers?  **[ ]** Yes **[ ]** No
2. Does your proposal take into consideration equity, diversity, and inclusion in your research project? **[ ]** Yes **[ ]** No
3. Does at least 25% of the budget directly support older adults and/or caregivers (i.e., honourariums, reimbursement, meeting refreshments)? **[ ]** Yes **[ ]** No
4. Is the application complete and does it include all required attachments (budget, resume/CV, and letter of support from your supervisor)? **[ ]** Yes **[ ]** No

### Please note that no previous experience in patient-oriented research is necessary. The Collaborative can provide:

### Guidance in determining if this funding opportunity is the right fit

### Support in formulating your engagement plan

### Training and mentorship in the area of patient-oriented aging-focused research

**All applicants** must contact the Collaborative **prior to completing an application** to discuss the funding opportunity, process, and confirm eligibility (this may be initiated at any time of the year).

# SECTION 3: Project Information and Engagement Plan

## Project Title:

## Prior Funding

## Please identify any other funding sources for this project and confirm if any of these funds have been allocated for the purpose of engaging older adults and caregivers. Please note that scholarships typically support students rather than projects and should not be indicated here (unless the scholarship comes with a specific research funding component).

Have you and/or your supervisor received any other funding to conduct this research? **[ ]** Yes **[ ]** No

If yes:

1. Do these funds include plans for engaging older adults/caregivers? **[ ]** Yes **[ ]** No
2. Please identify these internal and/or external funding sources:

## Project Description (500-word max.)

Please provide a written lay summary of your research project, that includes a statement of alignment with at least one of the Collaborative’s [Area of Focus:](https://collaborative-aging.mcmaster.ca/areas-of-focus/)

 **Research Ethics**

Please note that ethics approval is not required to apply to this engagement fund opportunity.

1. Does your research project require [research ethics board](https://research.mcmaster.ca/home/support-for-researchers/ethics/mcmaster-research-ethics-board-mreb/) approval?
**[ ]** Yes **[ ]** No [ ]  Not sure [ ]  Not applicable
2. If yes, what is the research ethics board status of your project at the time of application?

**[ ]** Not yet submitted **[ ]** Under review [ ]  Approved [ ]  Not applicable

## Engagement Plan (500-word max.)Please outline in your engagement plan the following sections listed below:

## Rationale

## How will engaging older adults/caregivers impact your research project? What stage(s) of your research project have you or do you want to engage older adults/caregivers?

**Recruitment Methods**

What strategies will be used to recruit (a minimum of two) older adults/caregivers as partners in your health research? Please indicate if there are any existing collaborators/stakeholders that you may draw upon to support your outreach efforts.

**Method(s) of Engagement**
Please refer to the guiding principles and desired outcomes of engagement identified in the [SPOR Patient Engagement Framework](https://cihr-irsc.gc.ca/e/48413.html)

**Equity, Diversity, and Inclusion**
How have you taken into consideration equity, diversity, and inclusion in your research project? Specifically, how have you considered health equity and inclusion in your engagement plan (please refer to the [Fairness is Excellence: The Ontario SPOR SUPPORT Unit’s Equity Framework](https://ossu.ca/resources/equity-framework-and-curriculum/))?

**Ethical Considerations**
What ethical considerations have been identified and addressed in your project’s engagement plan (please refer to the [Ethical Considerations for Partnering in Patient-Oriented Research guide](https://absporu.ca/wp-content/uploads/2020/11/AbSPORU-PE-Platform_Ethical-Considerations_Oct2020_23.pdf) produced by the Alberta SPOR SUPPORT Unit)?

**Anticipated Challenges, Impact and Evaluation** (250-word max)

Please include a response to the following questions outlined further below:

What is the value and potential impact of engaging older adults and caregivers in your research project? How do you plan to measure impact and share lessons learned?

What challenges and/or barriers might you anticipate in meaningfully engaging older adults/caregivers in your research? How do you propose you will overcome them? What resources might you be able to access to address these challenges?

# SECTION 4: Budget

## Please provide a detailed projected budget using the [template](https://mcmasteru365-my.sharepoint.com/%3Ax%3A/g/personal/finneya_mcmaster_ca/EZfVG0apW2NMh9tr5NRfWQoBv1sOgqxYL5sMqgKTKR_26w?e=cS2wpL) provided and ensure that a minimum of 25% of the budget directly supports older adults and/or caregivers (i.e., honourariums, reimbursement, meeting refreshments).

Please include your budget as a separate attachment in your email submission using the file name “Collaborative Trainee Engagement Fund\_Budget\_Last Name\_First Name”).

Examples of **eligible expenses** can include but are not limited to honorariums for older adults and caregivers; transportation reimbursement for older adults and caregivers; expenses associated with in-person meetings with older adults (e.g., food, materials); and participation in patient-oriented research training opportunities (e.g., workshop).

Examples of **ineligible expenses** include trainee-only meeting expenses, honourariums for fellow trainees/colleagues, salary expenses.

Note: This funding opportunity is intended to enhance the trainees’ learning experiences in their existing research and is not meant to replace sources of funding already available through grants or internal/external University/Faculty/Department sources. `

# SECTION 5: Timeline

Please include a detailed timeline for the proposed activities**:**

## The detailed timeline should include:

* Planning stage of your proposed project, including the recruitment of older adults and caregivers
* Dissemination of highlights and outcomes of the research project

# SECTION 6: CV/Resume

Please include your current CV/resume as a separate attachment in your email submission using the file name “Collaborative Trainee Engagement Fund\_Resume\_Last Name\_First Name”).

Please provide a current CV that includes the following sections, if applicable:

* Education and training
* Awards and scholarships
* Peer-reviewed publications and poster/oral presentations
* Other relevant experience

# SECTION 7: Letter of Support

Please provide one letter of support from your supervisor that acknowledges your readiness, skills and supports for meaningfully engaging older adults/caregivers in this research project.

## Supervisor information

### First name:

### Last name:

### Email:

### Department/School:

### Is your supervisor a [member](https://collaborative-aging.mcmaster.ca/about-us/our-members/researchers/) of the McMaster Collaborative for Health and Aging? [ ]  Yes [ ]  No

Please include your letter of support as a separate attachment in your email submission using the file name “Collaborative Trainee Engagement Fund\_LOS\_Last Name\_First Name”).

# SECTION 8: Student Consent and Acknowledgement

### [ ]  I hereby certify that all statements in this award application are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for the associated award.

### [ ]  I understand as a result of submitting this application and its attachments that it will be shared with the appropriate Selection Committee for review.

### Please complete and attach the signed [McMaster General Release Form](https://mcmasteru365-my.sharepoint.com/%3Ab%3A/g/personal/finneya_mcmaster_ca/Edr4xZr2XYpCh0LdeTNndWoBqnqK8mLdDXz1RXNPPnsp1g?e=pb1AMm) here:

### Successful applicants will be asked to provide a headshot and brief trainee bio (up to 100 words) as it relates to the engagement fund criteria and/or the proposed project. If selected as a recipient of this award, McMaster University may include this information in print and online materials. This information will be published according to the consent information you have provided.