

Breathing as One Health Disciplines Training Bursary Award

Guidelines for Applicants: 2021 Competition Launch (For 2021-2022 Funding)

Focus	Award Amount	Deadlines	
Promoting your research in any of these areas: <ul style="list-style-type: none"> • Asthma • COPD • Lung Cancer • Infectious respiratory disease • Smoking and/or vaping OR Supporting you as you build your research competencies to contribute to the important field of lung health	Up to \$2500 per Ontario-based institution/year	Tuesday June 29, 2021 by noon EST	Registration
		Thursday July 8, 2021 by 4:00pm EST	Application

Introduction

The objective of the Lung Health Foundation (LHF) Breathing as One (BaO) Health Disciplines Training Bursary award program is to promote and support the important work that health professionals play in the research and care of patients with lung disease (asthma, COPD, lung cancer, infectious respiratory disease and smoking/vaping prevention or cessation) in Ontario, and is specifically aimed at supporting health professionals who present original research at national and international conferences. This bursary can also be applied to other relevant training opportunities to help health professionals build their research competencies to better contribute to the important field of lung health.

The Lung Health Foundation recognizes the unprecedented times we are in – many conferences will remain virtual for the coming year – but we believe there is still an important opportunity to support health professionals in their research journey. We are open to your ideas on how you can leverage up to \$2500 to support the promotion of your work and/or your exposure to research training and capacity building.

Eligibility Criteria and Conditions

1. Applications will be considered for research that is directly relevant to human respiratory health. Those outside the respiratory field will be eliminated from the selection process.
2. Applicants can only submit one application per year.
3. Applicants can only hold one BaO Health Disciplines Training Bursary Award per year.
4. Applicants who currently hold funding from the tobacco industry are not eligible.
5. Applicants must agree to acknowledge the Lung Health Foundation in dissemination of research supported by these initiatives.
6. Applicants must agree to allow notification of the award on the Lung Health Foundation’s website and in society publications, ie. Ontario Thoracic Society (OTS) and Ontario Respiratory Care Society (ORCS).
7. Applicants must agree to be available for fundraising and awareness campaigns (in videos, photos and text articles) related to the benefits of receiving funding through the Lung Health Foundation and that the Lung

Health Foundation will thereafter reserve the right to use the applicant’s likeness to promote the benefits of receiving funding through the Lung Health Foundation.

8. Applicants must be appointed/employed at an [eligible institution](#) as defined by CIHR. An institution through which funds would be administered will need to be identified by their **business registration number**.
9. The competition is open to professionals within the health disciplines conducting research in respiratory medicine. Applicants would normally be health-care providers from one of the following disciplines: nursing, physiotherapy, occupational therapy, respiratory therapy, pulmonary function technology, social work, speech/language pathology, dietetics or pharmacy. Applicants from other disciplines will be considered on a case-by-case basis subject to the relevance of the research to respiratory health.
10. Applicants must reside in Ontario and hold Canadian citizenship, landed immigrant status or permanent resident status.
11. In order to apply for the BaO Health Disciplines Training Bursary award, we require that the principal investigator be a member of the [OTS](#) or [ORCS](#). If you are not currently a member, please click the links for more information on how to apply. There is no cost to become part of the Lung Health Foundation’s OTS or ORCS – it’s as simple as completing a quick form!

Award Amounts and Terms

Up to \$2,500.00 per Ontario-based university/institution per one year.

Deadlines

<p>Tuesday June 29, 2021 by noon EST</p>	<p>Registration Form (Intent to Apply)</p> <p>Please register your intent to apply by requesting the link to the application form and template supplementary documents via societies@lunghealth.ca</p>
<p>Thursday July 8, 2021 by 4:00pm EST</p>	<p>Application</p> <p>Complete guidelines, templates for supporting documents and the link to the full electronic application form will be emailed to those who request them via societies@lunghealth.ca</p>

Application Requirements

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

1. The application form and copies of all supporting documentation must be submitted to the Lung Health Foundation via the link that will be provided to registrants. Applications or supporting documentation received via email or post will not be accepted.
2. Applicants may refer to the detailed **Instructions** that will be provided to registrants to help them prepare the elements they will need to insert/upload to the electronic application form.
3. The **Checklist Signature Form** that will be provided to registrants must be printed out, signed by all relevant parties and uploaded with the electronic application form.

It is the applicant’s responsibility to insure the content of the items listed on the checklist and reviewed by the appropriate institutional representatives are the same versions submitted on the electronic application form.

4. Where noted on the electronic application form, supporting documentation should be attached in either DOC, PDF or JPEG format. Attached pages should be single-spaced on 8 ½ x 11 inch pages using 12 point Times New Roman. Condensed type or spacing will not be acceptable. A margin of 2cm (0.79inches) around the page is needed. No photo-reduction except for figures.

5. The proposal requested in the application must be a maximum of 1,500 words submitted/uploaded in WORD/DOC format with the following elements clearly labelled and described:
 - a) a brief budget justification - mandatory
 - b) a brief description of the conference and link to the conference website OR a brief description of the courses/training program you will take and how they relate to building your research competency
 - c) the title, 5 keywords, and the abstract of the research project as submitted to the conference, if applicable
 - d) information on the research team including everyone's names, roles (ie. nominated Principal Investigator, co- Principal Investigator, co-investigator, co-applicant/supporter, etc), and the institutions where they work, if applicable
 - e) a list of any mentors or supervisors that will guide your training, including a brief description of how they will contribute to that training, if applicable
6. If available at the time of application, please also provide confirmation that the abstract has been accepted for presentation by uploading/submitted a copy of the relevant email or attachment as a WORD, PDF or clearly legible JPEG photo.
7. Please provide a curriculum vitae in Common CIHR Project Biosketch format as a WORD, PDF or clearly legible JPEG photo.
8. The applicant should **keep original copies of all supporting documents** on file for future reference if required.
9. Be careful not to submit the electronic application form until all elements are inserted/uploaded and complete.

The Lung Health Foundation reserves the right to decline late or incomplete applications and will assume no responsibility in following up with applicants who submit incomplete applications. The entire responsibility to ensure completeness of the application submitted (including all required signatures) will rest with the applicant.

REVIEW PROCESS

All applications will undergo peer review by a Scientific Review Committee which includes expert reviewers and knowledge users. The reviews will be based on:

- A. Quality of the research – 30%
- B. Potential impact to improvements in patient care and/or outcomes – 30%
- C. Relevance to lung disease – 30%
- D. Relevance of the conference to lung diseases – 10%

A letter of notification including the rationale for the Committee's recommendation of funding will be sent to all applicants via email as soon as final fiscal decisions are available from the Board of Directors of the Lung Health Foundation in the summer of 2021.

FINANCIAL ADMINISTRATION

- A. The name and mailing address of the Financial Officer at your institution who administers funds must be included in your application as well as the institution's business registration number. Funds are sent to the institution, not directly to the applicant.
- B. The Lung Health Foundation reserves the right to terminate further payments and request refunds of awards in the event that the recipient fails to fulfil the conditions specified.

- C. In the event the recipient cannot attend the conference or training opportunity for which they've applied for funding, they must notify* the Lung Health Foundation immediately and provide a brief outline of the reason. There may be a requirement for the return of all or a portion of the funds.
- D. Funding will be allocated to the institution/agency in which the applicant is employed or with which the applicant is affiliated. The fund may then be administered by the institution/agency in accordance with standard financial accounting practices; however, monitoring the expenditures is the responsibility of the recipient to whom the funds are awarded.

TERMS OF THE AWARD

- A. During the presentation of the research or training opportunity for which they've applied for funding, the support of the Lung Health Foundation should be acknowledged in one of the following two ways subject to the conditions indicated in brackets:
 - 1) *Travel to this event was supported by the Lung Health Foundation Breathing as One Health Disciplines Training Bursary Award. (Where the bursary covered the full cost of transport to and from the event)*
 - 2) *Travel to this event was partially supported by the Lung Health Foundation Breathing as One Health Disciplines Training Bursary Award. (Where the bursary covered a portion of the cost of transport to and from the event)*
- B. Bursaries are given in each case for attendance at a conference or training opportunity for representatives at a specific educational institution with the concurrence of the institution's executive head. In the event of a transfer from one institution to another, the award recipient must notifying* the Lung Health Foundation office immediately via societies@lunghealth.ca indicating the reason for the transfer, how the transfer will affect attendance at the conference or training opportunity and how the new institution will support the recipient's attendance at a conference or training opportunity.
- C. The Lung Health Foundation may contact funding recipients in future years to obtain further information about publications, posters and abstracts resulting from the research for purposes of reporting to the Board of Directors and the public on the impact of the Lung Health Foundation's research program.

Indemnifications

The Lung Health Foundation, its directors, officers and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring as a result of these applications. The Lung Health Foundation assumes no responsibility for accidents, illnesses, or claims arising out of studies, work, or other activities undertaken with financial support provided by the Lung Health Foundation. The sponsoring agency should take steps to protect or insure itself as may be deemed desirable.