

PRIORITÉ PATIENT – To improve the quality of cancer care and services in Québec

Category of programs: Grants

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| DEADLINES <ul style="list-style-type: none">• Information session: August 13, 2019 from 1 p.m. to 3 p.m. (1 p.m-2 p.m. in French and 2 p.m.-3 p.m. in English)• Letter of intent submission: September 9, 2019, 16h30• Methodology workshop: Week of October 7, 2019 - Mandatory• Complete application submission: December 3, 2019, 16h30 | FRQS Program Manager Manon Pelletier 514 873-2114, poste 1243 manon.pelletier@frq.gouv.qc.ca |
| | For any question about Oncopole Maxime Dumais Project Manager mdumais@oncopole.ca |
| | For any question about the SPOR Unit Joe-Guillaume Pelletier Acting Deputy Director guillaume.pelletier.ccsmtl@ssss.gouv.qc.ca |

All documents referred in blue are available on the internet (link) or in the toolbox of the program web page on the FRQS website.

This funding program is sponsored by Oncopole in partnership with the FRQS and the [Québec Strategy for Patient-Oriented Research \(SPOR\) Support Unit](#), and in collaboration with the [Programme québécois de cancérologie \(PQC\)](#) of the Ministère de la Santé et des Services sociaux of Québec.

CONTEXT

Complementarity of expertise between health professionals and patients is increasingly recognized. Patient-partners, as active collaborators, offer added value through their experiential knowledge.

To meet its mission of mobilizing research around the needs of patients, Oncopole has formed a committee of patient-partners whose first mandate has been to identify issues on which researchers, physicians and health professionals are invited to work as a team with patient-partners.

PROJECT ELIGIBILITY

General objective

Fund research projects that will help improve the services and care provided to cancer patients as well as their quality of life and that of their caregivers.

The funded projects should properly equip health and social service professionals, managers, decision-makers and community groups to implement new practices that will benefit users (patients and caregivers).

In collaboration with the Québec SPOR-Support Unit, training and support will be offered to ensure that projects are equipped with the needed tools for patient integration in defining and completing their research project.

Research themes and relevant criteria of program

Projects must primarily address one or more of the issues raised by the Oncopole patient-partners committee. These issues are grouped based on the terminology used in the [Pan-Canadian Framework for Cancer Survivorship Research](#):

Survivors' Experience and Outcomes

- Functional and economic impacts and outcomes of cancer and its treatment
- Informational and self-management needs of survivors
- Interventions to address psychosocial needs

Late and Long-Term Effects

- Mechanisms of late and long-term effects and predictors of high-risk
- Informational needs of patients and caregivers
- Oversight mechanisms to detect delayed effects and their repercussions
- Interventions to prevent and reduce delayed medical and psychosocial effects

Models of Care

- Interventions to improve consistency, coordination and integration of follow-up care, including transitions in care

Cross-cutting themes

- Engagement of survivors in both the research and program/policy decision-making processes
- Improved strategies and mechanisms for healthcare providers to communicate reliable information
- Knowledge translation, where appropriate, to ensure findings are communicated and delivered in understandable and relevant ways

The projects must align with the intervention priorities set forth by the PQC regarding the response to patients' needs. [PQC Intervention Priorities](#).

IMPORTANT: No director, co-director or coordinator from the Québec SPOR-Support Unit, or any of its members having signed a confidentiality

agreement in regards to this competition may be part of a project team that has written and submitted a letter of intent and complete application for this program. Failure to comply with this rule will result in the automatic ineligibility of the project. However, after the FRQS grant is confirmed, members of the Unit may join the team as team members. The project co-leaders must then inform the FRQS if any Unit members are added, as soon as possible.

REQUIREMENTS RELATED TO PATIENT-ORIENTED RESEARCH (POR)

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| Requirements | <p>RESEARCH PARTNERSHIP WITH USERS (PATIENTS AND CAREGIVERS BASED ON THE SELECTED THEME)</p> <ul style="list-style-type: none">• Users must be involved in preparing the complete application, as well as throughout the project as part of a co-creative approach in accordance with applicable practices• The teams submitting a complete application must be able to demonstrate that the proposed practice targets the priorities identified by the Oncopole patient-partners committee as mentioned in the Research Themes section, and that it provides practical and measurable benefits for users. <p>PARTICIPATORY RESEARCH APPROACH</p> <ul style="list-style-type: none">• The project stakeholders (researchers, health and social services professionals, managers, decision-makers and users) must be involved in developing the research question, interpreting the results and in the transfer of knowledge |
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CALL FOR PROPOSAL STEPS AND PROJECTS FOLLOW-UP

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| Steps | <p>1. Preparatory information session for the letter of intent (optional)</p> <p>The purpose of the session, organized jointly with the Quebec SPOR-Support Unit, the FRQS and Oncopole, is to:</p> <ul style="list-style-type: none">• Give researchers, health and social services professionals, managers, decision-makers and users a chance to network• Provide general information about the program and competition• Find out about the priority issues of the competition <p>The webinar session will take place on August 13 from 1 p.m. to 2 p.m. in French and from 2 p.m. to 3 p.m. in English. Those who wish to attend must register with the Oncopole program manager, Maxime Dumais, by email at: mdumais@oncopole.ca. Interested parties must provide their name, institution, email address and telephone number in the registration email.</p> <p>2. Letter of intent and evaluation of the relevance</p> <p>Following the information session, interested parties will be invited to submit a letter of intent in accordance with the requirements mentioned in the REQUIRED DOCUMENTS and EVALUATION sections.</p> |
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The relevance of the letter of intent will be evaluated, and recommendations may be made for the submission of the complete application.

3. Mandatory methodology workshop offered by the Quebec SPOR-Support Unit

Following the evaluation of the letters of intent relevance, the teams will be asked by the FRQS to submit a complete application. At this point, the Quebec SPOR-Support Unit will assist the teams in preparing a complete application during a methodology workshop that will take place during the week of October 7 between 9 a.m. and 4 p.m. (location to be determined). It is important to note that participation to this workshop is mandatory in order to submit a complete application.

The purpose of this methodology workshop, organized jointly with Oncopole, the Québec SPOR-Support Unit, and FRQS, is to:

- Give researchers, health and social services professionals, managers and users a chance to network
- Assist teams in preparing a complete application with respect to applicable practices for user involvement in research, participative approach and integrated knowledge transfer plan
- Offer advices about access to medical administrative data and data from Electronic Medical Records (EMRs)

4. Submission of the complete application and scientific evaluation

A mixed committee of peers, independent researchers and user representatives trained in POR principles will assess the complete applications using the evaluation criteria outlined in the EVALUATION section.

SUPPORT AND PROJECT FOLLOW-UP

It has already been agreed that the teams who will receive funding will be assisted by the Quebec SPOR-Support Unit throughout their projects. The Unit will be able to offer expertise on methodology tailored to the projects and needs of the research teams in the following areas:

- Application of the participatory research principles
- Patient, user and/or caregiver involvement at different stages of the project
- Health economics
- Access to administrative data and data from EMRs
- Knowledge transfer

APPLICANT ELIGIBILITY

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| Team members | <p>The team must be composed of researchers, health and social services professionals, managers and users. For the researchers, they must have the status of university researcher, university clinical researcher or college researcher (see Definitions section of the General Common Rules).</p> <p>Research team structure</p> <p>The team must be composed of at least 2 co-Leaders and 1 user:</p> <ul style="list-style-type: none">• One university researcher or clinical university researcher (see Definitions section of the General Common Rules). This person will represent the project and manage its internal and scientific direction according to the administrative conditions/requirements of the FRQS• One medical doctor or health and social services professional• One user (patient or caregiver); the identity of the user can be confirmed at the time of the complete application <p>Other team members may join without any restriction on the number:</p> <ul style="list-style-type: none">• Users, co-Investigators including university researchers, university clinical researchers, college researchers, health and social services professionals, and managers• Collaborators: no minimum or maximum; the collaborator will be able to participate in the project without access to any amount of the grant <p>The role of each team member must be defined. Thus, team members, including users, must adequately demonstrate that they collaborate or actively collaborate on the proposed project and specify the time allocated to the project or the level of involvement.</p> <p>All members of the team must be Canadian citizens or permanent residents (as defined in 2.1 of the General Common Rules) and domiciled in Québec at the time the grant comes into effect, except for collaborators.</p> |
| Professional corporations | <p>Clinical researchers, medical doctors and health and social services professionals must prove that they are members in good standing of the professional order governing them in Québec, have a valid license to practice in Québec and have professional liability insurance.</p> |
| Multiple applications | <p>A person may participate to 2 complete applications within this program as a team member.</p> <p>However, a researcher, medical doctor or health and social services professional, may <u>only submit one complete application</u> within this program <u>as a co-Leader for a project</u>.</p> |

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| Ethics | The Researchers must comply with the ethical regulations as defined in see sections 5.3 and 5.4 of the Common General Rules). |
| Basic training in research ethics | <p>Basic training in research ethics is mandatory for all team researchers when their research project or research program involves human beings. Other members of the team are also encouraged to take this training.</p> <p>Research on human beings involves:</p> <ul style="list-style-type: none"> • Participation of human beings as subjects; • Use of human biological material (parts, products, tissues, cells, genetic material derived from the human body, from a living or deceased person); • Assisted reproduction activities or the use of embryos derived therefrom, within the meaning of the Act respecting clinical and research activities relating to assisted reproduction (R.S.Q. Chapter A-5.01); and/or • Use of administrative, scientific or descriptive data from human beings. <p>This basic training consists of successfully completing levels 1 and 3 of the online tutorial set out by the <i>Ministère de la Santé et des Services sociaux du Québec</i>. Didacticiel en ligne.</p> <p>Researchers must have successfully completed the basic training before receiving their first payment.</p> |

REQUIRED DOCUMENTS – LETTER OF INTENT

Transmission of documents (in PDF format only)

The FRQS is managing this Competition, on behalf of the Oncopole. The documents described below must be emailed to Manon Pelletier, program manager at FRQS (manon.pelletier@frq.gouv.qc.ca). Documents must be attached to one another as a single (1) PDF document. The date and time of the transmission of the e-mail is proof of the date and time of the documents' filing.

No extensions will be permitted. All forms not transmitted within the deadlines indicated will be automatically rejected.

Missing documents or documents that do not comply with the competition rules and forms may result in the file being ineligible.

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| For the co-Leader #1: University Researcher/ Clinical University Researcher | <p>NOTE: The letter of intent should be submitted to FRQS by the co-Leader #1 managing the project and must include:</p> <ul style="list-style-type: none"> • Letter of intent form (available in the Toolbox) • Canadian Common CV, Funding CV version for FRQS (last update between June, 2018 and the Competition deadline) |
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- Detailed contributions (last update between June, 2018 and the Competition deadline); consult the [Guidelines for the CV attachment file](#) available in the toolbox
- For clinicians: a letter from the director of the clinical department specifying the number of hours for which the applicant will be released from his/her clinical obligations to carry out the research project (only for clinicians who are not recipients of an FRQS career award)

The FRQS will send an e-mail confirming the acceptance or rejection of the letter of Intent to each applicant.

Only teams whose letters of intent were deemed eligible will be invited to submit a complete application.

For the co-Leader #2: Medical Doctor or Health and Social services Professional

- A letter from the director of the clinical department specifying the number of hours for which the applicant will be released from his/her clinical obligations to carry out the research project (only for clinicians who are not recipients of an FRQS career award)
- [Canadian Common CV](#), [Funding CV](#) version for FRQS (last update between June, 2018 and the Competition deadline), if available
- Detailed contributions (last update between June, 2018 and the Competition deadline); consult the [Guidelines for the CV attachment file](#) available in the toolbox, if available

OR

- An updated **CV**, two pages maximum, including the main contributions (publications, patents and other activities) for those who do not have a Canadian Common CV

For the other team members

- **Users, Health and social services professionals** that are team members, as well as **researchers acting as co-Investigators**, should only send their CVs when the full application is filed, if applicable.

REQUIRED DOCUMENTS – COMPLETE APPLICATION

Transmission of documents (in PDF format only)

Missing documents or documents that do not comply with the competition rules and forms may result in the file being ineligible.

No extensions will be permitted. All forms not transmitted within the deadlines indicated will be automatically rejected.

The documents described below must be emailed to Manon Pelletier, program manager at FRQS (manon.pelletier@frq.gouv.qc.ca). Documents must be attached to one another as a single (1) PDF document. The date and time of the transmission of the e-mail is proof of the date and time of the documents' filing.

The CVs of all Researchers and Team members, including detailed contributions, must be inserted one after the other into this PDF document.

**For the co-Leader #1:
University Researcher/
Clinical University Researcher**

The complete application should be submitted to FRQS by the co-Leader #1 managing the project and must include:

- [Complete application Form](#) (available in the Toolbox)
- [Canadian Common CV, Funding CV](#) version for FRQS (last update between June, 2018 and the Competition deadline)
- Detailed contributions (last update between June, 2018 and the Competition deadline); consult the [Guidelines for the CV attachment file](#) available in the toolbox
- For clinicians: a letter from the director of the clinical department specifying the number of hours for which the applicant will be released from his/her clinical obligations to carry out the research project (only for clinicians who are not recipients of an FRQS career award)

**For the co-Leader #2 : Medical
Doctor or Health and Social
services Professional**

- A letter from the director of the clinical department specifying the number of hours for which the applicant will be released from his/her clinical obligations to carry out the research project (only for clinicians who are not recipients of an FRQS career award)
- [Canadian Common CV, Funding CV](#) version for FRQS (last update between June, 2018 and the Competition deadline), if available
- Detailed contributions (last update between June, 2018 and the Competition deadline); consult the [Guidelines for the CV attachment file](#) available in the toolbox, if available

OR

- An updated **CV**, two pages maximum, including the main contributions (publications, patents and other activities) for those who do not have a Canadian Common CV

For the other team members

- **User who are team members:**
 - Motivation letter to participate in the project, the nature of the expertise they bring and their role in the project (Maximum of two (2) pages)
 - One (1) page summary CV
- **Health and social services professionals who are team members:**
 - [Canadian Common CV, Funding CV](#) version for FRQS (last update between June, 2018 and the Competition deadline), if available
 - Detailed contributions (last update between June, 2018 and the Competition deadline); consult the [Guidelines](#)

[for the CV attachment file](#) available in the toolbox, if available

OR

- An updated **CV**, two pages maximum, including the main contributions (publications, patents and other activities) for those who do not have a Canadian Common CV
- **Researchers acting as co-Investigators:**
 - **Canadian Common CV, Funding CV** version for FRQS (last update between June, 2018 and the Competition deadline)
 - Detailed contributions (last update between June, 2018 and the Competition deadline); consult the [Guidelines for the CV attachment file](#) available in the toolbox
 - For clinicians: a letter from the director of the clinical department specifying the number of hours for which the applicant will be released from his/her clinical obligations to carry out the research project (only for clinicians who are not recipients of an FRQS career award)

RESEARCH SITE

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| Choice of research location | An FRQS research centre or institute, an institution administered by the Ministère de la Santé et des Services sociaux (MSSS) or a Québec university. |
| Change of research location | The conditions surrounding changes to the research location and all other changes made during funding are described in section 6 of the FRQ Common General Rules . |

DURATION OF THE GRANT

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| Term | Maximum of 2 years |
| Funding Start Date | May 2020 |

AMOUNT OF THE GRANT

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| Amount | <p>The maximum amount for this program is a total of \$200,000 per project over 2 years.</p> <p>The program has a minimum budget of \$ 600,000. As a result, at least 3 projects can be funded.</p> |
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| Management | <p>The list of institutions that can administer funding from the FRQ is limited to the managing institutions recognized by the FRQ, including universities, CIUSSS, CISSS, some institutions of the healthcare network and colleges.</p> <p>The managing institution is the employing institution of the Principal Investigator (see section 6.2 of the Common General Rules).</p> |
| Indirect costs of research | <p>This program does not benefit from the amount paid out by FRQS and its partners to cover indirect costs of research of the institutions.</p> |

ELIGIBLE EXPENSES

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| Eligible | <p>In addition to the list of eligible and non-eligible expenses detailed in Section 8 of the FRQ Common General Rules, the following expenses are eligible:</p> <ul style="list-style-type: none"> • Master's and doctoral awards or scholarships, postdoctoral fellowships and supplements, and, where applicable, salary for graduate students and postdoctoral fellows • Salaries for research assistants • Fees and reimbursement of travel expenses for research human subjects • Key resource people that are essential to the project, including the cost of leave of absence to participate in team activities, when the leave of absence requires a replacement. The institution may be compensated directly from the project budget for replacing the professionals who are participating in the project • Compensation for doctors for their time dedicated to professional activities for the project that are not billable to the RAMQ in accordance with agreements between the MSSS and the medical federations (FMOQ, FMSQ) (excluding the project co-Leaders) • Compensation for users who will be involved in the research process |
| Not eligible | <ul style="list-style-type: none"> • Salaries for Researchers and co-Leaders • All costs related to the development, refurbishment, rent and maintenance of the facilities, as well as costs paid by the host institution • Remuneration for employees in the health and social services network working in the institution or medical clinic during the development of the project and who are not replaced for their regular duties • Purchase of major equipment • All costs incurred by the institution, the GMF or its partners, before the project is presented to the FRQS • No funds will be transferred outside of Québec |

EVALUATION

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| Letter of intent | <p>A relevance evaluation committee made up of representatives from Oncopole, PQC, the Québec SPOR-Support Unit and patient-partners will review and select letters of intent according to the relevance criteria that meet the objectives of the program and research themes.</p> <p>Only the teams whose letter of intent has been selected by the relevance evaluation committee will be asked to submit a complete application. The FRQS will confirm to the co-Leaders by email if their letter of intent has been selected.</p> <p>The recommendations from the relevance evaluation committee will be sent to the candidates, as well as to the mixed committee responsible for reviewing the complete applications.</p> <p>The relevant criteria are as follows:</p> <ul style="list-style-type: none">• <i>Alignment of project objectives with the competition priorities.</i> The team members must situate the relevance of their project in a perspective of improving the care and services offered to users• <i>Demonstration of innovative and cutting-edge character of the practice in the project.</i> Information on the practical components must be precise and clearly presented• <i>Project feasibility.</i> The practical and measurable benefits expected for the users must be defined• <i>Demonstration of user involvement in the project.</i> The letter of intent must state the anticipated methods to engage users |
| Complete application | <p>The complete application will be reviewed by a mixed committee made up of representatives, scientific as well as health and social services professionals, according to the FRQS regulations in effect for the composition of review committees. Users will also be part of the mixed review committee. They will be chosen according to a rigorous selection process by the members of Oncopole and the Stratégie de partenariat de recherche avec les patients et le public of the Quebec SPOR-Support Unit.</p> <p>The evaluation criteria for the complete application are as follows:</p> <p>Project (30%)</p> <ul style="list-style-type: none">• Scientific quality of the project and accurate methodology• Originality and coherence of the project• Clarity of objectives• Realism and Importance of f expected results <p>Team (10%)</p> <ul style="list-style-type: none">• Scientific quality of researchers• Complementarity of team members' expertise |

- Importance and quality of scientific achievements (publications, development of structuring initiatives, national and/or international impact, etc.)

Quality and coherence of the plan to engage users in the research (15%)

- Description of the users' role and expectations in preparing the application
- Description of the users' role and expectations in managing and implementing the project

Feasibility (10%)

- Scientific, technical and operational feasibility of the project
- Realistic deadline
- Relevance of monitoring indicators

Project benefits (15%)

- Project registration in accordance with the concerted efforts and goodwill of Oncopole, the Québec SPOR-Support Unit, the PQC and the FRQS in order to provide Québec with new capabilities in terms of research, application and transfer of knowledge to support the transformation of oncology care and services

Knowledge transfer (20%)

- Proposed strategies in order to ensure that the results translate into improved care and services, as well as a better quality of life for users with respect to one or more of the issues raised (research themes) by the Oncopole patient-partners committee

Budget (qualitative)

- Detailed and realistic justification of the requested budget

Note that the minimum passing score for a funding opportunity will be 70%.

RESEARCH RESULTS, FOLLOW-UP AND KNOWLEDGE TRANSFER

Submission of reports In accepting the grant, the grantees agree to submit:

- Annual financial reports and a final financial report at the deadlines indicated by the FRQS
- An annual scientific report and a final report not more than 3 months after the end of the grant

The funded team is committed to participating in mobilization activities of Oncopole and its partners, such as annual events or specific workshops.

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| Use and dissemination of the results by partners | Upon accepting the award, the investigator grants a non-exclusive and non-transferable license to the FRQS (for the Oncopole), the Québec SPOR-Support Unit as well as any partners that may be added after the launch of the program, of his/her copyright on the final scientific report without territorial limits, for an unlimited duration and for non-commercial purposes. This license allows the FRQS (for the Oncopole) and the other partners, if applicable, to reproduce, adapt, publish, translate and communicate the final scientific report to the public by any means available (conferences, websites, Facebook, Twitter, etc.). The grantee guarantees to the FRQS (for the Oncopole) and the other partners (if applicable) that he/she holds all rights to enable his/her consent to the present copyright license. The co-funding partners are committed to acknowledge the authors for any use of the material. |
| Open Access | In accordance with the Open Access Dissemination Policy of the Fonds de recherche du Québec, the Investigators and co-Investigators of a funded project must undertake to make their scientific publications available in open access no later than 12 months after publication. To know the requirements of the FRQ on this subject, please consult our Open Science page. |
| Knowledge mobilization | The FRQS encourages awardees to conduct and participate in knowledge mobilization activities (transfer, sharing, development, enhancement and dissemination) with practice settings and the general public, where such activities are relevant. Please read the document Knowledge Mobilization in the toolbox. |

AGREEMENTS

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| All applications submitted under this Competition are subject to the conditions set out in the Letter of Intent and Complete Application forms. |
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ÉNONCÉ SUR L'ÉQUITÉ, LA DIVERSITÉ ET L'INCLUSION

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| <p>The Fonds de recherche du Québec wishes to contribute to supporting a research ecosystem based on equity, diversity and inclusion. Measures have been put in place to strengthen the consideration of these principles. The people we fund are also encouraged to focus on these principles in the context of their research activities. For more information, please see our statements on Equity, Diversity and Inclusion.</p> <p>Les Fonds de recherche du Québec souhaitent contribuer au soutien d'un écosystème de recherche basé sur l'équité, la diversité et l'inclusion. Des mesures ont ainsi été mises en place afin de renforcer la prise en compte de ces principes. Les personnes que nous finançons sont également encouragées à privilégier ceux-ci dans le contexte de leurs activités de recherche. Pour plus d'informations, veuillez consulter nos énoncés sur l'équité, la diversité et l'inclusion.</p> |
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INTELLECTUAL PROPERTY

The grantees, and the institutions they are affiliated with, hold all copyrights for the intellectual property with respect to the original raw data, interim research works and funded project results, in keeping with the internal regulations for intellectual property of the institutions.

Furthermore, since the Oncopole's mission is to mobilize oncology resources in Québec and because of Oncopole's federating vision, copyright holders from funded projects, including the institutions involved, are expected to remain involved and update the Oncopole so that the results of the co-funded project can be instrumental in the pursuit of Oncopole's objectives, with the ultimate objective of the results of each project helping the Québec community.

PARTNERS

Oncopole

Fonds de recherche du Québec – Santé

Unité de soutien SRAP du Québec

Note: By accepting a grant under this program, the grantee agrees that the partner (s) will communicate with her/him for activities related to the grant.

APPENDIX A

PROTECTION OF PERSONAL AND SCIENTIFIC INFORMATION

The forms completed under this Competition are intended to collect personal and scientific information about you. This information will be used and kept by the Fonds de recherche du Québec – Santé (FRQS). FRQS will confidentially share this information and evaluation reports with the Oncopole Executive Management Team (whose offices are located at Université de Montréal) and its partners (including those that could be added after the launch of the Competition). The FRQS is subject to the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1) (Access Act).

The FRQS will share the letters of intent, the complete applications, the evaluation reports as well as financial and scientific reports to each of the Competition Partners.

For more information, please refer to [*The Statement regarding the protection of personal and confidential information in applicant and funding holder files.*](#)