POGO Seed Funding Grant 2018/2019

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THE POGO RESEARCH UNIT (PRU)

Background

The Pediatric Oncology Group of Ontario (POGO) plans and coordinates childhood cancer services for Ontario and advises the Ministry of Health and Long-Term Care (MOHLTC) on childhood cancer control. POGO is a multi-disciplinary professional network, committed to dialogue, surveillance, research (quantitative and qualitative), policy development, and program evaluation. POGO addresses the development, organization, delivery, and financing of childhood cancer control across the continuum of care within the province of Ontario. The organization also advocates on behalf of childhood cancer patients, their families, and the professionals who care for them. Major components of current POGO activities include:

- A unique database on childhood cancer (POGONIS - Pediatric Oncology Group of Ontario Networked Information System);
- A provincial program for the delivery of pediatric oncology care at satellite sites throughout the province in order to deliver cancer care close to home;
- A network of AfterCare Clinics for survivors for the surveillance, intervention, and investigation of the late effects of childhood cancer;
- Supporting families through the Pediatric Oncology Financial Assistance Program (POFAP);
- Assisting childhood cancer survivors to achieve their educational and career goals through the Successful Academic and Vocational Transition Initiative (SAVTI);
- A conference and education events program providing frequent educational opportunities for health care professionals, including the annual POGO Symposium, Satellite Education Days, and SAVTI Education Days; and
- An analytic centre, the POGO Research Unit (PRU), whose mandate is to: stimulate and promote pediatric oncology research; engage in collaborative multi-disciplinary investigations of childhood cancer; conduct research in the areas of tracking and forecasting within the childhood cancer population; undertake program evaluations (including utilization of health care resources); and assess the burden of illness in the form of long-term health status and health-related quality of life.

POGO provides a stimulating, educational environment for multi-disciplinary and inter-institutional policy development and analysis. It is linked via its health sciences based partners to five universities in Ontario and to the University of Toronto by a Chair in Childhood Cancer Control within the Faculty of Medicine. For information about the Pediatric Oncology Group of Ontario (POGO) and associated programs, please visit our website at http://www.pogo.ca.

Overview

The POGO Research Unit (PRU) undertakes research activities that focus on specific priorities (identified below) within the spectrum of childhood cancer control. The PRU has access to an extensive database maintained by POGO, encompassing a wide range of data elements referable to children diagnosed and treated within Ontario's academic health science centre based oncology units. In November 2005, POGO was designated as a 45(1) entity under the

Protection of Personal Health Information Act (PHIPA, 2004). Under this legislation, POGO is able to collect, use, and disclose personal health information for the purposes of "analysis or compiling of statistical information with respect to the management of, evaluation or monitoring of, the allocation of resources to or planning for all or part of the health system, including the delivery of services" (PHIPA, 2004).

The PRU promotes and actively sustains a collegial and supportive inter-disciplinary environment that increases the quantity and quality of research in childhood cancer. These efforts improve communication and implementation of knowledge, resulting in informed policy development and enhanced delivery of care. The unit is committed to improving the care of children with cancer through research and evaluation of strategies that will diminish the morbidity and mortality associated with malignant diseases and their treatment. The PRU uses existing information and contributes to the generation of new knowledge in addressing this agenda.

Through current and future POGO research supported by the PRU, POGO achieves the following goals:
1. The creation of research expertise that can be utilized by investigators seeking consultation, advice, and relevant expertise in developing research projects within the spectrum of childhood cancer control; and
2. The enhancement of research skills and output among all health disciplines in the childhood cancer community.

These goals are embodied in the following research areas:
A. Epidemiological Studies
    i. Epidemiology, including environmental and molecular interactions, especially relating to those cancers of increasing incidence in childhood (e.g. malignant lymphomas and brain tumors)
    ii. Disease distribution by cluster analysis
    iii. Trends analysis and projections, notably in regard to the anticipated increment in incidence and projections of resource utilization
    iv. Disease, treatment, sociological, and system determinants of clinical outcomes (e.g. time to diagnosis).

B. Health Services Research
    Including, but not limited to:
    i. Evaluation of innovative developments and determinants of success in health care delivery (e.g. "shared care")
    ii. Evaluation of practice guidelines
    iii. Studies of knowledge transfer – from science into care delivery and policy, and from the professional to the public realms
    iv. Study of the application of new technologies to childhood cancer care.

    C. Health Economics

        Including, but not limited to:

        i.   Investigation of existing methodologies for estimation of costs attributed to childhood cancer, and development and application of new measures

        ii.   Study of cost, cost effectiveness, and cost benefit of differing forms of therapy for similar diseases

        iii.   Studies of economic burden of illness on children and families

        iv.   Comparison of costs of programs delivered in different settings (e.g. inpatient, outpatient, and community).

    D. Status of Survivors/Quality of Life

        i.   Investigation of short- and long-term health outcomes

        ii.   Identification and study of interventions intended to alter long-term health status, including preventive strategies and health promotion interventions

        iii.   Assessment of family coping and survivors' late effects

        iv.   Measurement of health status and health-related quality of life during and after therapy.

Projects That Do Not Fit Within the PRU Agenda

Classic biological research that attempts to move discoveries made in a laboratory context to the bedside do not fit within the PRU mandate. The PRU research agenda promotes translational research of a different kind (i.e. stimulating investigations that focus on population-based cohorts that address issues consistent with the vision of health as a state of physical, psychological, and social well-being, and that are conducive to translation into policy and program planning). If you are unsure if your project complements the PRU agenda, please contact Madeline Riehl (mriehl@pogo.ca) prior to submission.

Dissemination of Knowledge

The PRU ensures a clear, regularly renewed, and widely disseminated statement of current priorities in childhood cancer research and fellowship activities. To promote the prompt application of new information to the care of children with cancer, the PRU prepares regular accounts of progress in its areas of endeavour and presents these to the members of POGO, the Ministry of Health and Long-Term Care, partners of the PRU, the scientific and health policy communities, and the general public through professional bodies, meetings, the media, POGO's website, and annual reports.

SEED FUNDING GRANT

Since 2006, POGO has offered Seed Funding Grants (of up to $15,000 each) to facilitate or support feasibility studies, self-contained studies, the development of grant applications, or projects that have the potential to generate data to inform larger studies. The subject matter of the Seed Funding Grants should either fall within one of the above-noted PRU research pillars or demonstrate relevance to the goals and objectives of POGO and the PRU.

Applicant Eligibility

The aim of the Seed Funding program is to develop research capacity in Ontario. While the POGO Seed grant is open to all applicants, primary consideration will be given to Ontario citizens and landed immigrants within the province. Projects must be conducted at a hospital, research institute or university in Ontario, although applicants do not have to be permanent residents of Ontario. The Primary Investigator should be on staff at an Ontario university, teaching hospital, or equivalent institution.

Review Process

Applications will be adjudicated by the Seed Funding Review Panel following a review by external individuals (where required) who have recognized expertise in the area of study and who are not in any way involved with the project.

The Seed Funding Review Panel will evaluate the applications based on the following criteria:
- Relevance to the vision and goals of the POGO Research Unit;
- Scientific merit;
- Potential Impact on children with cancer and their families (present and future);
- Whether the application meets the required components; and
- How the Seed Funding Grant will facilitate the project work.

Expectations of Successful Applicants

Successful applicants will be required to:
- Provide POGO with a brief (one page) update on the work related to this Seed Funding Grant by the end of each fiscal year;
- Acknowledge funding from POGO on all outcomes (publications, presentations, posters, etc.) relating to the project, including affixing POGO logos to abstracts, posters and presentations;
- Prepare and present a poster on the project at the annual POGO Symposium or other POGO educational events as requested;
- Provide copies of all publications resulting in whole or part from the Seed Funding Grant to the PRU at least 60 days prior to publication; and
- Submit a final report (no more than three pages) no more than two months after the project's completion, including an indication of next steps in the development of the research (where the Seed Funding Grant provided preliminary or feasibility data).

Registration Process

The deadline for registration is October 31, 2018 by 5:00pm. All applicants must complete the registration form by the deadline, expressing their intent to submit a full application. All applicants must provide the following information in the registration form:

- Project title
- Name of the primary investigator and all co-investigators
- A 250-word lay summary of the proposed project

Deadline

The deadline for submission of the full application is December 14, 2018 by 5:00pm. Please note that applications must be received by the deadline. Hardcopy applications are not required. Late or incomplete applications will not be considered.

Notification

Successful applicants will be notified the week of March 24, 2018.

Policy on Deferring Awards

Deferrals are not supported by the PRU although may be considered under exceptional circumstances. Should a deferral be granted, it may be for a period no longer than one year.

SEED FUNDING GRANT APPLICATION FORM

Please ensure all applications are typed. Please note that all information regarding applicants and contact information must be entered in Survey Monkey.

Instructions for Completing the Application

1. All applications are to be typed. ***Text must be single-spaced with font size no smaller than 12-point font (Times New Roman) with one inch margins.***

2. Registrations must be completed by 5:00pm on October 31, 2018.

3. Once registered, a link to the Survey Monkey application submission portal, along with the full application will be emailed to you.

4. Completed applications must be submitted through Survey Monkey by 5:00pm on December 14, 2018. Hardcopy applications are not required.

5. Please note that all signatures (e.g., applicant, Host Institution, etc.), CVs, and the research proposal are to be included in the electronic copy. The original application must be signed by all applicants.

Application Checklist:
Please ensure you have completed all components of the application before submitting.

1. Institution Signature Page (form on page 9)
2. Curriculum Vitaes for all applicants in CIHR Common CV Format
3. REB Approval (If applicable)
4. Research Proposal (as per the guidelines on page 10)
5. Budget Summary (form on page 11)
6. Budget Justification (form on pages 11-14)

1. **INSTITUTION SIGNATURE PAGE**

Title of research project:

First and last name of primary applicant(s):

PLEASE SIGN THE FOLLOWING:
By providing your written or electronic signature below, you are certifying that:
- The proposal submitted as a part of this application is the original work of the applicant(s);
- All instructions for completion have been met;
- To the best of your knowledge, that the application is both accurate and complete; and
- This application has been thoroughly reviewed and has obtained the approval of the Supervisor, the Department Head at the proposed Host Institution, and any other individuals (as required by the Host Institution).

Department Head Signature (Host Institution)	Department Head Name (typed)	Date
Other Signatures (As required by the Host Institution)	Names of Signatories (typed)	Date

Please use as many fields as is necessary in order to capture all required signatures.

2. **CURRICULUM VITAES**
For each applicant listed, append CVs (in CIHR Common CV format) to the end of the Seed Funding Grant application form.

3. **RESEARCH ETHICS BOARD APPROVAL**
Please note if Research Ethics Board (REB) approval is required from the Host Institution:

Yes ☐   No ☐

If yes, what is the REB status at the Host Institution?

☐ **Approved**
☐ **Submitted**
☐ **In Preparation**

4. RESEARCH PROPOSAL

The research proposal must not exceed three (3) pages (note formatting instructions above), not including references, or any supporting figures or diagrams. ***Text must be single-spaced with font size no smaller than 12-point font (Times New Roman) with one inch margins.*** Please append your proposal to the end of the Seed Funding Grant application form, before CVs.

Using headers, include the following information in the research proposal. Applications that do not address all of the below information will be considered incomplete.

- Lay summary (one-third of page): Using the following subject headers, please provide a brief explanation of the proposed work in simple, easy-to-understand, non-technical language, aimed at an eighth grade reading level.
    - Project Summary
    - Previous Research (What has been done already?)
    - Project Description (What is being studied and how will the study be conducted?)
    - Impact and Relevance Statement (How will the study help?)
- Scientific abstract (two-thirds of page)
- Background
- Goals/objectives of the proposed research
- Statement of relevance to POGO, including the PRU pillar(s) under which the proposed research falls
- A brief description of the proposed methodology
- Primary data analysis
    - Sample size
    - Participant recruitment
    - Control group
    - Statistical analyses
- Secondary data analysis (if appropriate)
    - Data required
    - Statistical analyses
    - Note: If applicable, please address any measures in place to maintain patient confidentiality and data security
    - Where applicable, append any measurement tools or other relevant documents
- A brief description of each applicant's role and how their role is related to the project
- Knowledge translation plan, if applicable

5. SUMMARY OF PROPOSED BUDGET

Please be sure to include all costs
For period of project: April 1, 2018 to March 31, 2019

a) Personnel	$
b) Materials	$
c) Use of Research Equipment and Software	$
d) Travel for Data Collection and Presenting Related Scholarly Work	$
e) Subsistence (lodging and meals) for Data Collection and Presenting Related Scholarly Work	$
f) Photocopying, Supplies, and Other Expenses	$
TOTAL (not to exceed $15,000)	**$**

6. BUDGET JUSTIFICATION

The budget section should clearly outline the proposed budget detailing how the Seed Funding Grant will be expended.

The Seed Funding Grant may be used to support research personnel, minor equipment, databases, supplies, participant honorariums, and travel essential to conduct the research. Applicants requesting funds for minor equipment and/or software need to clearly justify the need for the equipment and/or software to the success of the proposed project. The funding may not be used to support recruitment costs.

In the event that the funds provided to the applicants exceed the amount required, all unspent funds must be returned to POGO. Where applicable, prior to the release of funds, the research team will be required to provide a copy the project's research ethics board approval.

a. Personnel
Provide personnel details and justification in the space below. If known, specify the name(s) and qualifications of personnel. The cost of employment benefits should be estimated to the extent that they would be incurred by the prospective researcher.

With the exception of applicants who are research coordinators, trainees, assistants, or technicians, applicants may not receive salary support, stipend, or honorarium from this grant.

	Number	Time Period	Number of Hours	Hourly Rate	Total Salary	Benefits (If Applicable)	Total Cost
Research Coordinator(s)				$	$	$	$

Justification and Tasks							
Other Personnel Specify: _____				$	$	$	$
Justification and Tasks							

Personnel	**$**

b. Materials

Provide details:

Materials	**$**

c. Use of Research Equipment and Software
Note: PRU does not provide funding for laptop/computers

Provide details and justification:

Research Equipment and Software	**$**

d. Travel for Data Collection and Presenting Related Scholarly Work

Indicate purpose, destination, and duration of visits and modes of transportation, giving details of fares. POGO reimburses the use of a personal vehicle at $0.42 per kilometre. Please note that other travel will be covered at economy rates.

Provide details:

Transportation	$

e. Subsistence for Data Collection and Presenting Related Scholarly Work

Indicate purpose, destination, and duration of visit(s) noting the details of subsistence. Please note that subsistence will be covered at rates that are considered reasonable and standard.

Provide details:

Subsistence	$

f. Photocopying, Supplies, and Other Expenses

Provide details:

Photocopying, Supplies, and Other Expenses	$

TOTAL REQUESTED (not to exceed $15,000)	$

Please provide a brief explanation of how the Seed Funding Grant will benefit the overall success, timeliness, and/or implementation of the proposed project.

PARTIAL SUPPORT (if applicable)
Indicate how partial funding could be beneficial to your proposed research project. If only partial funding is available, please indicate which part(s) of the budget could be reduced.