

The **Division of EMS Research Knowledge Translation Grant** is awarded to help defray the costs of disseminating original research, for example as an oral or poster presentation at a research-based conference, publication, public engagement, other presentation.

GRANT AMOUNT:

A maximum of CAD\$3,000.00 is available every six (6) months, for a total of \$6,000 annually for this grant. Therefore, from April 1-September 30, there is \$3,000 available, and \$3,000 for the October 1-March 31 time period. In cases where multiple applicants are successful at the same time, the total available funds will be divided equally among applicants, to a maximum of three (3) (i.e. two (2) bursaries of CAD\$3,000.00 each or three (3) bursaries of CAD \$2,000.00 each). Funds will be disbursed after receipts are submitted.

ELIGIBLE CANDIDATES:

The applicant must be a principal investigator (PI) or co-investigator on the project and be selected to present the project at the meeting/conference. The applicant or their research supervisor must either reside in Nova Scotia or be actively affiliated with Dalhousie. Any multi-centre projects must include Nova Scotian co-investigators.

This Grant will only be awarded once for a given study. The committee will be the sole arbiter to what constitutes a single study.

An applicant can only be awarded one grant per fiscal year.

All project teams are also reminded to incorporate KT into their initial project planning and budget, and to seek diverse sources of funding for their KT (eg graduate studies, Faculty of Medicine, other).

SCORING CRITERIA:

Applicants will be judged on the following criteria:

- 1) Original scientific research
- 2) Relevance to EMS or the prehospital medicine field
- 3) Relevance and significance to Nova Scotia
- 4) Impact and appropriateness of KT strategy

ELIGIBLE EXPENSES:

- 1) The cost of printing the poster at Dalhousie University (if poster is printed outside the University, an amount no more than the cost of producing the poster at Dalhousie will be reimbursed)
- 2) The cost of Early Bird Registration to the conference
- 3) Travel (refer to University policies: <https://www.dal.ca/dept/financial-services/policies/Travel-and-entertainment.html>)
- 4) Meals (refer to University policies: <https://www.dal.ca/dept/financial-services/policies/Travel-and-entertainment.html>)

5) Accommodations

Expenses will be reimbursed after the event, upon submission of a typed expense claim form.

<https://www.dal.ca/dept/financial-services/forms/payment-of-expenses.html>

APPLICATIONS:

Application forms can be downloaded from the Dalhousie University Division of EMS website: <https://medicine.dal.ca/departments/department-sites/emergency/divisions/ems/education/bursaries/knowledge-translation.html>.

Applications must be received one (1) month prior to early-bird registration or early cancellation deadline for any event. Common conferences, early-bird registration dates, and deadlines for bursary application are listed below. Applications can be submitted before the acceptance to the event is formalized and can be reviewed pending the final acceptance.

Conference	Early-bird registration deadline	DEADLINE for receipt of Knowledge Translation Bursary application package
National Association of EMS Physicians (NAEMSP)		1 November
Canadian Association of Emergency Physicians (CAEP)		1 April
Other conferences/events	February-March 2019	Last Wednesday of December
	April-May 2019	Last Wednesday of February
	June-July 2019	Last Wednesday of April
	August-September 2019	Last Wednesday of June
	October-November 2019	Last Wednesday of August
	December 2019 -January 2020	Last Wednesday of October

APPLICATION MATERIALS:

- Completed KT Grant Application
- Cover letter summarizing the KT strategy eg. meeting, conference dates, and type of presentation (i.e. oral, poster, public presentation, etc)
- Copy of the abstract submission/summary of project findings
- Confirmation of acceptance (may be submitted later if not received by grant deadline)

* If a Confirmation of Acceptance is not available by submission deadline, please state this in the cover letter. The application will be reviewed and if successful, final confirmation and money disbursement will only occur when Confirmation of Acceptance is forwarded.

The application packet must be submitted electronically: E-mail: ems@dal.ca

Questions can be directed to: E-mail: ems@dal.ca

Note: Only complete application packages will be reviewed. Applicants will be notified if their application is incomplete and the package will be returned.

DECISIONS:

Will be made by a subcommittee of three (3) members of the Division within two (2) weeks of the Bursary/Grant Committee meeting.