



Application for Pilot Project Research Support from UBC Division of Cardiology Academic Practice Plan

Instructions: Refer to the latest Terms of Reference (Sept, 2023) for this competition. Please complete the specified sections below and submit as a single pdf to the Divisional Research Director via Constance Bos by end of business day: **June 1 for projects starting Aug 1 and by December 1 for projects starting February 1.** Please include in the application all sections as numbered below. If sections are not relevant to your application, enter “N/A” in that section.

1) COVER PAGE (MAXIMUM 1 PAGE):

a) Date of Application:	
b) Project Title:	

c) Your Name (Principal Investigator):	
d) UBC Academic Department/Division:	
e) PI Contact Information:	Email:
	Tel:
	Fax:
	Mailing Address:
f) If not yet appointed at UBC, expected start date:	
g) Total amount requested (<i>Max \$30K per year for 2 years for initial award; or Max \$10K for up to 1 year extension</i>):	\$
h) Duration of pilot project (<i>Max 2 years for initial projects; Max 1 year for an extension</i>):	
i) Primary site where research will occur:	

j) Does this project involve human subjects, animals, or biohazardous materials?	[State Yes/No]
k) If applicable, please state UBC ethics application ID number or “pending” if submission has not yet occurred.	
l) Is this a re-submission?	[State Yes/No. If Yes, give date of original submission. Append a “Detailed Response to Reviewers.” Use body of grant application for the REVISED proposal.]

m) Is this a request for an extension?	[State Yes/No. If Yes, Append copies of “Yearly Progress Reports.” Use body of grant to focus on rationale for extension request.]
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2) STATEMENT OF PROFESSIONAL RESEARCH GOALS (MAXIMUM 1 PAGE):

a) Summary of research training:

b) Current Mentor(s) (at UBC and/or at current institution):

c) Outline of Current Time Commitments and Changes if Project is Funded:

- a. Do you currently have enough 'protected time' to undertake this project - answer Yes or No:
- b. If you answered 'No', explain how much time you need and what you need to do to make the time available:

d) Long Term Career Goals:

e) Description of Current Research Activities:

3) DESCRIPTION OF PROPOSED RESEARCH PILOT PROJECT BASED ON THE FOLLOWING HEADINGS (MAXIMUM 5 PAGES):

c) Lay Summary (250 words, may be used for media purposes):

d) Relevance to UBC Division of Cardiology and Terms of Reference for the Pilot Project Program:

e) Background:

f) Purpose:

g) Hypothesis:

h) Specific Aims:

i) Methods and Design (Include Statistical Considerations):

j) Indicate Main Collaborators and Roles:

k) Main Potential Scientific Outcomes:

l) Plans for Future Submission to Peer-reviewed agencies or Industry Support:

m) Results Obtained to Date (Mandatory for Extension Applications):

n) Potential Limitations and Alternative Approaches:

o) Feasibility and Timelines for Achievement of Aims (maximum 2 years):

- i) Indicate non-project time required to obtain institutional approvals, special drugs/equipment etc.
- ii) Then construct timeline for achievement of specific aims assuming all such prerequisites are available:

p) **Budget (total maximum \$30k, indicate for Year 1 and 2 if applicable; Extensions: total maximum \$10k, one year maximum duration [add more rows as necessary]:**

Description of Expenditure	Yr 1 (\$)	Yr 2 (\$)	Extension (\$)
Total			

q) **Budget Justification (note: salary and travel not allowed):**

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r) **Budgetary Contributions from Other Sources (if applicable).** Other operating support for this project must be outlined here. Letters verifying this support from external agencies or from the UBC Division Head if derived from Divisional resources must be included in the Supplementary Materials.
 If start-up funding is being provided for a different proposal, this must also be described in the UBC Division Head letter included in the Supplementary Materials *[add more rows as necessary]*:

Source, Description and Dates of Contributions	Amount \$

4) **SUPPLEMENTARY MATERIALS RELATED TO THE RESEARCH PROPOSAL**

- c) Appendix in Support of the Grant (ie References, Charts, Figures/Photographs, Questionnaires etc)
- d) If this is a re-submission, append a detailed “Response to the Prior Reviews” (This is MANDATORY FOR RESUBMISSIONS. Indicate in your response the changes you have made as well as any rebuttal of aspects that have not changed.)
- e) If this is an “Application for Extension of Funded Pilot Project” append prior Annual Project Report(s). (This is MANDATORY FOR EXTENSIONS)
- f) Updated CV
- g) Letters of Support (concise is preferred)
 - i) Mentor (if applicable)
 - ii) Collaborators and/or External Budgetary Contributions (REQUIRED if applicable to execution of the project)
 - iii) UBC Division Head: REQUIRED ONLY FOR:
 - (1) new recruits
 - (2) applicants already receiving CAPP-derived salary support or operating funds for the current project
 - (3) applicants already receiving CAPP-derived funds for a different pilot project

When complete submit to the Divisional Research Manager AS A SINGLE PDF via email to constance.bos@ubc.ca (UBC Cardiology Division office, attention Constance Bos)

Deadlines: June 1 end of business day for projects starting August 1;
and December 1 end of business day for projects starting February 1.