



**Gambling Awareness Nova Scotia (GANS)
Research Grant
2020-21**

Application Requirements

This document outlines the application requirements for the 2020-21 GANS Research Grant. For more information on the grant, including deadlines, eligibility, assessment criteria, eligible expenses, and application and review processes, visit: www.researchns.ca/GANS.

Grants Management System

All applications will be submitted in an online Grants Management System (GMS).

To access the application in GMS, the Principal Investigator (PI) must create an account. All team members must also have a GMS account and provide consent in GMS to their role on the application. More information about this process is provided below.

All application components are submitted in GMS either as direct entries or uploaded PDF documents. All uploaded documents that **must** adhere to the following format:

- Must be in PDF format
 - Each section cannot exceed the page limits described below
 - Font must be 11 pt. minimum, black type. No condensed/narrow fonts, type, or spacing
 - Pages must be numbered
 - Page numbering can start at one and end with the maximum page limit for that section; applicants do not need to attempt consecutive numbering between sections
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The following sections are entered directly into GMS. If you wish to cut and paste text from another document we recommend that you paste as unitext. Notepad will convert to unitext.

Project Details

Title of Proposal

This title will be used for communication purposes. It should clearly describe the project for which you are seeking support. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

Key Words

You must provide six key words that describe your proposed project. This information is for administrative purposes.

Institution Administering Funds

Applicants must indicate the name of the institution that will administer the project funds. For an application to be submitted to the RNS, an individual with signing authority for this organization will be required to login to GMS to approve the application and agree to terms and conditions listed in the Institution Agreement. It is recommended that applicants contact the institution that will be approving their application well in advance of deadline to determine internal institutional deadlines, requirements and potential support.

Principal Investigator

- In this section, the PI must confirm/update his/her contact information as provided in their GMS user account.
- All PIs must submit an RNS-validated CCV to their GMS profile, which will be included with the application. (For instructions on validating and submitting a CCV, please see the GMS User Guide)

Co-Principal Investigator and Team Members

If you have a Co-Principal Investigator (Co-PI) and/or Team Members, they **MUST** be listed in this section.

- **Co-PI and Team Members must have a GMS account before being added to this application.**
- A Team Member role (described below) must be selected for each member.
- A Co-PI/Team Member with an academic appointment must submit an RNS-validated CCV to their GMS profile, which will be included with the application. (For instructions on validating and submitting a CCV, please see the GMS User Guide.)
- A Co-PI/Team Member without an academic appointment must submit a resume or CV to the Principal Investigator to be uploaded in this section. Each attachment must be in PDF format and no larger than 20 MB.
- The Co-PI/Team Members will not be alerted via email that they have been added as a team member to an application. It is the Principal Investigator's responsibility to ensure the Co-PI/Team Members have GMS accounts and are aware of their role/inclusion in the application.

GANS Research Grant Team Member Categories

Principal Investigator (PI)	The researcher with overall responsibility for directing the application and proposed work and with primary responsibility for the intellectual direction of the research. The PI is the designated project manager, assuming financial and administrative responsibilities for the grant or award. The PI must reside and work in Nova Scotia during the funding period, and have an academic appointment at a Nova Scotia university or affiliated research institution, or an appointment (with research responsibilities) at an affiliated hospital/ research centre/ institute.
Co-Principal Investigator (Co-PI)	The researcher with shared responsibility (with the PI) for directing the application and proposed work and for the intellectual direction of the research. The Co-PI co-manages the project, sharing administrative responsibilities for the grant or award with the PI. The Co-PI may or may not have an academic appointment. No more than one Co-PI may be named on an application.
Co-Investigator (Co-I)	Makes a significant contribution to the intellectual or scientific direction of the application and proposed work, plays a significant role in the conduct of the work and may, at the discretion of the PI, have some responsibility for administrative aspects of the activities. Students, fellows or research associates/assistants may not be a Co-I.
Associate	Individual who makes a substantial intellectual contribution to the application or proposed work. Students, post-doctoral fellows, research associates/assistants may be an Associate.
Mentor	Provides support to the PI by helping to navigate the Nova Scotia health research enterprise and/or providing support relevant to the proposed research and/or targeted funding opportunity.
Partner	May not be affiliated with a post-secondary institution, and may include participation from the public, private or non-profit sector. A Partner must have an interest in, and make a contribution to, the proposed work. A Partner's contributions may be financial or in-kind (e.g., providing use of facilities, access to expertise, networks or communities and staff time). Partners are expected to contribute intellectually and to participate in the project.

Plain Language Summary

Maximum: 500 Words

- Applicants **MUST** provide a clear and concise description of their project, written in language suitable for a non-scientific audience. If funded, RNS/GANS will use this summary for communication purposes.
- Please describe the objectives of your project (the activities for which you are requesting funding), and the research area of interest.
- Describe how funding will contribute to further understanding, interpretation or creation of research related to gambling.
- Describe the potential impact of the proposed project for Nova Scotians.
- Describe how funding will contribute to the further understanding of the relationship between gambling and mental health and addictions.
- Describe how the funding will contribute to the further understanding of the relationship between gambling and the social determinants of health.

Objectives

- Please list the project objectives that you want to achieve within the duration of your project.
- Ensure the listed objectives encompass all main activities you plan to undertake using the project funds.
- These objectives should align with the *Project Description* section of your application (see below).
- A maximum of ten objectives can be listed in the GMS application form. Please enter only one objective per text box.

Please note: Funded applicants will be required to report on progress related to the listed objectives.

Project Description

Maximum: Ten Pages

Provide a clear and concise description of the proposed project and activities that includes:

- A description of the issue/topic, the project objectives, and methodology. (Applicants should focus on describing the proposed project, rather than background of the research question.)
- How the proposed project is relevant to objective of the GANS Research Grant and how funding will contribute to further understanding, interpretation or creation of research related to gambling, the relationship between gambling and mental health and addictions and/or the relationship between gambling and the social determinants of health.
- A description the potential impact this project will have on the economy, clinical practice, health policy and/or health services in Nova Scotia. Provide any relevant demographic and epidemiological data.
- How the proposed project will support future gambling research or programs of research in Nova Scotia.
- A detailed work plan and timeline that includes project start and end dates, activities to meet project objectives.
- A description of anticipated challenges and how they will be addressed.

All figures, diagrams, illustrations etc. are to be included within page limit. References cited in all sections of the application must be uploaded as one document in the References section (see below). Up to three Letters of Support can also be uploaded in the references section.

Budget and Justification

Please see Appendix 1 for details regarding eligible expenses and use of funds.

Budget

Applicants must complete a budget table in GMS, outlining costs and a description for budget items in the following categories:

- Personnel
- Professional/Technical Services
- Equipment
- Materials and Supplies
- Meeting Expenses
- Honoraria
- Travel
- Other Expenses

In-kind contributions do not need to be listed in the Budget Table but should be outlined in the Budget Justification section (see below).

Budget Justification

Maximum: One page

Applicants must upload a budget justification that includes details of the expenses outlined in the budget table, as described below. GANS funds must be used effectively and efficiently, and be applied directly to the costs associated with the grant/award for which the funds were approved. Peer reviewers carefully review budgets and only expenses that are eligible and deemed necessary for the proposed project will be approved.

- Applicants must ensure that costs related to human resources, procurement and travel align with the policies of the institution administering funds.
- Any confirmed and requested financial and in-kind contributions from other sources (including internal) must be outlined.
- If any proposed project activities are dependent on other sources of funding, this contingency should be clearly identified and its impact on the execution of the project addressed.
- Be sure to refer to the eligible expenses and use of funds outlined in Appendix A.

Personnel	Outline details of hourly wage, work hours per week and number of weeks of work for each personnel position listed in the budget table. Ensure CPP, EI and other related deductions/benefits are included, if required.
Professional/ Technical Services	Provide details of any professional or technical contracts or arrangements. The details and cost of the services that will be purchased or any additional justification (i.e., why a particular vendor was selected) must be uploaded in the Quotes and Estimates section of this page. Up to three files can be uploaded if multiple vendors were contacted for quotes.

Equipment and Materials	Provide cost estimates, including applicable taxes, shipping costs and other costs that are part of a purchase or lease. If requesting funding for equipment normally supplied by a university/institution, detail why new or additional equipment is required. Any equipment and computer hardware and software that exceed \$2,000 requires 1- 3 quotes that must be uploaded in combination with the budget justification section in the GMS. Note: Equipment purchased with grant funds becomes the property of the institution administering funds.
Meeting Expenses Honoraria	Provide relevant details related to any costs listed under these budget items.
Travel	Enter budget information for travel, distinguishing between travel related to work on the project (i.e., travel to conduct focus groups, team meetings, partnership development etc.) and travel related to dissemination activities (i.e., conferences, community forums to present results).
Other	Provide relevant details related to any items not already covered in another budget area.

References and Letters of Support

References: You may upload up to 3 pages of references cited in your application. Use discipline-appropriate formatting.

Letters of Support: You may upload up to 3 Letters of Support with your application.

Please note: References and Letters of Support must be combined into one PDF document to be uploaded in the GMS.

Contact Information

All applicants are encouraged to contact the Manager, Research Programs, with questions prior to submitting an application:

Leslie Power
Manager, Research Programs
leslie.power@researchns.ca
902.424.4193

Personnel and Professional/ Technical Services

Expenses related to personnel and professional/technical services must align with the human resources and procurement policies of the institution administering funds.

Eligible Expenses

- Research assistant wages and mandatory benefits
- Consulting fees, technician and subcontract costs
- Honoraria paid to research participants, such as modest incentives, as approved by an ethics committee
- In exceptional circumstances, PIs may request funding for a partial course relief for up to one course per RNS grant, if supported and cost-shared by the institution

Ineligible Expenses

- PI or team member salaries or consulting fees
- Flat rate student stipends
- Salaries or consulting fees for researchers who are eligible to apply for RNS grants
- Administrative or management costs
- Discretionary severance and separation packages
- Academic fees or non-mandatory personnel benefits
- Payments to individuals participating in the project on a part-time basis who, at the same time, receive remuneration for teaching or service work
- Membership fees to professional associations or societies
- Costs associated with thesis examination or defense
- Professional training or education tuition and course fees
- Gifts

Equipment and Materials

Equipment and materials expenses must align with the procurement policies of the institution administering funds

Eligible Expenses

- Purchase (or lease, if more cost effective) of equipment, computers, hardware/software and materials required for the funded project, if not already supplied by the institution administering funds.

Ineligible Expenses

- Phones, voicemail, internet and any expenditure generally considered to be overhead, unless justified as unique to the funded research and not already supplied by the institution
- Furniture or permanent equipment normally supplied by the institution
- Extended warranties
- Moving, renovation or construction costs

Travel

Travel expenses must align with the travel policies of the institution administering funds.

Eligible Expenses

- Mileage, ground transportation and air travel
- Costs for meals and accommodation incurred while traveling
- Travel cancellation insurance
- Safety-related expenses for field work, such as protective gear, immunizations, etc.
- Foreign country entry visa fees

Ineligible Expenses

- Entertainment and alcoholic beverages
- Commuting costs between residence and workplace, or between two places of employment
- Passport, immigration fees and work permit fees
- Reimbursement for airfare purchased through personal frequent flyer programs

Meetings

Eligible Expenses

- Meeting room rental fees and catering costs for the purposes of data collection, partnership development and research dissemination

Ineligible Expenses

- Entertainment and alcoholic beverages

Miscellaneous

Ineligible Expenses

- Costs associated with ethical review, biohazard or radiation safety, environmental assessments, and bylaws
- Childcare expenses
- Costs related to intellectual property or obtaining a patent
- Sales taxes to which an exemption or rebate applies

Appendix B: Use of GANS Research Grant Funds



Purpose of Funds

GANS/RNS funds must be used effectively and efficiently and be applied only to costs directly associated with the grant/award, as outlined in the application approved for funding. GANS/RNS is not responsible for expenditures in excess of the funds it has provided or is contracted to provide.

Budget Variance

Up to 20% of the approved budget may be reallocated among budget categories. All variances between approved and actual budgets must be outlined in progress and final reports.

Funding Period

The grant/award funding period is the time between the start and end dates outlined in the recipient's payment schedule. GANS/RNS funds must be applied only to costs incurred during the grant/award funding period. GANS/RNS is not responsible for expenditures outside the funding period.

Institutional Policies

Costs related to human resources, procurement and travel must align with the policies of the institution administering funds. When discrepancies or exceptions arise, the GANS/RNS will defer to the policies of the institution. The grant recipient's affiliated institution may withhold approval of an expenditure if it contravenes institutional policies or the RNS program requirements.

Jurisdiction

GANS/RNS funds will be issued to Nova Scotia institutions and will be used for activities taking place in Nova Scotia. Up to 25% of approved funds may be used for activities taking place outside the province.

Additional Funding

GANS/RNS does not provide funding for projects already funded by another agency, unless the applicant can clearly demonstrate that there is no duplication or overlap in the allocation of GANS/RNS and external funds.

Unused Funds

All unused funds must be returned to RNS/GANS at the end of the grant/award funding period.

Exception Requests

In coordination with the institution administering funds, the applicant must submit a request to the RNS for any exceptions to the aforementioned policies and/or the eligible and ineligible expenses outlined below. RNS will consider each request on a case-by-case basis.