|  |
| --- |
| **research study**  **Application Forms**  **for**  **Developmental Services (DS)**  **Research Grant Fund Proposals**  **2015** |

|  |
| --- |
| **All proposals must be submitted electronically to:**  [Georgina.Archbold@ontario.ca](mailto:Georgina.Archbold@ontario.ca)  **Signature pages** only must be sent **by mail** to:  **Georgina Archbold**  **Ministry of Community and Social Services**  **Policy Research and Analysis Branch**  **80 Grosvenor Street**  **Hepburn Block, 3rd Floor**  **Toronto, Ontario**  **M7A 1E9**  **For more information contact:**  **Georgina Archbold**  **416-326-5274**  [**Georgina.Archbold@Ontario.ca**](mailto:Janine.%20Rose@Ontario.ca) |

|  |
| --- |
| **Application Deadline**  **July 27, 2015 at noon** |

**Foreword**

The Ministry of Community and Social Services (“the Ministry”) is committed to a vision of a province in which all citizens have the opportunity to achieve their personal potential and enjoy the important possibilities of their lives. To this end, the Ministry wishes to catalyze innovative thinking that will enhance the quality of life of our most vulnerable populations.

In developing your proposal, please explain how your proposed research will enhance understanding of and support improvements in Developmental Services.

Ontario

|  |
| --- |
| **Research Study Application Template** |

|  |
| --- |
| **PART 1: PROJECT INFORMATION** |

|  |  |
| --- | --- |
| **Project title** |  |

|  |
| --- |
| **Ministry Priorities**  Please select the research topic for which your proposal is being submitted: |
| **Funding approaches and practices:**  Understanding the advantages and disadvantages of direct/flexible/self-directed social funding versus indirect or agency-based funding, as well as barriers and enablers (legislation, regulation, or professional guidelines) of implementing a successful direct funding system.   Study of the developmental services system in Ontario, including for users, funders, and those who deliver services, with respect to its strengths, weaknesses, opportunities and challenges to implement direct/flexible/self-directed funding approaches.  **Service models for complex needs clients:**  Understanding the evolving support needs of relevant client groups (e.g., persons with secondary diagnoses, persons with Autism Spectrum Disorder) as they age, including both residential and at-home/community services.  Identifying best practices in system navigation practices and tools.  **Employment:** Identifying best practices for employing/finding employment for persons with a disability in general and persons with developmental disability in particular. |

|  |
| --- |
| **Statement of problem and significance**  Please briefly state the problem the project will address and its significance. |

|  |
| --- |
| **Research question and objectives**  Please identify your research question as well as the specific objectives you aim to achieve. Note that your project proposal will be evaluated based on the following four dimensions: scientific merit, relevance, manageability (in scale and scope), and anticipated benefit to the sector for the budget requested. |

|  |
| --- |
| **Alignment with Ministry priorities**  In 250 words or fewer, please explain how your project aligns with the Ministry’s research priorities. **Note that research topics that do not clearly align with the Ministry priorities highlighted above will not be considered for funding.** |

|  |  |
| --- | --- |
| **Applicant information** | |
| Name: |  |
| Title: |  |
| Organization: |  |
| Street address: |  |
| City, province, postal code: |  |
| Telephone: |  |
| Fax: |  |
| E-Mail: |  |

| **Primary contact information (if different from applicant)** | |
| --- | --- |
| Name: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |

**Research Partners:**

|  |  |
| --- | --- |
| **Community partner (if applicable)\*** | |
| Name of organization: |  |
| Name of contact: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| **Academic partner (if applicable)\*** | |
| Name of institution: |  |
| Name of contact: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |

**\*If applicable, please append letters of support to your application.**

|  |  |
| --- | --- |
| **Project timeframe** | |
| Anticipated date of completion if start date is September, 2015: |  |

|  |  |  |
| --- | --- | --- |
| **Project costs** | | |
| Estimated total cost: |  | |
|  | Year 1 | Year 2 |
| Cost per year (if multi-year) |  |  |

|  |
| --- |
| **PART 2: RESEARCH DESIGN AND METHODOLOGY** |

For the following sections, please write your responses below each section heading in the white space provided, using Arial 11 font and single spaced.

While appendices are permitted, anything that is critical to understanding your application must be included within the project description. Appendices should be kept to a reasonable number and size, as the application reviewers are unable to read through program manuals, etc.

|  |
| --- |
| **Literature Review** (maximum 2,000 words)  Your review must comply with the following requirements:   * It must be comprehensive and critical, explaining how the research question and goals of your proposal align with the current state of the research in the area of interest. * It must provide a brief description of the disciplinary perspective from which the research will be carried out (e.g., psychology, sociology, economics). |

|  |
| --- |
| **Research Design and Methodology** (maximum 2,000 words)  Your design must cover all of the following areas, except where not applicable:   * Methods of accessing sources of information. * Sampling technique used. * Sample size and justification. Note: Your justification must include a proper power analysis where appropriate (including detailed inclusion criteria), and your sample size must be sufficiently large to ensure that the research is rigorous. * Recruitment of subjects (including process for obtaining informed consent from all participants). * Access to data sources and measures to be taken to safeguard privacy/confidentiality of personal or confidential information. * Research design. * Approaches to analysis and interpretation of data. * Instrumentation, including psychometric measures, surveys, focus group guides, interview protocols and appropriateness for the population being investigated (including variables to be analysed). |

|  |
| --- |
| **Knowledge Mobilization and Exchange Plan** (maximum 500 words)  Your knowledge mobilization and exchange plan must include the following information areas:   * The role of any cross-disciplinary advisory groups and their members. * A description of the deliverable(s)/product(s) that will be created as a result of this research. * The types of knowledge exchange tools and activities that will be undertaken to share the research with the Developmental Services sector. |

**PART 3: PROJECT TEAM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Team**   1. Please list all the investigators on the research team. For each investigator, describe his/her role in the project and estimated time commitment. 2. Attach curriculum vitaes for each member of the project team. | | | | |
| **Name** | **Title and Department** | **Institution/**  **Agency** | **Project Role\*** | **% of Time Dedicated to Role** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **\* Roles include the following:**   * **Project Coordinator (PC):** One person responsible for coordinating projects involving two or more organizations where the research is being conducted. * **Site Leader (SL):** Person responsible for managing the project at each site for multiple site projects. * **Principal Investigator (PI):** The researcher who will receive funds for the project. * **Project Manager (PM):** One person responsible for managing the proposed project. * **Collaborator:** Individuals who contribute to the project in a significant way but who are not Principal Investigators, Project Leaders or Project Coordinators. * **Specialized Personnel (SP):** This includes students, technicians, programmers, research associates, post-doctoral students. | | | | |
| **PART 4: ESTIMATED COSTS** | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Estimates and Budget Justification (please see attached documentation regarding allowable expenses)** | | | | | | |
| An estimate of the level of costs under each general category. | | | | | | |
| **Category** | Year 1 | | Year 2  (if applicable) | | Justification for expense (required) | |
| $ | % of annual  budget | $ | % of annual  budget |  |
| Salaries and benefits, for each individual project participant |  |  |  |  |  |
| Course release time |  |  |  |  |  |
| Consulting services |  |  |  |  |  |
| Fees/honorariums paid to research participants/subjects |  |  |  |  |  |
| Specialized or technical services |  |  |  |  |  |
| Materials and supplies (specify) |  |  |  |  |  |
| Computing and related costs (specify) |  |  |  |  |  |
| Research related travel\* |  |  |  |  |  |
| Other expenditures (e.g., start-up costs not mentioned elsewhere) (specify) |  |  |  |  |  |
| **TOTAL\*\*** |  |  |  |  |  |
| \* Applicants are encouraged to minimize travel costs, e.g., by using electronic surveys instead of more travel-intensive methods. **\*\* Budgets that exceed the Fund’s budget ceiling will not be considered for funding.** | | | | | | |

|  |
| --- |
| **PART 5: PROJECT SCHEDULE** |

Please include a schedule for your research project. Your schedule must include a detailed list of tasks that will be undertaken over the course of your project, including major meetings and deliverables. Note that each task must include:

* A start and end date;
* The estimated number of hours or days required to complete the task;
* The person or persons involved in the task; and
* Each person’s estimated level of effort (time).

Applicants are encouraged to submit a Gantt chart or a timeline as part of their applications.

|  |
| --- |
| **Part 6 – Disclosure** |
| **Use and disclosure of personal information in applications for DS Grant Fund:**  Personal information is collected by the Ministry for use in:   * Reviewing applications * Administering grant awards * Announcing successful applicants and research/evaluation grant recipients * Establishing databases for program planning and evaluation   The Ministry uses the personal information provided in the identification section of the curriculum vitae strictly for purposes of identification. Personnel information provided in grant applicants is accessible only to staff of the Policy Research and Analysis Branch and internal and external members of the Developmental Disability Research Review Committee.  The Ministry will use the information in the project title, summary and amount of grant request when announcing the results of the 2015/16 DS Research Grant Fund Review Call.  Please note that in response to a request for information submitted under the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990,* the Ministry may be required to provide all information in a successful grant application that pertains to a certain organization. However, the Ministry would also be obligated to withhold comments made about the applicant or other individuals, and external assessors, as well as any comments that might identify them.  I, the undersigned, hereby give CONSENT to the use and disclosure of the information contained in my application for the purposes as described. |
| Name: |
| Signature: Date: |

|  |
| --- |
| **AUTHORIZED SIGNATURE SHEET(S)** |

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | **Project Number:**  (as assigned by Ministry) |
|  |

|  |  |
| --- | --- |
| **Principal Applicant Signature** | |
| Organization: |  |
| Address and Postal Code: |  |
| Print Name: |  |
| Title: |  |
| Signature: |  |
| Date: |  |

*(Disponible en français)*

|  |
| --- |
| **Developmental Services (DS)**  **Research Grant Fund Proposals** |

**Allowable expenses for grant funding**

**1. Principal Investigators and Researchers**

a. Salaries for principal investigators affiliated with Canadian post-secondary institutions will *not* be funded. However, the salary of research assistants is permissible. The Ministry will pay the course release time expense charged by your institution or organization.

b. Investigators based at other non-profit organizations *cannot* use the funds to supplement regular salaries and benefits. However, the fund *may* be used to enable agencies to backfill the position of an agency staff person, who will act as the principal investigator, provided that he/she has the requisite experience and training to conduct the research or evaluation project.

**2. Research Consultants** Grant recipients are expected to have the qualifications and experience necessary to conduct the research/evaluation project for which they are funded. The Ministry will fund consultant fees to a maximum of $10,000 per successful project. The budget must include the number of days of consulting and the Consultant’s per diem rate.

**3. Personnel costs**

The grant will cover reasonable compensation for required personnel, including staff for data inputting or analysis, project coordination and/or administration staff. These funds are not meant to supplement regular salaries and benefits.

**4. Fees and honorariums paid to research participants/subjects** The grant will cover the cost of modest incentives and tokens of appreciation paid to subjects for participation in the research, where ethically acceptable.

**5. Specialized or technical services** Reasonable costs for obtaining interview transcription, data inputting or other specialized services will be eligible for funding.

**6. Travel and related costs** You may claim reasonable travel and related costs if required by the project (e.g. in the case of multi-site projects). **Travel expenses will be reimbursed based on the Government of Ontario Travel, Meal and Hospitality Policy.** Note: Applicants are encouraged to minimize travel costs wherever possible, e.g., by using electronic surveys instead of more travel-intensive methods.

**7. Overhead** The grant will cover overhead costs for academic institutions to a maximum of 20 per cent.

**Examples of ineligible costs:**

* Any costs incurred before the grant is awarded.
* Education-related costs, such as thesis defence, publication, tuition, software training and course fees.
* Purchase or rental of standard office equipment (e.g. desks, chairs, photocopiers), excluding allowable computer costs.
* Professional training and development including computer training.

**Questions regarding the eligibility of a proposed expense may be sent to:** Georgina Archbold at[Georgina.Archbold@ontario.ca](mailto:Georgina.Archbold@ontario.ca) .

**Reporting Requirements**

Grant recipients must submit reports that demonstrate that grant funds were spent as described in the application. The final report must include a copy of the works produced. The templates required for annual progress reports and/or final reports will be provided to successful applicants.