



**AMS Healthcare  
Compassion and Artificial Intelligence Small Grant  
Full Proposal Submission Guide**

**Submission Requirements**

- A complete application includes:
  1. completed Full Proposal Submission Template (with signatures);
  2. an abbreviated curriculum vitae of no more than five (5) pages;
  3. letter of support from the Sponsoring Institution;
  4. letters of collaboration from all co-PIs, Collaborators and Partners;
  5. one additional file (“Attachments”) of up to 5 letter-size pages in length for supporting manuscripts, tables, figures and/or reference documents.
- The submission deadline is **5:00 pm (eastern time) on Wednesday, September 16, 2020**
- The complete application must be sent by email as a single electronic file in PDF format to [OSSU@OSSU.ca](mailto:OSSU@OSSU.ca).

**Important notes:**

- Applicants must not change the format of the LOI Submission Template in any way other than to bold, underline or italicize words for the purpose of emphasis.
- Applications that do not follow word limits or formatting instructions will be either truncated or triaged from the competition.
- Incomplete applications will be triaged from the competition.

**Completing the Submission Template**

1. **Application Date** - Insert the date when the application will be submitted to the competition.
2. **Applicant** - Complete the contact table for the lead applicant (Nominated Principal Investigator).
3. **Career Stage** - the AMS Healthcare Compassion and Artificial Intelligence Small Grant program intends to engage applicants from a broad spectrum of backgrounds who can contribute to our understand of the impact of digital technologies and artificial intelligence on compassionate healthcare. Please indicate (**click the radio button**) this most appropriate description of your background.
  - a. Early or mid career. CIHR defines a [new/early career researcher](#) as someone who has assumed his/her first independent academic position (e.g., faculty appointment) within the last 5 years. A [mid-career researcher](#) is defined as 5-15 years as an independent academic.
  - b. A regulated healthcare professional or an academic in a field related to/focussed on healthcare (i.e. health ethics, health law, computer scientist with an interest in health

applications) in an Ontario health care organization/provincial government, academic setting or a provincial/national health profession organization in Canada.

4. **Co-PIs, Collaborators or Partners** – list all of the co-PIs, collaborators and partners involved in the project. Provide their name, role, department and institution, and a brief (25 words) description of their contributions to the project.
5. **Background of the applicant** - Describe how your previous knowledge and experience is ideally suited to investigating the impact of digital technologies/artificial intelligence on the delivery of compassionate healthcare. Where possible, include specific references to professional/academic achievements, education, training and/or activities in your abbreviated curriculum vitae that support your description. (250 words maximum)
6. **Contents of the Attachments File** - Applicants may include additional supporting material (e.g.: Images, figures, supporting published manuscripts, etc) to the application in an “Attachments” file. The Attachments file may only be up to 5 letter-size pages in length. List the contents of the Attachments file here.
7. **Description of the proposed activities** - Describe the activities/projects you propose to undertake during the term of this award that will improve our understanding of the impact of digital technologies/artificial intelligence on the delivery of compassionate healthcare and how the ensuing benefits and challenges can be leveraged and mitigated respectively. Where appropriate, please structure your proposal under the following headings:
  - Objectives;
  - Background and rationale;
  - Description of the research/project plan and methodologies;
  - Justification of the design, methodologies and/or approach;
  - Preliminary data that support the project (if applicable);
  - Evaluation (if applicable)
  - Feasibility of the research/project proposed;
  - Recognition of the potential limitations (pitfalls); and,
  - Identified alternatives.

Include a clear description of the deliverables and anticipate outcomes for the activities/project. (1,500 words maximum)

8. **Sponsor organization/academic institution** - Please describe the accommodations, supports and/or contributions being made by the sponsor organization/academic institution that will help to ensure the success of your project. This may include the commitment to provide release time to the applicant to complete the project and the provision of space, facilities, funding, special resources/expertise as needed. Ensure that the sponsor organization/academic institution’s letter of support documents the details described in this section of the application. (200 words)
9. **Budget** - AMS Healthcare has allocated up to \$20,000 for each grant. In the column headed by “AMS Funding”, indicate the anticipated breakdown of costs for this grant. Additional budget items can be listed in the first column under “Other: (please specify)”. The sum of these cost must be less than or equal to \$20,000.

In the column headed by “Institutional contributions...”, indicate the value of the cash and in-kind contributions to this grant (eg: release time, infrastructure, travel and project/activity costs). Additional budget items can be listed in the first column. Ensure that the sponsor

organization/academic institution’s letter of support documents the details described in this section of the application.

Contributions from other sources may be included in the “Institutional contributions” and clarified in the budget explanation field. Again, please ensure that a letter of collaboration from each other source is included in the application that clearly states the value of the contribution.

In the space below the table, provide an explanation of the costs.

10. **Signatures** - Complete the fields and obtain signatures for the Applicant and the Sponsoring Institution.

