



CATS Research Grant

Terms of Reference – *Final*

Approved February 9, 2023

CATS Commitment to EDI: CATS values equity, diversity, and inclusion in our committee membership, review committees, presentation opportunities, and events; we are committed to the inclusion of diverse perspectives.

Goal of CATS Research Grant:

- CATS Research Grant will fund 1 research project up to \$25k over 1 year for proposals that demonstrate sound scientific principles, robust methodology, answerable questions and are feasible within the budget and timeline proposed.

Process:

- Any CATS member in good standing (full, associate or resident) is eligible to submit a project proposal.
 - CATS member may be the primary applicant or the primary supervisor of the applicant
 - A CATS member may only submit 1 application as primary CATS applicant (i.e. PI or primary supervisor for trainee non-member)
- This grant should not be used for salary support for the primary applicant or the primary supervisor.
- A 5-page proposal (12 pt times roman font with 2.5 cm margins) will be reviewed by CATS Research Committees, with duplicate, blinded independent review by 2 separate reviewers.
 - One separate **ADDITIONAL** page can be used for budget, figures, or tables.
 - Final adjudication will be performed by the entire committee.
 - Lack of adherence to page and margin limits will result in disqualification of the application at the triage stage.
- Proposals should include the following headings:
 - Background & Rationale
 - Include preliminary results if applicable
 - Objectives & Hypothesis
 - Methods
 - Include sample size justification (if appropriate)
 - Expected Results & Future Directions
 - Pitfalls & Contingency plans
- In the event of a draw in scores between applications, these will be handled by the following hierarchy of steps:
 - Consensus of the Research Committee
 - If no consensus can be reached, then the application supported by the majority of the research committee will be awarded.

- If no majority can be reached, then the tie-breaking vote will be given to the Chair of the Research Committee.
- Reviewers with conflicts of interest will recuse themselves during any part of the review process that involves the conflicts of interest.
- Any application that has more than 3 members of the Research Committee as co-applicants/investigators will be considered **INELIGIBLE**.

February	Call for Proposals
April 1	Deadline
May-July	Review process
September	<ul style="list-style-type: none"> ● Final decision ● Announcement and award at CATS

Evaluation Criteria:

- Funded proposals will:
 - ✓ Sound scientific principles (regardless of the type of research)
 - ✓ Show innovation
 - ✓ Robust methodology
 - ✓ Answerable question(s)
 - ✓ Feasible
 - ✓ Budget with justifications
 - ✓ Knowledge translation plan

Transparency:

- The titles of funded projects (and the CATS member awarded) will be shared with the CATS membership via the newsletter and at the AGM.
- A short paragraph describing the project outcomes will be shared with the CATS membership via the newsletter and a wrap-up will be presented CATS research meeting as 5-min progress update at year 1 post-award and 15-min final report at year 2 post-award.

Funding:

- Funding will be awarded directly to the CATS member (via electronic fund transfer) upon award (June).
- One award per member.