



Michael Smith

**Health  
Research BC**

# 2022 HP-I Patient, Public and Community Engagement Fund Competition

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## GUIDELINES

## DEADLINES

Response period: January 4 – February 7, 2023

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## Help with your Application

For questions regarding the application and submission process, please contact:

**For general inquiries related to the HP-I competition:**

**Shannon Tolleson**

Research Competitions Coordinator

[HPI@healthresearchbc.ca](mailto:HPI@healthresearchbc.ca)

**For information about the Michael Smith Health Research BC [ApplyNet](#) system or help with login information, please contact:**

**Michael Smith Health Research BC Help Desk**

[helpdesk@healthresearchbc.ca](mailto:helpdesk@healthresearchbc.ca)

604.714.6609

**For inquiries about the Patient, Public and Community Review Process:**

**Dr. Lynne Feehan**

Capacity Development Lead

[lfeehan@healthresearchbc.ca](mailto:lfeehan@healthresearchbc.ca)

236.521.2064

## 1. Introduction

Michael Smith Health Research BC (Health Research BC), is British Columbia's health research agency. Launched in 2021, Health Research BC brings together the Michael Smith Foundation for Health Research (MSFHR) and the BC Academic Health Science Network (BC AHSN). We are working towards a future where BC is recognized worldwide for its vibrant, coherent, inclusive, and globally competitive health research system, which improves the health of British Columbians, the health system, and the economy. Learn more at [www.healthresearchbc.ca](http://www.healthresearchbc.ca).

The BC SUPPORT (Support for People and Patient-Oriented Research and Trials) Unit, is a multi-partner organization created to support, streamline and increase patient-oriented research throughout British Columbia. Learn more at <https://healthresearchbc.ca/bc-support-unit/about-us>. The BC SUPPORT Unit is now part of Health Research BC.

### **Delivering for BC in a changing context**

As BC's health research agency, we are committed to helping develop, support, and retain the province's research talent base. Health Research BC continues to reach out to stakeholders in BC's health research system to better understand current needs. Using our program learning and improvement cycle, we continue to grow and evolve our health research funding programs to ensure they meet the needs of BC's health research and life sciences community.

Health Research BC recognizes the importance of engaging patients, the public and community in health research, and particularly in meaningful patient, public or community partner engagement promotes active collaboration in research governance and throughout the research process; from the planning and conduct of research through the dissemination, implementation and evaluation of research evidence. Patient, public and community partner engagement brings the unique lived experiences, perspectives and voices to research process to ensure the work is relevant and that it

addresses priorities, questions and outcomes that matter to the people of British Columbia. Applicants to the 2022 HP-I competition were strongly encouraged to include patient, public and community partner engagement in their research proposal.

## Purpose

The purpose of the Health Research BC’s Health Professional-Investigator (HP-I) Patient, Public and Community Engagement Fund award is to support the integration of meaningful patient, public and community engagement into the research programs of the 2022 HP-I applicants.

## Objectives

The objective of this funding opportunity is to support HP-I award applicants to collaborate with patient, public, and community partners by:

- Raising awareness and developing an understanding of the potential benefits and impacts of integrating patient, public and community engagement into their research programs.
- Developing additional capacity to implement strategies for active and meaningful collaboration in their research programs and beyond.

## 2. Key Competition Dates

Action	Target Date
HP-I competition launch	March 2022
HP-I LOI deadline for applicants	April 29, 2022, 4:30 p.m. PT
HP-I full application deadline (applicants)	June 20, 2022, 4:30 p.m. PT
HP-I full application deadline (host institution)	June 27, 2022, 4:30 p.m. PT
Peer review	Late summer-Sept 2022
<b>Applicants notified of peer review outcomes</b>	<b>December 2022</b>
<b>Patient, public and community review response period</b>	<b>Jan 4 – Feb 7, 2023</b>
<b>Anticipated notice of funding decision for both HP-I award and the Patient, Public and Community Engagement Fund award</b>	<b>March 2023</b>
<b>Anticipated start of funding</b>	<b>April 1, 2023</b>

## 3. Award Amount and Duration

The Patient, Public and Community Engagement Fund awards provide up to \$15,000 over the duration of the HP-I award to support activities related to patient, public and community engagement. In addition, Health Research BC, through the BC SUPPORT Unit, will offer successful applicants additional training and ongoing support to facilitate successful engagement of patient, public or

community partners throughout their work. The funds available are sufficient to provide a Patient, Public and Community Engagement Fund award to each 2022 HP-I award recipient.

## 4. Eligible Expenses

The BC SUPPORT Unit will provide guidance to applicants on what expenses they may incur based on their proposed engagement activities, and work with award recipients to develop an initial budget for patient, public or community partner engagement expenses. Award recipients must report annually on activities and provide an annual financial report (see Section 11). Award recipients may refine their engagement activities and budget, however significant modifications must be pre-approved in writing by the BC SUPPORT Unit.

The host institution is responsible for administering the award funds. The Patient, Public and Community Engagement Fund award cannot be used as research operating funds. The Patient, Public and Community Engagement Fund award cannot be used for research equipment, or to pay research participants. Additional details on eligible expenses can be found in [Appendix A: Eligible Expenses](#).

Health Research BC's financial contributions beyond year one of the award are subject to future funding of the organization by the provincial government and the annual budgetary approval by the organization's Board of Directors.

## 5. Eligibility Requirements

Applicants must have submitted an application to the 2022 HP-I competition, and been invited to proceed to the Patient, Public and Community Review stage of the competition.

**Note: HP-I Applicants are required to provide a response to the patient, public and community reviews by completing the applicant response template. Failure to submit the completed applicant response template will result in an incomplete HP-I application, and may result in removal from the HP-I competition.**

Health Research BC reserves the right to declare applications ineligible.

## 6. Indigenous Health Research

Health Research BC is on a learning journey towards enacting our organizational commitments to Indigenous cultural safety and Indigenous health research, grounded in respect for Indigenous self-determination and awareness of reconciliation as an active and ongoing process. Our organizational commitments to Indigenous cultural safety and Indigenous health research build on relationships nurtured and work undertaken by the former BC AHSN and former MSFHR. Key among these relationships are the BC Network Environment for Indigenous Health Research (BC NEIHR) and the First Nations Health Authority.

We recognize that we are still learning how to respectfully support reconciliation efforts and develop meaningful relationships and partnerships with Indigenous people in British Columbia. Our work continues to be guided by our Indigenous partners.

Health Research BC expects applicants to approach their research and knowledge translation activities with culturally safe practices that demonstrate humility, integrity, accountability and respect for Indigenous self-determination. Applicants must comply with the ethical and research policies outlined in [Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (2018). When appropriate, applicants must also describe their data management plan in accordance with the First Nations principles of [OCAP®: ownership, control, access and possession](#).

Additional resources for researchers can be found on the [First Nations Health Authority](#) website.

## **7. Integrating Equity, Diversity and Inclusion (EDI) Considerations in Research**

Health Research BC has a [strategic commitment](#) to addressing systemic inequities in the health research system. Diversity in research is important to cultivating talent and promoting inclusive excellence, which in turn drives discovery and helps build a more equitable health research system.

Data from Canada and around the world show a lack of diversity in the research system, as well as systemic inequities in access to research jobs, funding and other resources. These inequities disproportionately and negatively affect groups who have been historically underrepresented among researchers and in academia including those who are Indigenous, Black and people of colour, LGBTQ2S+ people, and people with disabilities.

As BC's health research agency, we have an important role in leading and supporting efforts to address systemic racism and other forms of bias and discrimination that create and exacerbate inequities in the health research system. We are doing this in a few ways including continuing to seek ways to improve the design and implementation of our funding programs and peer review processes, requiring all Health Research BC's peer reviewers to participate in unconscious bias training and being a strategic partner on an international consortium undertaking empirical research studies to advance evidence-informed research funding. We are in a continuous mode of listening and learning with our stakeholders and international and national partners.

Health Research BC expects applicants to meaningfully and appropriately account for EDI in the design of their research proposals, in the analysis and interpretation of the findings, in their knowledge translation (KT) activities, and in the composition and governance of their research teams. Health Research BC recognizes that meaningful approaches to support EDI in research and KT will vary depending on the research topic, discipline, methods, etc. Where guidance is needed, applicants are encouraged to consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors.

## **8. How to Apply**

The application process for the Patient, Public and Community Engagement Fund awards is built into the 2022 HP-I award application process. The 2022 HP-I award application process is composed of three stages: (1) Letter of Intent (LOI), (2) Full Application and (3) Patient, Public and Community Review Response.

Note: HP-I award applicants are required to provide a response to the patient, public and community reviews by completing the applicant response template. Failure to submit the completed applicant response template will result in an incomplete HP-I application, and may result in removal from the HP-I competition.

Following the external peer review of the 2022 HP-I award full applications, the highest ranked applications will undergo a review by patient, public and community reviewers. Details on the [patient, public and community reviewer evaluation criteria](#) can be found on the [2022 HP-I website](#). Details on the Patient, Public and Community Review Process can be found in [Section 9](#).

**The applicant response to the patient, public and community reviews will constitute the application to the Patient, Public and Community Engagement Fund award competition.** The decision to award Patient, Public and Community Engagement Fund awards will be made by Health Research BC, based on the recommendations of the BC SUPPORT Unit Recommendation Committee (consisting of designated BC SUPPORT Unit staff and patient partners).

Health Research BC, through the BC SUPPORT Unit, will offer successful applicants additional training, resources and ongoing support to ensure successful engagement of patient, public or community partners throughout their work. Details will be provided to successful applicants.

## Submission Requirements

- All steps of the application must be submitted using the Health Research BC [ApplyNet](#) online application submission system.
- All documents uploaded into [Health Research BC ApplyNet](#) must be in .pdf format.
- It is the applicant's responsibility to review their application prior to submission to ensure that all data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.

## 9. Patient, Public and Community Review Process

Applicants will participate in a facilitated review process by patient, public and community reviewers. The review will be managed by the BC SUPPORT Unit Recommendation Committee (consisting of designated BC SUPPORT Unit staff and patient partners), along with other Health Research BC staff.

Note: HP-I Applicants are **required** to provide a response to the patient, public and community reviews by completing the applicant response template. *Failure to submit the completed applicant response template will result in an incomplete HP-I application, and may result in removal from the HP-I competition.*

Following the external peer review of the 2022 HP-I full applications, the highest ranked applications will undergo review by Patient, Public and Community reviewers. The Patient, Public and Community Reviewers will provide initial written comments based on the information submitted in the applications. The written comments will be discussed at the Patient, Public and Community Review panel meeting. The panel discussions will form the basis for the Patient, Public and Community Review suggestions

that will be shared with applicants. Applicants will receive the Patient, Public and Community Reviewer suggestions for their application.

Following receipt of the Patient, Public and Community Reviewer suggestions, applicants must complete a short response template (to be completed in early Jan-early Feb 2023). Designated regional BC SUPPORT Unit contacts will work with applicants to address the suggestions from the Patient, Public and Community reviewers. Applicants are strongly recommended to complete the response template in consultation with their designated regional BC SUPPORT Unit contact.

The BC SUPPORT Unit Recommendation Committee will review the completed response templates considering the feasibility of the proposed engagement activities as well as responsiveness to the patient, public and community reviewer suggestions. The BC SUPPORT Unit recommendation committee will provide a recommendation on whether the application should receive Patient, Partner and Community Engagement Fund award.

## **Funding Decisions**

Applicants will be notified of the outcome of the review process following the receipt of the recommendations by the BC SUPPORT Unit Recommendation Committee and the subsequent approval of the results. There is no appeal process.

Applicants receive notification of the funding decisions and the reviewers' comments. A list of successful applicants will be published on Health Research BC's website.

## **10. Award Start Date and Deferral**

Unless otherwise indicated, funding for Patient, Partner and Community Engagement Fund award begins April 1, 2023. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package.

The start date may be deferred up to a maximum of 12 months; if a deferral is required, award recipients must contact Health Research BC with the deferral request and obtain approval. The start date must be on the first day of any month and be no later than April 1, 2024. Deferred start dates, once confirmed by Health Research BC, cannot be revised.

## **11. Reporting Requirements**

Health Research BC will integrate reporting for the Patient, Public and Community Engagement Fund award into the required HP-I reports, where possible. Health Research BC will provide reporting information for these purposes in advance. The information gathered in reports is used for administration, evaluation, government reporting, and communication purposes, and helps improve our award programs. Health Research BC reserves the right to contact award recipients up to five years after the award end date to determine the outcomes and/or impacts of the HP-I award and the Patient, Public and Community Engagement Funds.

### **Requirements as a recipient of an HP-I award**

HP-I award recipients will be required to complete annual progress reports and provide an up-to-date Canadian Common CV (CCV) to Health Research BC for each year of the HP-I award. In addition to

annual reporting requirements, HP-I award recipients must submit a final report in the last year of their award and a final financial statement within three months following completion of the award. Any unexpended funds must be returned to Health Research BC.

## **Requirements as a recipient of Patient, Public and Community Engagement Fund award:**

### **Financial reporting**

In addition to the HP-I reporting, Patient, Public and Community Engagement Fund award recipients must provide annual financial reports consisting of an updated annual budget that shows expenditures to date for the Patient, Public and Community Engagement Fund award. Patient, Public and Community Engagement Fund award recipients must submit a final financial statement within three months following completion of the award. Any unexpended funds must be returned to Health Research BC.

### **Surveys**

The BC SUPPORT Unit will seek input on researcher and patient, public and community partner experiences throughout the duration of the award. Short (<10 minute), de-identified online surveys will be sent once a year to the award recipient (or their designate) and to patient, public and/or community partners who are involved in the recipient's research.

Recipients of Patient, Public and Community Engagement Fund award must agree to seek permission from their patient, public and community partners to allow the BC SUPPORT Unit to contact the partners for the purposes of completing annual on-line surveys. Partner completion of the annual surveys will be voluntary and confidential.

To inform evaluation and continued improvement of Health Research BC's award programs, award recipients are invited to provide feedback to Health Research BC staff to determine areas of improvement for this funding opportunity.

## **Appendix A – Eligible Expenses**

The BC SUPPORT Unit will provide guidance to applicants on what expenses they may incur based on their proposed engagement activities, and work with award recipients to develop an initial budget for patient, public or community partner engagement expenses. Award recipients may refine their engagement activities and budget, however significant modifications must be pre-approved in writing by the BC SUPPORT Unit.

The host institution is responsible for administering the award funds. The Patient, Public and Community Engagement Fund award cannot be used as research operating funds. The Patient, Public and Community Engagement Fund award cannot be used for research equipment, or to pay research participants. Eligible expenses include the following:

### **Patient, Public or Community Partner compensation**

An honorarium in appreciation for their participation as a partner in research (e.g. appreciation for their participation over a period of time or one-time honorarium for attending a meeting, workshop or event); in-kind contribution or a gift (e.g. tuition for a course to support their partner engagement); a donation to a charity of the partners' preference; or the partner may decline compensation. Compensation should be fair and reflective of the person's time and contributions and in alignment with Michael Smith Health Research BC partner appreciation guidelines.

### **Reimbursement for Patient, Public or Community Partner expense**

Expenses related to safe and accessible partner participation in research meetings, research activities or events, including but not limited to reimbursement for transportation (car mileage, bus, taxi, Uber, ferry), food (per diem), parking, care attendants, family caregiving or other accessibility services to support participation such as IT supports or an interpreter.

### **Patient, Public and Community Engagement training and support**

Expenses related to partner participation in learning activities, training sessions, or support services to ensure they are able to safely and confidently engage as a partner in research. These expenses can also support team training activities to foster collaborative and meaningful engagement within the team.

### **Knowledge translation tools/products for Patient, Public or Community audience**

Expenses to support partner engagement in the co-design and development of knowledge translation products (e.g. print, video, social media or other formats), including reasonable expenses for external consultation for the design of these products/tools.

### **Publications or conference presentations**

Compensation and reimbursement of expenses related to partner contributions in co-authored publications or costs for a partner to attend and co-present at a conference.

### **Personnel support for Patient, Public or Community engagement**

Salary support for a research coordinator, research assistant, or trainee to act as a primary point of contact for partners, including tasks such as engaging with partners and supporting engagement activities. The maximum allowable expense for this partial salary support is \$7,500.

**Other Patient, Public and Community Engagement Expenses**

Costs related to any other patient, public and community engagement activities that have not been identified in previous sections. Clear rationale for these additional expenses must be provided and be pre-approved in writing by the BC SUPPORT Unit.

## Appendix B – Frequently Asked Questions

### **When will applicants know if they are successful in obtaining a Patient, Public and Community Engagement Fund award?**

Applicants will be notified of their status in the HP-I competition in December 2022. The notice will indicate whether the application has been declined or is proceeding to the patient, public and community review stage. Applicants still in the competition must then complete the patient, public and community response template in early January to early February 2023. The response template will be completed with support from your designated regional BC SUPPORT Unit contact. Applicants will be notified of the final decisions for both the HP-I competition and the Patient, Public and Community Engagement Fund award in March 2023.

### **What are the eligible expenses for the Patient, Public and Community Engagement Fund award?**

The eligible expenses are listed in Section 4. The Patient, Public and Community Engagement Fund award cannot be used as operating funds. For example, the Patient, Public and Community Engagement Fund awards cannot be used to pay research subjects/participants.

Please note: Recipients must inform their designated regional BC SUPPORT Unit contact of any changes to the planned patient, public and community engagement activities or proposed budget for the award funds.

### **What is the difference between reporting and the surveys?**

The annual and end-of-grant reports are used for administration, evaluation, government reporting, and communication purposes. The annual and end-of-grant reports will be also used for program evaluation purposes, including understanding whether the program is meeting the program objectives and to inform improvements in future competitions.

The surveys will be used to gather timely information on what supports/training is needed to assist recipients with patient, public and community engagement. The surveys will include perspectives of both award recipients (or their designate) and patient, public and/or community partners. Surveys will be kept as brief as possible and will be completed in a de-identified web-based format.

### **Why do you ask patient, public and community partners to complete surveys?**

The perspective of patient, public and community partners is an important metric to ensure meaningful patient, public and community engagement. The BC SUPPORT Unit can offer additional support or training to help build relationships between researchers and patient, public and community partners. Regular surveys will help the BC SUPPORT Unit staff to understand what information is needed to support researchers to develop meaningful patient, public and community engagement.