

The Division of EMS Research Performance Grant: A maximum of \$5,000 is available annually to offset direct costs of performing prehospital research. In cases where multiple applicants are successful, funds may be divided across more than one project. A Performance Grant can be renewed once for the same project after submission of a progress report to the Division of EMS. Likewise an application budget may span multiple years, subject to the submission of a progress report after the each year. An end-of-grant report is expected on completion of all funded projects. Multi-centre projects must include Nova Scotian co-investigators and be of clear relevance and significance to Nova Scotia.

CRITERIA BY WHICH CANDIDATES WILL BE EVALUATED:

1. Relevance/significance to EMS
2. Scientific merit
3. Academic and professional preparation
4. Budget appropriateness

Proposals will be evaluated by a sub-committee of members of the Division of EMS. An external reviewer may be contacted by the Division for expertise in a specific content area.

Applicants should read the document, “*Guidelines to Review Proposals for Performance Grant/Bursary*” included with the application form. This document will be used by the referees to evaluate proposals.

ELIGIBLE EXPENSES: Please see Standard Operating Procedure #6 (As established by the Dalhousie University Division of EMS Inter-Agency Research Steering Committee). Quote(s) are expected with the application for the purchase of any enduring equipment or professional services.

1. Office supplies;
2. Printing;
3. Photocopying services;
4. Telecommunications;
5. Computer Software, any software to be used for data collection or analysis must not be installed on an investigator’s personal computer. Transfer of the licensed software back to the Division of EMS will be made after the study is completed;
6. Human resources; i.e. clerical services. Budget justification should be given to detail hourly rate of pay, qualifications of the worker, their duties and estimated number of hours; (add reference to Dalhousie University pay scales)
7. Courier services;
8. Research equipment including support of data management programs. (if unavailable through normal university, hospital, agency, etc., channels) Transfer of the equipment back to the ownership of the Division of EMS will occur after the study is completed;
9. Consultation with a Biostatistician and IT support;

10. Travel to meet about the project / consult with academic advisors (mileage is to be on par with Dalhousie University standards:
<https://www.dal.ca/dept/financial-services/policies/Travel-and-entertainment.html>)
11. Stipends are capped at \$25 per subject for expenses and/or time.

NON ELIGIBLE EXPENSES:

1. Administrative costs of a study such as office space or overhead fees;
2. Purchase or rental of office equipment such as computer hardware, desks, chairs, answering machines, file cabinets;
3. Salaries/stipends for any of the investigators;
4. Conference travel/KT expenses (should be submitted separately to the KT Grant/Bursary).

APPLICATION DEADLINE: FEBRUARY 1 & SEPTEMBER 1.

An application form can be downloaded from the Division of EMS website, requested by email at ems@dal.ca or picked up from the Division of EMS offices. A CV must be submitted electronically, mailed or hand delivered along with the completed application form to the following address:

Department of Emergency Medicine
Division of EMS
QEII-Health Sciences Centre
Halifax Infirmary, Suite 355
1796 Summer Street
Halifax, NS B3H 3A7

POLICIES / CONDITIONS / RESTRICTIONS:

1. Successful applications must forward written confirmation of approval or that review is not required, from the appropriate REB, prior to release of funds.
2. Successful candidates must submit a progress report and budget summary to the Division of EMS annually after the grant is received. A report and budget summary must also be submitted at the end of the project.
3. Funds received are to be spent as per the submitted budget. Any variances will be subject to review.
4. This grant cannot be over-spent. Any unapproved variance will be the responsibility of the researcher.
5. Funds will be held at the Division of EMS and expenses will be reimbursed to the research team and/or directly to the vendor (eg for research equipment, human resources, professional services). Original invoices/receipts are required.
6. At the termination of a project all equipment purchased with the funds will become the property of the Division of EMS.
7. Publications, reports, and/or presentations arising from work supported by the Division of EMS Research Fund must acknowledge the Fund; e.g., "This work was supported by a grant from the Department of Emergency Medicine, Division of EMS Research Fund, Dalhousie University."

8. A copy of all published work should be forwarded to the Division of EMS at the above address, to be kept on file and to be made available to Paramedics and EMS organizations.
9. If for any reason a study ceases prior to its completion, the Division of EMS must be made aware, in writing, immediately. A financial statement outlining disbursement of funds is to be sent to the Division of EMS within 30 days of the study being stopped and any remaining funds must be returned to the Division.
10. The Division of EMS reserves the right at any time to examine financial records pertaining to the study.