



## 2019 Research Program, Operating Grants and Career Scientist Award

### General Guidelines and Conditions Applicable to **all** CAS Research Awards

The [Canadian Anesthesiologists' Society](#) (CAS) offers two types of research grants through the Canadian Anesthesia Research Foundation (CARF).

- **Operating Grants** provide funding to cover the direct costs related to a single research project or program. The CAS offers open operating grants as well as grants that are designated for new investigators and residents.
  - *Open Operating Grants*
    - “Dr R A Gordon Research Award”
    - “CAS Research Award in memory of Adrienne Cheng”
  - *New Investigator Operating Grants:*
    - “Canadian Anesthesiologists' Society Research Award”
    - “Dr Earl Wynands Research Award”
  - *Residents' Research Grant:* “Ontario's Anesthesiologists – CAS Residents' Research Grant”
- The **Career Scientist Award** provides partial salary support for the investigator to fund protected research time. The Career Scientist Award is awarded every other year in odd numbered years.

The CAS Research Advisory Committee judges each application for an Operating Grant or Career Scientist Award on the basis of scientific merit, importance, and feasibility. Successful applicants are presented their awards during the Awards Ceremony at the CAS Annual Meeting.

## **Terms & Conditions Governing all CAS Research Program Awards**

The following requirements apply to the Research Awards Program.

### 1. Membership

- a) The applicant must be a CAS member in good standing in the year prior to the award year, at the time of grant application and must remain a member in good standing during the tenure of the award. To remain a member in good standing, membership dues must arrive at the CAS head office no later than **February 1<sup>st</sup>** of the award year **and annually**, if applicable, throughout the term of the award. Failure to meet this deadline will result in the application or grant being withdrawn. Although not required, it is also recommended that the co-applicants be CAS members where appropriate.

### 2. Applicant Status

- a) The applicant must hold a primary faculty appointment in a department of anesthesia at a Canadian university medical school; in the case of the "Residents' Research Grant", the applicant's supervisor must hold the appointment.

### 3. Prior Award Winners

- a) A recipient of a previous Operating Grant is ineligible to apply for another Operating Grant for a period of two award cycles.

*For example*, a recipient of a 2015 Operating Grant is ineligible for the 2016 and 2017 award cycles, and a recipient of a 2016 Operating Grant is ineligible for the 2017 and 2018 award cycles. A recipient of a Residents' Award is ineligible to apply for another Residents' Award for the following two years but remains eligible to apply for other non-resident Operating Grants. A recipient of a Career Scientist Award is ineligible to apply for another Career Scientist Award but remains eligible to apply for Operating Grants.

### 4. Topic of Research

- a) The research project or program for which funding is requested must be clearly relevant to the field of anesthesia perioperative medicine, and/or pain management.

### 5. Location

- a) The research must be carried out in Canada.

### 6. Ethics and REB documentation

- a) Research involving recruitment of human subjects and the use and care of animals must meet national ethical standards including the ethics policy initiatives of the Canadian Institutes of Health Research (<http://www.cihr-irsc.gc.ca/e/29338.html>).
- b) Research involving recruitment of human subjects must conform to current guidelines, such as the Tri-Council Policy Statement on Ethical Conduct for Research Involving Human Subjects ([www.pre.ethics.gc.ca/](http://www.pre.ethics.gc.ca/)) and the CAS Guidelines on the Ethics of Clinical Research in Anesthesia, available on the CAS website ([www.cas.ca](http://www.cas.ca)) on the

**“Guidelines to the Practice of Anesthesia”** webpage<sup>1</sup>. Assurance must be given that any human experimentation will be acceptable to the institution on ethical grounds.

- c) Research involving the use and care of animals must be in accordance with the Canadian Council on Animal Care guidelines [www.ccac.ca](http://www.ccac.ca)
- d) Assurance must be given that the proposed research will not be undertaken until it has been accepted as meeting requirements regarding biological and chemical hazards such as outlined in the Medical Research Council of Canada “Guidelines for Handling of Recombinant DNA Molecules and Animal Viruses and Cells”. The institution must notify the Canadian Anesthesiologists’ Society if such approval is not forthcoming.
- e) A document indicating that institutional review has been initiated for animal and/or human experimentation, where applicable, must be submitted by **February 1 of the award year**. Applications that fail to fulfill these requirements will not be considered.
- f) **Proof that the application has been approved must be received by CAS before funds are released to the institution.**

## 7. Award Term

- a) The term of an Operating Grant will be one year (July 1 to June 30 of the following year), and it is not renewable.
- b) If the approval of your REB is delayed, please contact the CAS as soon as possible. A formal extension of the term of your award may be approved, upon review.
- c) If your project is delayed, a progress report is still required. This will be reviewed by the RAC Chair and CARF representatives to decide on an extension or cancellation of the award. Please submit your report on schedule to the CAS, along with:
  - i. a description of any changes made to the project or budget;
  - ii. the reasons for the delay;
  - iii. the expected completion or continuation date, a projected figure for the unexpended balance at the termination date and any other relevant material.

## 8. Offer and Acceptance of Award

- a) Terms of awards and “condition of approval”
  - i. Awards are made only upon the approval of CAS. All awardees and the Host Institution must formally accept an award and all awards are at all times conditional upon and subject to availability of funds to CAS and CARF.
  - ii. In addition, CAS and CARF reserve the right to terminate or change any award at any time.

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<sup>1</sup> The specific URL is:

[http://www.cas.ca/English/Page/Files/97\\_CAS%20Guidelines%20on%20the%20Ethics%20of%20Clinical%20Research%20in%20Anesthesia%20-%202011.pdf](http://www.cas.ca/English/Page/Files/97_CAS%20Guidelines%20on%20the%20Ethics%20of%20Clinical%20Research%20in%20Anesthesia%20-%202011.pdf)

b) Notification of Award

- i. Successful applicants will receive an official “Notification of Award” which sets forth the duration of the award and the amount approved. The financial office and/or the research office of the host institution will be informed of the details of the award at the same time.
- ii. A revised Notification of Award will only be sent if there is a change in the amount or terms of the grant.

c) Notice of Acceptance

- i. Within two weeks of being notified, all successful applicants are required to provide:
  1. A signed, completed acceptance form.
  2. a recent high-resolution personal photograph together with written consent that the photograph be used by CAS and CARF for purposes associated with the CAS Research Program, including CAS/CARF promotional material.

d) Financial Details:

- i. In accepting a research award, the recipient acknowledges and agrees that the award constitutes the maximum payable.
- ii. You must provide the CAS office with the name, contact information and email address of the institutional contact to whom the funding will be released.
- iii. Administration and payment of funds: Funds for all awards must be administered through the financial or research officer of the host institution, unless explicitly approved in writing by CAS.
  1. Payment of accounts for the purposes specified in the award is made by the financial officer of the Host Institution.
  2. Any expenditures in excess of the award will not be assumed by CAS nor reimbursed by it to the host institution.
  3. Expenditures are intended to reasonably match the purposes set forth in the proposed budget and any significant alternative use of funds requires prior approval of CAS.
  4. Expenditures incurred after the termination date will not be accepted. The Host Institution is expected to return any unexpended balances at the termination date, including early termination.
- iv. Funds are released, regardless of value, in two equal instalments to the institutional contact you provide CAS.
- v. Funds are released after all required documentation is received and approved by CAS. Start dates are, therefore, varied.

- vi. The second instalment of funds is released only after the approval of the required Reporting document(s) – see below for details on required reporting obligations.
- vii. CAS reserves the right to audit the Awards statement of accounts.

## 9. Reporting Obligations

- a) A Progress report and a Final report are due to CAS. The Progress Report is reviewed and approved **prior to** the second instalment of any funds being released by CAS.
  - i. A Progress Report is due 6 months after the first installment of the award is paid.
  - ii. A Final Report is due within 6 months of the completion of the award (including cancellation of the award).
- b) Financial statements may be requested from the institution at which the funding is held. Should a recipient of a CAS award receive funding from another source for the same research project, the proportion of funds the recipient receives in excess of the total amount applied for must be returned to CARF.
- c) Change in status of awardee
  - i. Should an awardee be unable to continue the research program for which they received support, the awardee must immediately notify CAS so that appropriate action can be taken. All awards are conditional upon the continual involvement of named (Co-)Principal Investigators and/or co-applicants. The named Principal Investigator(s) is required to notify CAS if any role changes significantly.
  - ii. If unable, for any reason, to complete the project for which the award was given, the awardee recognizes that, following the term of the award, any uncommitted balance must revert to CARF.

## 10. Public Acknowledgement of Funding

- a) All published manuscripts resulting from the CARF funding must include acknowledgement of this program. Failure to do so will result in disqualification of applications in future years; failure to acknowledge CARF funding of prior awards will result in disqualification of this application.
- b) The following funding acknowledgement must appear on all published manuscripts and abstracts resulting from the CARF funding:

“This research was supported by the Canadian Anesthesia Research Foundation.”
- c) For public presentations, a high-quality CARF logo can be downloaded from the CARF website [http://www.anesthesia.org/carf/carf\\_logo.html](http://www.anesthesia.org/carf/carf_logo.html).

## Guidelines and Conditions for Online Submission

### 1. Deadline:

- a) The completed application must be submitted online no later than 16:00 hours Eastern Time on the deadline. It is the applicant's responsibility to ensure that all sections of the application form are completed and are submitted by the deadline. Contact [research@cas.ca](mailto:research@cas.ca) or (416) 480-0602 if you have any questions or concerns well in advance of the deadline.
- b) The applicant may make changes to the application(s) at any time before the deadline date and prior to submitting the final application(s). Submitting the application via the "Submit" button on the final page of the application process confirms that no further changes can be made. Applicants should make sure that all information is complete and accurate prior to pressing this button. No changes will be allowed after this option has been selected or after the deadline for submission unless they are requested by the Research program.

### 2. Primary Applicants & Co-Authors

- a. Only the primary applicant creates an online applicant user profile.
- b. CAS will e-mail the applicant (at the address indicated on the application) confirming receipt of the online submission.
- c. The primary applicant will be contacted via email whenever any action is required by CAS. Please mark [research@cas.ca](mailto:research@cas.ca) as a safe email address in your mail settings.

If a co-applicant or other interested party needs a print copy of the application materials, the primary applicant may sign in and download a copy.

### 3. Multiple Applications

- a. Only one operating grant application can be submitted for the same project; the applicant named as the Principal Investigator on the application should be the same Principal Investigator on the institutional approval and/or other study registry documents.
- b. To apply for more than one award, the primary applicant must use the same account for each application.
- c. Individuals seeking both an Operating Grant and a Career Scientist Award must complete separate applications.

### 4. Application Rules

- a. **Guidelines: Please carefully read and follow all published guidelines.**
  - i. The General Guidelines and Conditions are applicable to every award. The relevant specific guidelines (i.e. the Operating Grants, Residents' or Career Scientist Guidelines) must also be followed and may supersede the General Guidelines where they explicitly state a difference. If you are in doubt, contact CAS for clarification.
  - ii. Please refer to the Guidelines for individual awards for details specific to that award.

- b. Style
  - i. Uploaded text documents should be single-spaced using 12-point size (unless otherwise stated). Condensed spacing or font is not acceptable.
  - ii. Ensure that images and signature pages are clear and correctly oriented.
- c. Maximum Lengths: Sections of the application have a maximum space allotment. Additional information exceeding the maximum allowance will be removed from the final submission. Protocol longer than requested lengths will not be adjudicated.
- d. Publications & Extra Pages: No extra pages will be allowed unless otherwise stated. No appended publications are acceptable.
- e. CCV: Applicants and co-applicants are expected to submit a Canadian Institutes of Health Research (CIHR) Common CV by the application deadline. No other format will be accepted.
  - i. Append one 5-year CCV only to the application.
  - ii. Use the draft version of the CIHR CCV as your CV. Please review the CAS CCV document that is provided for full details. For more information on the Common CV, please refer to the <https://ccv-cvc.ca/> website.
- f. Required Documents:
  - i. Please review the appendix of required documents.

**Applications that fail to fulfill the above requirements will not be considered.**

In the event that there is a discrepancy between this document and the Guidelines and Conditions for another CAS Research Grant/Award, this document will apply.

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## Research Program

### Canadian Anesthesiologists' Society

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## Appendix - Required Documents

**All awards** allow the following files to be uploaded. All required documents are marked with an asterix.

- 1) The Summary of proposal/ Résumé de la proposition de recherche \*
- 2) Detailed Research Proposal/ Détail du programme de recherche \*
- 3) Proposed budget / Détail du projet de recherche \* (required for all awards except for CSA)
- 4) Budget justification / Justification du budget \* (required for all awards except for CSA)
- 5) Research Environment / Milieu de recherche \*
- 6) Signature Page / Page de Signature \*
- 7) Co-Applicant's Signature Page / Page de signature du(des) co-requérant(s) \* (required only if there are co-authors of the study)
- 8) Response to Previous Reviews / Réponses aux évaluations précédentes \* (required only if you have submitted the study to the CAS Research Awards Program in a previous year)
- 9) Common CV of Applicant / CV commun du requérant \*
- 10) Common CV of Co-Applicant / CV commun du co- requérant
- 11) Data Sharing Statement / Déclaration de partage des données \*
- 12) REB letter or certificate / Lettre ou certificate du CER \* (required by Feb 1 of the award year)
- 13) Acknowledgement of Prior Funding / Mention du précédent soutien financier \* (required if you have received prior CAS funding. Create a single document that notes all prior funding received by CAS, including awards which were awarded but declined. Do not append documents that show your acknowledgement in print (i.e. published articles, etc.).
- 14) Supplemental Documents / Renseignements Supplémentaires (please append only documents that are critical to the understanding of the application)
- 15) Metadata / Metadata
- 16) Personal Photograph / photographie personnelle (this is optionally used as promotional material when publicizing the winners of the program)

**The Residents' Award** requires files # 1 - 16, AS WELL AS the following:

- 17) Scientific and professional plans / Projets scientifiques et professionnels \*
- 18) Techniques you envision using / Techniques que vous envisagez d'utiliser \*
- 19) Letter from supervisor / Lettre du superviseur \*
- 20) Letter from residency program director / Lettre du directeur du programme \*
- 21) Common CV of Project Supervisor / CV commun du superviseur du projet \*
- 22) Attestation of Primary Authorship/ Attestation du statut de resident et d'auteur principal \*

NOTE: \*\*Residents require a special Residents signature page (the Co-applicant signature page is the same)

**The CAS Career Scientist Award** requires files # 1 - 16, AS WELL AS:

- 23) Confirmation of Matching Funds/ Confirmation de l'octroi de fonds correspondants \*
- 24) Letter of Support / Lettre d'appui \*