

# DIVISION OF RESPIROLOGY

## Godfrey S. Pettit Block-term

### Terms of Reference

1. Total amount per academic year July – June = \$50,000.
2. Maximum amount of grant per application = \$10,000. A request can be made for up to an additional 5K “top-up”, which will be considered should the application score as “outstanding” and the applicant identifies a specific and well justified additional objective that enhances the proposal.
3. There will be 2 competitions per academic year (deadline for applications are November 15 and April 15 to avoid conflicts with other major grants, and ensure faculty available to review proposals).
4. Restricted to members of the Division of Respiriology with a University of Toronto Department of Medicine appointment at the lecturer or higher level
  - a. Any member of the Division of Respiriology with a University of Toronto Department of Medicine appointment may apply for a project under any of the research pillars.
  - b. New research proposals from staff within the first 7 years of their University of Toronto appointment will receive priority over mid- to senior year investigators.
  - c. Investigators may only hold one grant per year, unless they complete the project, deliverables and submit their report (see below) to the RAC prior to the second competition that year. It is likely this will be a rare occurrence.

#### *Allowed expenses*

- i. Equipment – priority given to shared equipment
- ii. Wet bench expendables
- iii. Salary for fixed term support (eg. summer student (s), biostatistical support, research co-ordinator), for whom short term support (less than 1 year) is required to complete the project.
- iv. Software required for acquisition and/or analysis of data (eg. morphometrics, bioinformatics, modelling, statistical and qualitative analyses)

### *Exclusions*

- i. Continuing salary commitment of any kind (technicians, graduate students, research associates etc). Travel/conference registration costs
- ii. Computer hardware, office equipment/supplies.
- iii. Equipment maintenance or maintenance contracts
- iv. "Entertainment" of research program researchers and staff
- v. Travel costs/ conference calls for off campus project collaborators

## **Application Instructions**

- a. Submit 1 page research proposal plus budget justification with quotes as appropriate. Should the applicant wish to apply for the (up to) 5k top-up an additional half page is permitted to describe how the additional funds will be used.
- b. Will be reviewed by all RAC members and each grant will additionally be assigned at least one reviewer external to the RAC. Individuals on the RAC who may be submitting a proposal will be excluded from evaluating any of the applications and attending the meeting at which his/her application is being considered.
- c. Proposals will be evaluated based upon scientific merit and the impact of the monies requested are anticipated to have on the investigator's research program.
- d. Funding will be provided for 1 year. Monies unspent will be returned. At the end of the year, a short report must be submitted on how the funds were used and of what value they were to the investigator's research program. In addition, financial reporting will be required as per the DOM standards.
- e. If REB or CCAC approval is required, this must be obtained within 9 months of award of the grant. If approval is not obtained, the funds will be relinquished by the investigator. Individuals who receive funds will be expected to serve as external reviewers for other grant proposals when requested by the RAC.
- f. It is expected Pettit grant awardees will attend the Annual Respiriology Research Day and present at Respiriology research in progress rounds

*Version Feb 6, 2019*