# 2024 COLLABORATION STARTER grants: program guidelines

### Applications due March 31, 2024 at 5:00 pm EST

## BACKGROUND

TRANSFORM HF is an Institutional Strategic Initiative formed in partnership between the University of Toronto and the Ted Rogers Centre for Heart Research to address the grand challenge of inequity in heart failure care. The initiative’s ultimate goal is to enable patients to become more active in their own health and change the lived experience of heart failure care. TRANSFORM HF is committed to co-creating and implementing new approaches and models of care to enable proactive, personalized, and decentralized solutions, with technological advances in digital health at the forefront.

Consult the TRANSFORM HF [website](https://transformhf.ca) for more information and to view past Collaboration Starter Grant winners.

## COLLABORATION STARTER GRANTS

TRANSFORM HF is offering Collaboration Starter Grants to encourage, foster, and support members of our community working collaboratively on research and project proposals that advance our mission and expand our network.

Three types of supports are available:

* Grants up to $10K for proposal development meetings, collaborative project activities, patient or Knowledge Keeper compensation and facilitation.
* Grants up to $10K for scoping and preliminary project research and data collection.
* Grants up to $10K for research proposal writing and editing.

The number, type of grant, and funding amount for each award to be supported depends on the mix and quality of applications received. Up to four awards are available.

Priority will be given to project proposals that were initiated during a TRANSFORM HF network meeting (e.g., fall or spring events in 2022 or 2023) and/or which expand the network and its reach.

Funding will begin in April 2024. Funds must be spent by April 2025.

**No applicant with a current incomplete Collaboration Grant will be considered for new funding (i.e., funds not spent or work still in progress).**

Successful applicants may be featured in TRANSFORM HF communications and reporting, and additional supports to the collaboration may be available as it progresses.

## APPLICATION REQUIREMENTS

### Membership in TRANSFORM HF

Primary applicants must be investigators or trainees affiliated with TRANSFORM HF at the University of Toronto and/or the institutions within the Toronto Academic Health Science Network. If you are not a TRANSFORM HF member, please complete this [membership form](https://docs.google.com/forms/d/e/1FAIpQLSdPOmNx2BbqJ-dK-ybjWU8e2jCGs0KL1AkFJ3AMmzJcWf3kJg/viewform?usp=sf_link) in advance of submission.

### Proposal Title, Description & Budget

Applicants must briefly describe their project and planned activities, illustrate alignment with TRANSFORM HF mission and goals, and justify how the Collaboration Starter Grant will be used (e.g., proposal development meetings, collaborative activities, facilitation, environmental scans, literature reviews, research proposal writing, editing, patient compensation). Applications must bring together a diversity of perspectives and disciplines in developing digital health innovations and projects/proposals.

## APPLICATION SUBMISSION

1. Submit the completed [Application Form](#_Appendix_1:_APPLICATION) by March 31, 2024 at 5:00 pm EST as a single PDF document via email to [info@transformhf.ca.](mailto:info@transformhf.ca)
2. Primary applicants will be asked to complete an anonymous survey upon submission to ensure that our programs include considerations for EDI. The questions will be voluntary, and the information collected will not be used to evaluate any individual or application. It will be collected and held at TRANSFORM HF and shared internally as de-identified, aggregated information to inform our reporting and best practices.

Receipt of complete/on-time submissions will be acknowledged. Incomplete or late applications will not be accepted. Applicants will be notified in April 2024.

## EVALUATION OF APPLICATIONS

Applications will be evaluated according to their alignment with TRANSFORM HF’s goals, ability to expand the network, and justification of funding utilization.

Evaluation will also consider the degree to which a project demonstrates an integration of a diversity of perspectives and disciplines in developing digital health innovations and projects/proposals.

### Additional Considerations for Project/Research Proposal Development

At this initial developmental stage, it is not expected that every collaboration/proposal/project will incorporate all these considerations. However, teams are encouraged to incorporate considerations as per below that are integral to realizing the vision of TRANSFORM HF.

### *Sex and gender-based analysis and reporting*

Applicants are required to integrate sex and gender-based analysis and reporting (SGBAR) in their project or research design. Any application that does not incorporate SGBAR must provide a rationale why it would not be relevant to the project. All applicants are strongly encouraged to complete CIHR’s Institute of Gender and Health training modules: [Online Training Modules](https://cihr-irsc.gc.ca/e/49347.html).

### *Patient and community engagement*

TRANSFORM HF is committed to engaging patients in their care and in decision-making to improve the quality and safety of care across the hospital. Applicants are required to illustrate how they intend to meaningfully engage patients in their project. Any application that does not engage patients must provide a rationale why it would not be relevant.

Community-oriented initiatives must ensure community engagement in the planning, delivery, and evaluation of health programs and technologies. Initiatives with Indigenous organizations and communities must develop meaningful relationships, ensuring a sense of accountability and reflexive allyship, and “an ability to step aside and allow Indigenous people to lead.”[[1]](#footnote-2)

### *Inclusion, diversity, accessibility, and health equity*

Applicants must illustrate how their project will align with and potentially advance TRANSFORM HF’s commitment to EDI whether in the composition of the research team, EDI training of research team members, or the consideration of EDI in research/project design. For more information, consult the [Equity, Diversity and Inclusion resources](https://research.utoronto.ca/equity-diversity-inclusion/equity-diversity-inclusion-resources) available through U of T’s Office of the Vice-President, Research and Innovation.

Please save your application as a single PDF and submit by email to [info@transformhf.ca](mailto:info@transformhf.ca)by **March 31, 2024 at 5:00 pm EST**. Receipt of complete/on-time submissions will be acknowledged. Incomplete/late applications will not be considered. Applicants will be notified by April 2024.

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| PRINCIPAL INVESTIGATOR/PRIMARY APPLICANT | |
| First Name*:* |  |
| Last Name: |  |
| Title: |  |
| Institution: | * SickKids Hospital * Sinai Health System * St. Mike’s Hospital * Sunnybrook Health Sciences Centre * University Health Network * University of Toronto * Other: |
| Division/Department: |  |
| Email: |  |
| Phone: |  |
| COLLABORATORS (ADD ADDITIONAL LINES AS NECESSARY) | |
| List co-investigators, trainees or other collaborators: | First and last name:  Title:  Affiliation:  Email:  U of T Student Number (if applicable): |
| List people with lived experience collaborating on project: | First and last name:  Email: |
| PROJECT DESCRIPTION AND BUDGET | |
| Project Title and Description: | Please provide a brief description of your proposed project, activities, and intended outcomes. Highlight how it relates to TRANSFORM HF’s goals. **Maximum 350 words** |
| Project Budget: | Please describe how the Collaboration Starter Grant will be used (e.g., proposal development meetings, facilitation, community outreach, environmental scans, literature reviews, research proposal writing, editing) and outline associated costs. **Maximum 200 words**  *Note: Engagement of people with lived experience (e.g., patients, caregivers) should adhere to our* [*Patient Appreciation Policy*](https://ourhearthub.ca/pwle-engagement/trchr-pwle-appreciation-policy/)*.* |

Please attach a page with your responses to #10 and #11 and submit as one PDF.

1. Hyett S, Marjerrison, S, Gabel, C. Improving health research among Indigenous Peoples in Canada. CMAJ 2018 May 22;190:E616-21. doi: 10.1503/cmaj.171538. [↑](#footnote-ref-2)