

Patient/Public Engagement Enabling Fund

The purpose of the Patient/Public Engagement Enabling Fund is to support the development of meaningful relationships between researchers and people with relevant lived/living experience to their project topic, especially in the context of [patient-oriented research](#) and evaluation. This fund is meant to support:

- Costs associated with building relationships with lived/living experience partners at the pre-funding/project ideation stage of project development
- Paying partner honoraria in graduate student thesis projects

This fund will remain open to applications until funds are depleted. The value of this award will be up to \$2,500. Applicants should intend to use the funds within one year.

We highly encourage the evaluation of patient/public engagement in all work funded by NL SUPPORT. Please review [Learning Together: Evaluation Framework for Patient and Public Engagement \(PPE\) in research](#) for information about indicators to consider when evaluating patient/public engagement. Following completion of the work, we will ask all members of the team to report on patient/public engagement.

Eligibility

The Principal Applicant is the person who will take primary responsibility for the activities for which this funding will be used and will assume administrative responsibility for the funds. **Award funds are not intended to supplement the salary of a Principal Applicant or Co-Applicant.**

It is recommended that at least one Principal Applicant / Co-Applicant:

- Be employed by a post-secondary academic institution or by a health or community services institution/organization in Newfoundland and Labrador and have dedicated time for research/evaluation
- Have a Ph.D. or a professional degree and a thesis-based Master's degree in a health-related field

Project team members employed at institutions elsewhere in Canada may apply as Principal or Co-Applicants provided that the engagement activities have a focus on Newfoundland and Labrador and their submission includes local applicants.

Graduate students applying for this fund for the purpose of paying honoraria to lived/living experience partners in their thesis work should collaborate with their supervisors to complete the application. In this case, the supervisor should be listed as the Co-Applicant. The applicant's thesis must pertain to [NL SUPPORT](#), [Quality of Care NL](#), or [Health Accord NL](#) priorities.

Students, trainees, patient/public partners, or anyone else who is applying for funding but not eligible to hold funding themselves must nominate a Co-Applicant who is [eligible to hold funding at an eligible institution](#). If you are unsure of your eligibility, please contact our team at funding@nlsupport.ca.

Selection Criteria

Applications for Patient/Public Engagement Enabling Fund will be judged according to the following selection criteria by a committee comprised of NL SUPPORT/Quality of Care NL staff and patient/public partners:

- Evidence that the plans align with the goals of the [Strategy for Patient-Oriented Research](#) (SPOR) and SPOR [Patient Engagement](#) Guiding Principles
- Thoughtful reflection on the lived/living experiences relevant to the potential project topic and how to engage with people from the groups identified
 - The plans should demonstrate an understanding of [trauma-informed engagement](#), [integrated knowledge translation](#), and avoiding [tokenism](#)
- Expertise, research experience, and past contributions to patient-oriented research and/or related fields; or evidence of a supportive training environment related to patient-oriented research (for graduate students)
- Merit of the proposal, based on:
 - Potential for meaningful engagement of populations targeted by engagement activities in current or future work
 - *See the Centre of Excellence on Partnership with Patients and the Public's [Learning Together: Evaluation framework for Patient and Public Engagement in research](#) for information about “meaningful engagement”*
 - Quality and clarity of engagement rationale
 - Originality
 - Potential contribution to growing the culture of patient-oriented research in Newfoundland and Labrador
 - Potential impact of successful engagement on health/social research or related fields
 - Relevance to health-related decision-making
 - Potential for systems improvement or positive patient/public impacts
 - Value to the health/social care system
 - Considerations for Inclusion, Diversity, and Equity and Sex and Gender-Based Analysis Plus (IDE/SGBA+). For more information about IDE/SGBA+ in research, please visit our [Inclusion, Diversity, Equity, and Accessibility \(IDEA\) toolkit](#) and CIHR's [Equity, Diversity and Inclusion in the Research System](#) and [Gender-Based Analysis Plus \(GBA+\)](#)
- Clarity of presentation and appropriateness of engagement plans
- Feasibility of the proposed work
- Appropriateness and justification of the budget; or appropriateness and justification of honoraria amounts proposed (for graduate students)

Decisions will be made by a majority vote and will be communicated to applicants via email.

How to Apply

Please submit your application package in an electronic format (PDF, Microsoft Word) to Georgia Skardasi (funding@nlsupport.ca).

We will send an email acknowledging receipt of your complete application within five business days of submission. If you do not receive this email, please contact Shanna Goobie (sgoobie@mun.ca).

Please use the subject title: **Engagement Enabling Fund application – Name of Principal Applicant, date submitted.**

Please Note:

- Applicants will be informed via email whether their application was successful or not
- Award funds will be released only upon the receipt of a **letter of approval from the appropriate ethics review committee, when ethics approval is necessary. If your project involves and/or impacts Indigenous groups, peoples and/or lands**, please consult [Memorial's Policy on Research Involving Indigenous Groups](#) for information about expectations for ethical Indigenous community engagement. Please also ensure that you are following the expected protocol for beginning relationships that could lead to research as outlined by the Indigenous governing bodies for the group(s) that you intend to engage with. If you are unsure of what approvals you require, please reach out to our team at funding@nlsupport.ca.
- Once an application has been funded, changes in the proposed use of funds will require prior approval from NL SUPPORT/Quality of Care NL
- Funding will be issued by way of Letter of Agreement issued to the Host Institution
- Project teams can only hold one Engagement Enabling Fund from NL SUPPORT at a time

For further information or clarification on the application guidelines, please contact our team at funding@nlsupport.ca.

Application Package Checklist		
	Section	Information on page(s):
☐	Part 1: Project Team	4
☐	Part 2: Proposal	4 - 5
☐	Part 3: Appendices	5
☐	Part 4: Ethics/Indigenous Research Agreement	6
☐	Part 5: Host Institution Signatures	7
☐	Self-Identification Questionnaire	10

Part 1: Project Team

Principal Applicant	The Principal Applicant is the person leading and ultimately responsible for the activities for which this fund will be used. Please include the Principal Applicant's job title and email address. Please also indicate whether any of the Principal Applicants is a Graduate Student applying for the purpose of paying partner honoraria. Please refer to the <i>Eligibility</i> section on Pages 1 and 2 for more information.
Project Team	Please list the names, job titles (where relevant), and roles of any additional members of the project team. It is expected that the proposed activities will be planned and conducted by multi-disciplinary teams in collaboration with relevant knowledge users. Roles may include (but are not limited to): • Co-Applicant (please include email address) • Collaborator (please indicate the areas that they will be collaborating on) • Knowledge user (please indicate the lived/work experience that they bring to the team) • Patient/Public Partner/person with relevant lived/living experience • Research/evaluation assistant • Other roles as appropriate We acknowledge that not all "patient partners" wish to be referred to as such, and we encourage you to use whatever language has been decided within your study team, as long as the engagement of people with lived/living experience and their roles on the project team are clear.

Part 2: Proposal

Applicants must provide a **plain language proposal (2 pages maximum)**, letter size, single-spaced, Arial, 12-point font, 1-inch margins). **Please make sure that a member of the public can read and understand this proposal.** For information about how to write in plain language, please contact our team at funding@nlsupport.ca. The proposal should include the following sections:

Title	Please include a descriptive title for the proposed activity(ies). For Graduate Student applicants, please indicate your thesis project title.
Proposed Activity(ies)	Please provide an outline of the proposed engagement activity(ies). This should include descriptions of the following: a) Aim of the proposed activity(ies) b) Rationale behind the proposed activity(ies) c) Expected outcomes and outputs of the proposed activity(ies)

	d) The project team involved in planning, conducting, and following up on the activity(ies), including their roles and how and why they will be involved/engaged
Patient/Public Engagement	The goals of this fund are to support meaningful engagement of people with lived/living experience in the development and design of health-related projects. Please describe the lived/living experiences or populations, that will be the focus of the proposed work. This description should include how and why the groups outlined were chosen as well as how the applicants plan to engage with people from these groups. The description of these plans should also demonstrate an understanding of the importance of trauma-informed engagement and avoiding tokenism. Include considerations for Inclusion, Diversity and Equity and Sex and Gender-Based Analysis Plus (IDE/SGBA+). For example, how will you remove barriers to the recruitment and full participation of individuals from equity-deserving groups in your proposed activity(ies)? For more information about IDE/SGBA+ in research, please visit our Inclusion, Diversity, Equity, and Accessibility (IDEA) toolkit and CIHR's Equity, Diversity and Inclusion in the Research System and Gender-Based Analysis Plus (GBA+). For work involving Indigenous communities, please refer to TCPS 2, Chapter 9 and the Memorial University Research Involving Indigenous Groups Policy.
Timeline	Briefly describe your timeline or include a basic timeline table. Funds from this award are meant to be spent within one year. This fund should not be applied for to support activities planned to take place more than one year past the application date.

Part 3: Appendices

Budget Justification	Include a budget justification that outlines how the requested funds will be spent, as well as any other funding or in-kind support provided to support the proposed work. See the Eligible Costs on Page 8 for more information. See Budget Example on Page 9 and the Centre for Healthcare Innovation's Budgeting for Public and Patient Engagement tool for support.
Supervisor Statement	Graduate Student applicants only: <i>Include a statement from your supervisor outlining the supervisor's expertise, research experience, and past contributions to patient-oriented research and/or related fields. This statement should give evidence of a research environment that supports the training of the student applicant in patient-oriented research.</i>

Part 4: Ethics/Indigenous Research Agreement

Applicants must provide confirmation that any required research clearance(s) are in place, or a timeline for submission to the appropriate committee for review. **Funding will not be released until applicable documentation has been received by NL SUPPORT.** For more information about what clearances might be required, please refer to the following resources:

- <https://rpresources.mun.ca/>
- <https://hrea.ca/how-to-apply/ethics-review-required/>
- https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html

For information about the Research Involving Indigenous Groups Policy at Memorial University please click [here](#). A link to the Indigenous Research Agreement template can be found [here](#). Please note that some local Indigenous governments have research/evaluation approval processes of their own. You must obtain all necessary agreements as outlined by each relevant Indigenous government prior to the release of funds.

If you are unsure whether you need ethics clearances and/or have questions about Indigenous Research Agreements, please contact our team at funding@nlsupport.ca to discuss.

Please complete the following statements:

Ethics Clearances required?

- ☐ Yes
☐ No

Ethics Clearances attached?

- ☐ Yes
☐ To follow (please specify date) _____
☐ N/A

Indigenous Research Agreement / Evidence of Community Engagement (must be in place at the application stage)

- ☐ Required
☐ N/A

Part 5: Host Institution Signatures

Institutions that employ holders of the Patient/Public Engagement Enabling Fund are called **host institutions**. Signatures are required from host institution representatives on all grant applications.

By signing, host institutions agree to accept the responsibilities outlined below on behalf of their grant-holding employees:

- Acceptance of the terms and conditions as outlined in Post Awards Management Guide and Letter of Agreement
- The financial administration of the grants
- Reporting to NL SUPPORT any change in the funding recipient's status that may affect the fulfillment of their research commitment, for example resignation or termination
- Submission of an annual financial statement (Form 300) – a copy of which will be included in the Letter of Agreement – with backup documentation (receipts, etc.) covering the period from April 1 to March 31 for funding; the statement(s) are due no later than **May 1** of each year

(Host Institution name – include department/faculty where relevant)

(Host Institution representative name – printed)

(Signature of Host Institution representative)

(Date)

Eligible Costs

The funds are to be used for eligible expenses directly related to the project and in accordance with the Tri-Agency Financial Administration Guide (<https://nserc-crsng.canada.ca/en/funding/research-partnerships-and-collaborations/inter-agency-financial-administration-0>).

For any inquiries about eligible costs, please contact our team at funding@nlsupport.ca.

Please also review the NL SUPPORT [Patient/Public Partner Appreciation Guidelines](#) for information about paying and/or acknowledging the contributions of patient/public partners.

Awardee Reporting Requirements

The successful awardees will be required to:

- Provide a mid-term update
- Provide an end of fund report
- Present their work at the Quality of Care NL and NL SUPPORT **Science, Health, and Research Education (SHARE) Summit** and/or other public events or through other NL SUPPORT/Quality of Care NL knowledge mobilization products such as [Practice Points](#)
- Disclose any publications/knowledge translation products related to the funded work to NL SUPPORT/Quality of Care NL
- Acknowledge this funding opportunity in knowledge translation products arising from the project
- Submit an annual financial statement (Form 300)

Role of NL SUPPORT

The NL SUPPORT team will provide support to applicants and awardees in the areas of patient/public engagement, knowledge mobilization, and methods development, as needed. NL SUPPORT strongly encourages all successful applicants to meet with the Unit's Patient/Public Engagement and Knowledge Translation leads throughout the duration of their project for support and guidance. Please contact Georgia Skardasi (gs0667@mun.ca) to set up a project support meeting.

Use and Disclosure

All information requested by the Newfoundland and Labrador Support for People and Patient-Oriented Research and Trials Unit (NL SUPPORT) is collected under the general authority of the Memorial University Act (RSNL 1990 Chapter M-7) and will be used solely for the administration and management of the awards program. Questions about this collection and use of personal information may be directed to our team at funding@nlsupport.ca.

By submitting this application to NL SUPPORT, you are certifying that all statements included in it and in all its attachments are accurate to the best of your knowledge.

Budget Example

Category	Engagement Enabling Fund Amount	Amount from Other Sources
Venue rental (full-day)	\$300	
Catering (lunch & snacks for 20 people)	\$20/person = \$400	
Partner honoraria (~3 hours for event planning)	\$300/person for 2 lived experience partners on planning team = \$600	
Token of appreciation for participants (TBD)	\$50/person for 20 participants planned = \$1000	
Funds to support travel to meeting (taxi fare for in-town participants)	\$200	
Research Assistant time planning & determining next steps from outcome of engagement		Graduate student to be paid from Supervisor's funding according to Memorial University rates (\$27.10/hour for 160 hours [20 hours/week for 8 weeks] = \$4,336
Principal Applicant time planning & determining next steps from outcome of engagement		In-kind
Totals	\$2,500	\$4,336
Total Cost	\$6,836	

Please see the George & Fay Yee Centre for Healthcare Innovation's [Patient and Public Engagement Budgeting tool](#) for considerations for budgets specific to patient/public engagement.

Self-Identification Questionnaire

All applicants are encouraged to complete our Self-Identification Questionnaire, accessible via the following link: [Qualtrics Survey | Qualtrics Experience Management](#)

The information collected in this questionnaire will not be shared with the selection committee, nor will it be used in the evaluation of this application. We are collecting this information as part of the NL SUPPORT Inclusion, Diversity, Equity, and Accessibility (IDEA) plan to better understand the composition of the research/evaluation teams we are supporting.