



CIMVHR
Canadian Institute for Military
and Veteran Health Research

ICRSMV
L'Institut canadien de recherche sur
la santé des militaires et des vétérans

CIMVHR TPL Call for Proposals – “Mental Health Support for Military Families and Veterans in Québec: A Feasibility Study”

Additional guidelines and considerations

The research activities must:

- meet relevant legal requirements for protecting researchers, human subjects, the health and safety of the public, and the welfare of lab animals;
- comply with relevant university and granting agency policies, regulatory, or legal requirements that relate to the conduct or reporting of research and scholarly activity; and
- be conducted under appropriate approvals, permits, or certifications.

The successful candidate will have the following minimum qualifications:

- One (or more) senior investigator(s) with a PhD in a relevant discipline;
- Demonstrated experience in research design and analysis appropriate to the scope of work;
- Demonstrated expertise of Quebec military, Veteran and families landscape, including existing services and programming;
- A faculty appointment at one of CIMVHR's Canadian Partner Universities; and
- Must be able to meet project deliverables within stated timelines.

Application formatting

Following the instructions below in preparing your proposal:

- Use clear language and avoid technical jargon, ensuring that a lay audience understands any terms.
- The Project Overview should be a maximum of three pages and written in English.

Expenditures

- As a general guideline, expenses that qualify for tri-council funding would be appropriate and eligible for this initiative.
- Generally, indirect or overhead research costs are considered ineligible expenditures.
- For additional information regarding budget expectations and limitations, please contact Madelaine Meehan at madelaine.meehan@queensu.ca.

Timeline

- As part of the evaluation process, consideration will be given to proposed project plans that are able to meet the proposed end date of April 1 2019, with submission of a high-quality, final deliverable by May 1 2019.

Reporting requirements



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Generally, funding will be released on a quarterly basis pending satisfactory progress and reporting, which will include:

1. Submission of a lay summary with quarterly reports
 - Guidelines for preparing a lay summary are available at:
<https://cimvhr.ca/forum/resources/WritingTheLaySummaryBasics.pdf>
 - The summary should not be longer than 150 words, should be written in clear, plain language, and should be written in non-technical terms that can be clearly understood by reviewers/readers with various areas of expertise.
 - This summary will be used by TPL and CIMVHR for promotion and dissemination.
2. Milestone reporting
 - Submission of **quarterly research progress reports** (template to be provided), which should be written in lay language; and
 - Submission of a **final report**.
3. Acknowledgement of CIMVHR and TPL as sources of funding in all presentations and publications related to the research project.

