

## Local Guidelines and Application Process - Grant Match Funding

Last Approved:	NOAMA Board	December 20, 2022
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### 1.0 BACKGROUND

The NOAMA Board, with the support of the Physician Clinical Teachers' Association (PCTA), has designated a portion of the Alternate Funding Plan to a NOAMA Grant Match Fund.

This funding intends to increase the ability of NOSM University PCTA researchers to grow programs of research and attract research dollars from outside of Northern Ontario. NOAMA will provide match funding to qualifying PCTA researchers and research teams who are applying to other research competitions that require applicants to source match funding as a condition of the application.

The NOAMA Grant Match Funding (GMF) is an ongoing competition and the GMF Sub-Committee manages the GMF process and recommends approval of GMF projects to the NOAMA Board.

### 2.0 CRITERIA FOR NOAMA GRANT MATCH FUNDING

#### 2.1 Eligibility:

- a) The principal investigator must be a participating physician in the NOAMA AFP.
- b) The principal investigator must be identified as either the principal investigator (PI) or a co-investigator (co-PI) in the competition application.
- c) The NOAMA funds must be used in Northern Ontario. For example; if a researcher is requesting NOAMA funding of \$50,000, then at least \$50,000 must be used in Northern Ontario.
- d) The research activities must work towards a demonstrable health benefit to Northern Ontario by addressing one or more of [NOSM U priority areas research areas](#).
- e) NEW: NOAMA now requires that applications receive prior approval through NOSM University's ROMEO\* system. Using your NOSM U Single Sign On (SSO)\*\* username and password, you can log into ROMEO by visiting [NOSM U's ROMEO Research Resources page](#).
  - Once in the system, click on "Apply New", and then on the Research Approval Form (RAF). The ROMEO Research Resources page linked above also contains videos and other training resources to help you navigate the ROMEO system and complete your RAF. Once your RAF is approved, you will receive an approval letter which must accompany your NOAMA application. The RAF approval process normally takes several days, so applicants are encouraged to begin this process well ahead of the NOAMA deadline.

\*NOSM U's ROMEO system is separate from other ROMEO systems (Lakehead University, Laurentian University, HSN, etc.). Applications for NOAMA grants must use the NOSM U ROMEO system.

\*\*All NOSM U faculty are already registered in NOSM U's ROMEO system using their SSO username and password. Please do not re-register in the system, as this may cause problems with your approval process. If for some reason you have trouble logging on, or if you have any other questions about ROMEO or getting your RAF approved, please contact the NOSM U research office at [research@nosm.ca](mailto:research@nosm.ca), and they will assist you.

## 2.2 Funding:

### a) **Funding Limitation**

Funding decisions are subject to the availability of dedicated NOAMA funds and the applicant's success in the external grant competition. There are no minimum or maximum requests.

### b) **Multiple Project Submissions**

Applicants can submit multiple applications throughout the year, but priority will be given to first-time applicants.

## 2.3 Submission Requirements (including Budget):

- a) Applications must be filled and sent electronically to [grants@noama.ca](mailto:grants@noama.ca)

## 2.4 Timelines

- a) NOAMA will accept requests for match funding at any time throughout the year. Requests must be received at least eight (8) weeks prior to the competition's application deadline.
- b) NOAMA will provide decisions within approximately one month of receiving the match funding request. Incomplete submissions may delay this timeline.

## 2.5 Ethical Review:

- a) NOAMA does not conduct a separate peer review process for match funding requests. Instead, requests are assessed by the Grant Match Funding subcommittee for alignment with the eligibility requirements noted above. The amount of match funding awarded by NOAMA is based on the outcome of this internal assessment and the availability of NOAMA AFP funds.
- b) Match funding from NOAMA is not guaranteed, and, if awarded, the amount offered may not equal the amount requested. The final decision is subject to the availability of NOAMA AFP funds and the applicant's success in the external grant competition.

## 2.6 Funding Management:

For individuals or groups awarded NOAMA Grant Match Funding, a demonstration of successful completion of the NOSM U Research Approval Form (RAF) an approved transfer payment agency must be made.

## 3.0 APPLICATION PROCESS

### 3.1 Project Application Package

Project application packages are to include the following completed documents:

- a) Project Application Form
- b) Letter of sign-off by the payment transfer agency (**1 page**).

### 3.2 Submissions

- a) Email one PDF (Adobe) file format attachment of the complete application package to [grants@noama.ca](mailto:grants@noama.ca)
- b) Scanned, faxed, and handwritten applications will not be accepted.
- c) When emailing applications, please use the standard subject line format of:  
  
Applicant's Last Name and NOAMA Competition Name – Application  
Example: Smith – NOAMA Grant Match Funding Application
- d) Out of consideration for all applicants, NOAMA is unable to accept incomplete applications.

## 4.0 PROJECT REVIEW AND FUNDING PROCESS

- 1) All projects that meet the guidelines for submission will be reviewed by the Grant Match Funding Subcommittee. The Subcommittee has members representing signatories to the NOAMA AFP, including two Physician Clinical Teachers' Association representatives and one NOSM University representative.
- 2) Physicians applying for Grant Match Funding are considered to have a conflict of interest with respect to participation on the Grant Match Funding Sub-Committee. They are required to recuse themselves from discussions regarding Grant Match Funding recommendations.
- 3) Notification of Grant Match Funding sub-committee funding decisions will be communicated in writing to the applicants after the sub-committee meets in regard to the received application.

4) Evaluation Criteria:

In the evaluation process, the Grant Match Funding Sub-Committee will address the following criteria.

- (a) Project Impact
- (b) Project Merit
- (c) Project Team
- (d) Assessment

5) Peer Review Grievances:

The following details NOAMA's stance on peer review grievances and informs expectations about their possible outcomes, with the aim of facilitating their appropriate handling and reference to those aspects of peer review for which NOAMA assumes responsibility.

**a) Statement**

Peer review is the internationally accepted benchmark for ensuring quality and excellence in scientific research. Peer review is also a human process, dependent on a reviewer's self-assessed ability to review and subject to their professional opinions and judgments, which are not always agreeable to applicants. Given that peer review is the accepted method for reviewing funding applications, NOAMA believes that these human elements are intrinsic to the process and not subject to appeal.

**b) Enquiries and Complaints**

Applicants are free to enquire or voice concerns regarding their peer review results. Such information is essential in terms of quality assurance, training and communication efforts, as well as in support of continuous peer-review process and system improvements. NOAMA's further response will be dictated by the nature of the enquiry or complaint.

**c) Procedural Errors**

NOAMA will only review a funding decision if there was a procedural error in the peer-review process that demonstrably affected the peer-review recommendation.

Examples of procedural errors are (including but are limited to):

- i. Incomplete applications sent to peer reviewers due to NOAMA system errors; or
- ii. Incorrect peer review ratings/rankings due to errors in calculation or data entry.

Overturning a funding decision is only considered for exceptional circumstances.

**d) Non-Reviewable Aspects of Peer Review**

NOAMA will not rule on any aspect of the peer review process stemming from a peer reviewer's scientific assessment of an application, the applicants, or the

proposed research program. More specifically, NOAMA will not review or rule on cases where:

- i. the various reviewers differ in their assessment of the proposed research
- ii. the applicants believe that the reviewers have mischaracterized the application or the proposed research
- iii. applicants believe reviewers did not have the appropriate expertise to assess the application.

**e) Responsibilities of NOAMA**

NOAMA staff will investigate inquiries to determine whether a procedural error took place and negatively affect the peer review recommendation. Further actions will be taken on a case-by-case basis in consultation with the NOAMA Subcommittee. NOAMA staff will not pursue any grievances related to those matters covered in this Section or further investigate any errors that did not affect the funding recommendation.

**5.0 REPORTING**

Project Leads are required to submit Final Project Reports and Final Budgets within 18 months after the end of the project term, whether or not you have finished the project. At the end of this period, regardless of the status of the project, a report is required, and unspent funds are subject to return.

**6.0 RECOGNITION OF FUNDING**

All publications and presentations related to projects funded are to acknowledge “Supported by the Northern Ontario Academic Medicine Association (NOAMA) and are to include the NOAMA logo. The logo is available from the NOAMA office.

- a) Once a project has been approved for funding, the name and contact information of the Project Lead, the total amount of Innovation Fund funding, as well as the abstract may be made public by NOAMA.
- b) Once a project is complete and its final report has been submitted and approved, the name and contact information of the Project Lead, and the final amount of the project will be made public through our website. Any further details regarding a project will be released to interested parties only with the agreement of the Project Leads.

**7.0 INTELLECTUAL PROPERTY AND PROJECT INFORMATION**

- a) Ownership of the Intellectual Property will remain with the Project Lead.
- b) Project information will be made available to all associations with representation on the NOAMA Board to ensure compliance with the AFP.

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Version	Date	Authors/Comments
1.0	2022.12.20	Original policy