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## IWK Translating Research Into Care (TRIC) Program Guidelines

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### **Purpose:**

The purpose of the *Translating Research Into Care* (TRIC) program is to support *Implementation Science*\* which aims to incorporate new findings into practice. Projects will yield strong evidence and facilitate the translation of clinical science into improved healthcare policy, service delivery and patient care.

\**Implementation science* is the study of methods to promote the integration of existing research findings and evidence into healthcare policy and practice. For more information, view a previous TRIC Workshop:

<https://www.youtube.com/watch?v=8R4GlyM8Kkc> or visit National Institutes of Health:  
<https://www.fic.nih.gov/ResearchTopics/Pages/ImplementationScience.aspx>

Priority will be given to applications that do one or more of the following:

- improve patient reported outcomes
- improve the safety of healthcare
- improve wait times for healthcare
- reduce the need for healthcare
- improve access for under-served populations
- identify and reduce unnecessary healthcare costs
- reduce unnecessary interventions. We strongly encourage applicants to consider a focus on de-adoption of unnecessary tests, interventions or clinical practices that are of low value.

### **Research Design:**

Any study design—qualitative or quantitative—is acceptable as long as it is robust and supported by existing evidence. The evidence needs to be convincing and inform a feasible plan for healthcare improvement that can be successfully implemented and supported by the Health Centre. Designs may include, but are not limited to, Randomized Controlled Trials (RCT), surveys and observational studies.

### **Eligibility:**

All applications must be submitted by a Scientific Co-Principal Investigator and an Administrative Co-Principal Investigator.

- The *Scientific Co-Principal Investigator* must be an IWK Researcher or an IWK staff member which is defined as i) holding a current IWK MDSAS or staff position and ii) having primary research lab or primary clinical office at the IWK or conducts research at the IWK.
- *Administrative Co-Principal Investigators* must be employed at the IWK. They must possess signing authority for the relevant departmental/unit budget that will be impacted by the Implementation Science; have the authority to approve and support the implementation of a healthcare improvement plan, and the authority to sustain a successfully implemented plan over the long term.
- Applicants may hold a maximum of two TRIC grants at any one time as the Lead Scientific Co-Principal Investigator.

**Please note:** All operational (unit/departmental) costs associated with the project must be absorbed by the Administrative Co-Principal Investigators of the unit/department. Applicants with expired or

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overdrawn accounts and outstanding final reports are not eligible to apply unless resolved prior to competition deadline date.

### **Funding Levels:**

Three levels of funding support are available:

- Level 1: up to \$ 5,000 over one year
- Level 2: up to \$ 25,000 over one or two years
- Level 3: up to \$ 50,000 over two years

Level 1 grants are “planning grants.”

Levels 2 and 3 grants focuses on the implementation. Applicants considering a Level 2 or 3 must be able to answer yes to all the following questions:

- *Will this project change practice?*
- *Will this practice change have an impact on the health system and/or patient care?*
- *Is there rationale and strong support for this practice change evident in the literature?*
- *Does the impact of this practice change likely to be sustainable over the long term?*
- *Is there a clear patient engagement plan?*

Applications that do not meet the above criteria or are not considered Implementation Science research projects will not be considered for funding.

### **Deadline dates:**

Registration deadline: **November 1**.

Application submission: **January 15**.

### **Submission Process:**

- Registration forms can be found [here](#). Please complete the form and send to [Saqueeb.Noor@iwk.nshealth.ca](mailto:Saqueeb.Noor@iwk.nshealth.ca).
- Applicants will be notified before November 30 if their submission can move forward with full application submission.
- Full applications are to be submitted through the [ROMEO system](#) by January 15.

### **Award Terms:**

- TRIC awards must be held in a research account at IWK.
- Research must begin within six months of the award date.
- Recipients must agree to follow IWK policies and/or procedures (e.g. Jurisdiction, IP, travel and procurement) and any other applicable policies, procedures or guidelines.
- Publications arising from the research must acknowledge the following: *This research was supported by the IWK Foundation Translating Research into Care Healthcare Funding Program* [followed by the grant number and year of funding awards in square brackets].
- Reports: Final reports are required for Level 1 awards. Interim and final reports are required for Level 2 and 3 awards. Report templates are available on the webpage [here](#).

## **Budget Guidelines:**

### **Eligible expenses**

- Personnel (e.g. research assistant, coordinator, etc) wages and benefits. For each personnel position, (outline details of hourly wage, hours of work per week, and number of weeks to be worked. Ensure CPP, EI and other related deductions/benefits are included, if required). IWK Research salary scale must be used, please contact [ResearchHR@iwk.nshealth.ca](mailto:ResearchHR@iwk.nshealth.ca) for an updated document.
- Consulting fees, (provide details of any professional or technical contracts or arrangements such as cost and justification of why a particular vendor was selected).
- Honoraria paid to research participants, as approved by IWK REB.
- IT costs (provide details e.g. who will set up, monitor and maintain websites/online surveys, who will collect data, data storage plans)
- Purchase or lease of research equipment and supplies as related to the research project, if not already supplied by the Health Centre.
- Travel costs associated with team development, workshops, seminars (please justify) and costs associated with holding a workshop or seminar, the activities of which relate directly to the funded research.
- Meeting room rental fees and catering costs for the purposes of data collection, partnership development and research dissemination.

### **Ineligible expenses**

- Compensation to PI or Co-investigators for salary purposes, release time allowance for clinicians or discretionary severance and separation package.
- Student stipends
- Administrative or management charges or fees
- Membership fees to professional associations or societies
- Professional training or education tuition or course fees
- Conference travel expenses and conference registration fees
- Entertainment expenses, gifts, alcoholic beverages
- Insurance costs for equipment and research vehicles
- Costs associated with construction, renovation or rental of laboratories or facilities
- Costs associated with ethical review, biohazard or radiation safety, environmental assessments, and bylaws.
- Costs related to intellectual property or obtaining a patent
- Open access publication fees\*

\*Note: Once you receive acceptance of a manuscript from an open access journal, please contact the TRIC program representative for information about funding support to offset the open access publication fees.

### **Unspent funds**

All unspent funds must be returned to the TRIC program at the end of the funding period or if the project is terminated before the funding end date.

## TRIC Application Checklist

### I. Level One TRIC Grant (up to \$5,000 over one year)

Level 1 “planning-type” grants are expected to gain evidence that will help to support the preparation of a future Level 2 or Level 3 grant application. Activities supported include team development, literature review, retrieval of data, and development of a research protocol.

Applications must include:

- **Application Title Page**
- **Lay Summary**
- **Project Description:** Three pages maximum including background, implementation plan and expected impact, development plan, patient engagement, team members and roles.
- **Budget Table and justification:** Please use template provided. (Template will be available to download in the ROMEO application system). Provide a detailed budget justification (no page limit). Refer to the budget guidelines above for eligible/ineligible expenses.
- **Appendix:** One page maximum (e.g., figure, chart, table, questionnaire, etc.)
- **References:** One page maximum
- **Administrative Co-PI Letter of Commitment:** this letter must provide details about the commitment and funding support to be provided from the healthcare system/operational budget. The letter should describe the proposed practice change, why it is important, how this will improve patient care at the health centre now, and a willingness to sustain the system change at the end of the TRIC project, if the change is successful.
- **Letters of Support:** Unlimited letters of support may be included. These are not considered part of the allowable number of appendices. **IT:** All healthcare improvement projects that will impact IM/IT resources must be approved by the IM/IT Department prior to grant submission. This written approval should be included with the application as a letter of support.
- **CV:** Team CV's of no more than five pages each must be included for the Scientific Co-Principal Investigator, Administrative Co-Principal Investigator and each co/sub investigator.

## II. Level Two TRIC grant (up to \$25,000 over one or two years)

Level Two TRIC applications are expected to be comprehensive research projects that focus on the implementation of a healthcare improvement plan. The Co-Principal Investigator and Administrative Co-Principal Investigator must submit an application that includes:

- **Application Title Page**
- **Lay Summary**
- **Project Description:** Five pages maximum including background and evidence, implementation procedure, sustainability plan, methods and procedures, and patient engagement plan.
- **Budget Table and justification:** Please use template provided. (Template will be available to download in the ROMEO application system). Provide a detailed budget justification (no page limit). Refer to the budget guidelines above for eligible/ineligible expenses.
- **Appendices:** Two pages maximum (e.g., figure, chart, table, questionnaire, etc.)
- **References:** Two pages maximum
- **Administrative Co-PI Letter of Commitment:** this letter must provide details about the commitment and funding support to be provided from the healthcare system/operational budget. The letter should describe the proposed practice change, why it is important, how this will improve patient care at the health centre now, and a willingness to sustain the system change at the end of the TRIC project, if the change is successful.
- **Letters of Support:** Additional letters may be included and are not considered as part of the allowable number of appendices. **IT:** All healthcare improvement projects that will impact IM/IT resources must be approved by the IM/IT Department prior to grant submission. This written approval should be included with the application as a letter of support.
- **CV:** Team CV's of no more than five pages each must be included for the Scientific Co-Principal Investigator, Administrative Co-Principal Investigator and each co/sub investigator.

### **III. Level Three TRIC Grant (up to \$50,000 over two years)**

Level Three TRIC applications are expected to be comprehensive research projects that focus on the implementation of a healthcare improvement plan. The change strategies generated by the project must be broad in scope and require significant resources and 2 years to implement.

The Co-Principal Investigator and Administrative Co-Principal Investigator must submit an application that includes:

- **Application Title Page**
- **Lay Summary**
- **Project Description:** Eight pages maximum including background and evidence, implementation procedure, sustainability plan, methods and procedures, and patient engagement.
- **Budget Table and justification:** Please use template provided. (Template will be available to download in the ROMEO application system). Provide a detailed budget justification (no page limit). Refer to the budget guidelines above for eligible/ineligible expenses.
- **Appendices:** Three pages maximum (e.g., figure, chart, table, questionnaire, etc.)
- **References:** Two pages maximum
- **Administrative Co-PI Letter of Commitment:** this letter must provide details about the commitment and funding support to be provided from the healthcare system/operational budget. The letter should describe the proposed practice change, why it is important, how this will improve patient care at the health centre now, and a willingness to sustain the system change at the end of the TRIC project, if the change is successful.
- **Letters of Support:** Additional letters may be included and are not considered as part of the allowable number of appendices. **IT:** All healthcare improvement projects that will impact IM/IT resources must be approved by the IM/IT Department prior to grant submission. This written approval should be included with the application as a letter of support.
- **CV:** Team CV's of no more than five pages each must be included for the Scientific Co-Principal Investigator, Administrative Co-Principal Investigator and each co/sub investigator.

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### **Contacts:**

For additional information about the funding program, go to

<https://iwkhealth.ca/research/support-researchers/translating-research-care-tric-healthcare-improvement-research-program> or contact [Saqueeb.Noor@iwk.nshealth.ca](mailto:Saqueeb.Noor@iwk.nshealth.ca).

**Support for application development-** Applicants may request a meeting to discuss their Implementation Science project. Please contact Robin Gauthier ([Robin.Gauthier@iwk.nshealth.ca](mailto:Robin.Gauthier@iwk.nshealth.ca)) or Jill Hatchette ([Jill.Hatchette@iwk.nshealth.ca](mailto:Jill.Hatchette@iwk.nshealth.ca)) for more information.