

## **RESEARCH DEVELOPMENT PROGRAM (RDP)**

The Research Development Program (RDP) aims to provide a competitive edge to University of Ottawa researchers through the provision of direct, short-term funding. This funding will enable researchers to conduct research which lays the groundwork for a new or revised research grant application to the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC) or the Canadian Institutes of Health Research (CIHR).

*\*\* Joint program with the Office of the Vice-President Research – Research Management Services*

There are 2 streams:

- Seed Funding Opportunity (SFO) for early career researchers
- Bridge Funding Opportunity (BFO) for established researchers revising an unsuccessful proposal to a tri-council competition

## SEED FUNDING OPPORTUNITY (SFO)

### ELIGIBILITY CRITERIA

Eligible candidates must:

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Be within their first 5 years as an independent researcher
- Hold no funds from external peer-reviewed sources at the time of application
- Have not held funding from one of the three Canadian granting councils (NSERC, SSHRC or CIHR)
- Intend to submit a proposal to one of the agencies within the next 12 – 18 months
- Have not held funding from the RDP program in the previous three years
- Obtain matching contribution from faculty

### DEADLINE AND REQUIREMENTS

Internal application deadlines:

Please refer to the website <https://health.uottawa.ca/research/funding> for information on deadlines to apply for this opportunity.

**Proposals must be submitted electronically (in a single PDF file) to: [fssrecherche@uottawa.ca](mailto:fssrecherche@uottawa.ca), and include:**

A completed Application Form for Operational Support, supported by:

Completed [Seed Funding Application Form](#)  
Common CV or equivalent

Guidelines on how to present an application

- Be concise
- Avoid acronyms and abbreviations or explain them fully
- Write the proposal for a multidisciplinary scientific audience not expert in your discipline
- Include a clear description of your research objectives, why the research you are proposing is important, how it relates to prior work/state of the art and what the impact of the findings will be on the discipline
- Explain and support the methodological approach
- Describe any prior work that you may have performed to demonstrate your ability to deliver on the project
- Outline the risks and pitfalls, if any, and explain how they will be addressed
- Outline the resources available for this project and specify how they help you advance your research
- Provide a realistic timeframe
- Explain your plans for the dissemination of results
- Explain how the proposed research supports or enhances a future application

### **Budget Justification, Eligible and Non-eligible Expenses**

The maximum award for the SFO is \$10,000 (\$5,000.00 SFO & \$5,000.00 faculty) over one year. The budget section must describe the budget for the entire research project, including both the SFO & the Faculty matching contribution.

## Budget Justification

The justification must:

- Demonstrate the need for the SFO funds relative to other funding available to the applicant
- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate how the funds contribute towards the direct costs of the research
- Demonstrate the economical use of funds

### Example of Eligible Expenses:

### Examples of Non-eligible Expenses:

Research assistants, students salaries	Professional fees to the grantee; Administrative fees/standard monthly connection or rental costs of telephones/connection or installation of lines (telephone or other links), voice mail;
Materials and supplies for research	Passport and/or immigration fees; Education costs: thesis preparation, tuition and courses fees, thesis examination/defense fees;
Research-related travel (PI only) for data collection	Cell phones, Blackberry devices, and/or personal digital assistant devices; Library acquisition, computer and other services already provided by the University;
Other direct research costs	Cost of alcohol, entertainment, or gifts; Travel to conferences and scholarly meetings; Buy-out related cost

## ADJUDICATION OF APPLICATIONS

\*\*Both at the Faculty and Institutional levels, a multi-disciplinary selection committee will review the applications. Taking this into consideration, the proposal should be written for non-experts.

Applications will first be assessed by the Faculty Research Committee using the following criteria (same evaluation criteria as for the institutional competition):

### *Evaluation Criteria*

- Scientific merit of the proposal, including:
  - Originality and innovation
  - Clarity and scope of objectives
  - Feasibility and adequacy of methodological approach
  - Importance of the expected outcome of the research
  - Quality of the presentation, clear, concise, legible and complete
- Record of research achievement, including, without limitation, the following factors:
  - Quality and significance of past contributions
  - Level of research activity relative to the stage of the applicant's career
- Need for funds and budget justification:

- Need for SFO funds and justification of the request relative to other currently-held and/or available funding (Other currently-held funds must be clearly indicated in the applicant's CV)
- Plan to apply for external, peer-reviewed funding  
The applicant must demonstrate their plans for applying for peer-reviewed external funding within the next 12 – 18 months. The primary objective of this program is to increase the likelihood of competing successfully for such funding. The applicant should briefly demonstrate that they have identified potential external funding organizations (including granting councils, industry, foundations, government etc.), that they have an awareness of the evaluation criteria and guidelines of the said external funding organizations and that the proposed work will support and strengthen a future grant application.
- Contribution to the training of students:
  - Applicants must clearly explain how they plan to involve students in the project and how their project will contribute to the training of highly qualified personnel

**IMPORTANT NOTE:** The evaluation for the SFO is based on the available documentation in the original application.

All requests will be acknowledged and notification of Committee recommendation, as well as comments, will be sent to each applicant after the review process.

**Should the application be approved after review by the Faculty Research Committee, the Faculty Research Office will:**

- Provide a written letter of recommendation from the Faculty confirming that, should the request to the OVPR be approved, financial support will be provided in an amount at least equal to the amount being requested of the RDP;
- Request two completed RE forms for the amount requested from the Office of the Vice-President Research and from the Faculty; and
- Submit the full application to the OVPR RDP for review.

At the institutional level, two selection committees will be established for the SFO:

- In the Social Sciences and Humanities
- In Sciences, Engineering and Health Sciences

**IMPORTANT NOTE:** The Vice-President, Research or their delegate will chair the review committees. Applicants can suggest which committee should review their proposal. RMS will direct the application to the appropriate committee. For each competition, RMS will draw committee members from a pool of potential members.

### REPORTING REQUIREMENTS

Awardees must, on request of the Office of the Vice-President Research (or delegate), submit a final report to RMS (1 page) describing progress in light of original project objectives and your plans to pursue the research.

The funds will be released once all certification requirements are met (ethics of research with human subjects and/or stem cells, animal care, radiation safety, etc.)

Any unused funds at the end of the project must be returned to the RDP program. Researchers can request an extension to use the funds. The extension will be in time only, not funds. To request a one year extension, researchers have to write to RMS and justify how the extension will help them advance their project. For more information please contact Research Management Services at [info-sgr-rms@uottawa.ca](mailto:info-sgr-rms@uottawa.ca).