



researchNS

June 7, 2021

Department of Health and Wellness
Research Funding Opportunity

Impact of Reduced Access to Gambling Products

Request for Full Application

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****Please note: Only applicants who submitted an expression of interest and received confirmation from Research Nova Scotia that their submission is in alignment with the Research Question may apply for this opportunity.****

Requirements are outlined below for the full application for a research funding opportunity on the Impact of Reduced Access to Gambling Products sponsored by the Department of Health and Wellness and administered by Research Nova Scotia (RNS). For more information including deadlines, eligibility, application, and review processes, please visit <https://researchns.ca/dhw-research-funding-opportunity/>

Research Question

All applications must address the following research question:

What has been the impact of reduced access to gambling products in the past year on gambling behaviours in Nova Scotia?

Full proposals will be reviewed by a scientific peer review committee.

Dates and Deadlines

Full Application

Launch:

Monday, June 7, 2021

Deadline:

Monday, July 19, 2021 at 3:00PM (ADT)

Results Available:

September 2021

Funding Available:

September 2021

Application

All applications will be submitted via Research Nova Scotia's online portal, [Jura](#). To submit the application, the Primary Applicant (PA) must log into the Jura account created to submit the Expression of Interest (EOI) for this grant.

Information entered in Jura is **NOT automatically saved**. Click the blue 'Save Draft' button frequently to ensure that you do not lose any information.

PAs will be able to revise their applications in Jura until they are 'submitted'. Applications will not be accepted beyond the deadline.

Application components are submitted in Jura as direct entries or PDF uploaded documents. All uploaded documents 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
- 1.5 line spacing, 0.5 inch (1.27 cm) left and right margins
- 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

All information collected in this system will be assessed for eligibility and those applications deemed eligible will be reviewed for alignment.

Inviting Others to See Submission

Primary applicants may invite others to view the submission via the 'Invitations' tab on the left side of the submission form. Select the 'plus button' to provide the contact details of the individual and select the 'viewer' role. The 'viewer' role may only view the submission content and can not make edits.

Once invited, the individual(s) will receive an email inviting them to create an account and will then be able to view the submission from their Jura homepage.

NOTE: Inviting an individual to view your submission will not automatically add the viewer to the 'Team Members' section. To add someone as a team member on this project, you must complete the table found in the 'Team Members' section of your Jura application.

Jura Technical Support

If you require any technical support while creating your application, please contact the RNS Jura helpdesk at helpdesk@researchns.ca

Applicant Information

The following information must be entered directly into Jura.

Primary Applicant First Name

Enter the name of the individual who will act as the Principal Investigator on the grant; that is, the individual who will hold the grant in their name and be responsible for completing the research. It must be the same PI as previously used for your letter of intent submission.

Primary Applicant Email

Enter the email of the Primary Applicant, as defined above.

Primary Applicant Phone Number

Enter the phone number of the Primary Applicant, as defined above.

Budget Table

Please see [Appendix A](#) for details regarding eligible expenses and use of funds.

Applicants must complete a budget table in Jura, outlining costs and a description for all budget items.

Financial or In-Kind Support

In this section, please outline any financial or in-kind support confirmed for this project. A short description or additional details about the support may also be provided.

Expenditure

List all expenses associated with the project. Ensure that all costs (up to a maximum of \$100,000) are clearly outlined and a description of budget items is included.

Below you will find some examples of common expenses that may be included in your proposal.

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. Ensure that costs related to human resources, procurement and travel align with the policies of the institution administering funds.
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 vendor was selected) should be further described in the Budget Justification section of the application.
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/software that exceed \$2,000 requires 1- 2 quotes that can be uploaded in the Additional Attachments Section of this application form. 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.

Budget Justification

Maximum: One page

Applicants must upload a budget justification that includes additional details of the expenses outlined in the budget table. All funding must be used effectively and efficiently and be applied directly to the costs 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](#).

Team Members

All team members must be listed in this section:

- Please enter requested details for each team member.
- A team member role must be selected for each member. For full description of team member roles see [Appendix B](#).
- All team members must submit a resume/CV to the Principal Investigator to be uploaded in the 'Team Members CVs' section

About the Project

The following information must be entered directly into Jura.

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.

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 the administering institution will be required to login to Jura to approve the application and agree to terms and conditions listed in the Institution Agreement. It is recommended that applicants contact the institution well in advance of deadline to determine internal institutional deadlines, requirements, and potential support.

Plain Language Summary

Maximum: 300 words

Applicants must provide a clear and concise summary of their proposed project, written for a non-scientific audience. If funded, this summary will be used for communication purposes. Wherever possible, avoid using jargon, abbreviations, and technical terms; if you must use them provide a clear explanation. This summary should:

- Describe the objectives of your project (the activities for which you are requesting funding)
- 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.

Project 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 Jura 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.

Key words

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

Attachments

The following items must be uploaded into Jura:

Primary Applicant CV

Please upload a PDF version of an up-to-date CV for the primary applicant only. This CV may be the same used for the EOI stage or can be updated if required.

Team Members CV

Please upload a PDF version of an up-to-date CV for all team members.

Expression of Interest

Your Expression of Interest will be available to view during the application stage but **cannot be changed**.

Team Composition

Maximum: Two pages

- Outline each team member's project role and responsibilities.
- This section should support the demonstration that the proposed team can successfully conduct the proposed research described in the project description section of the application.
- If the applicant does not have a research team, indicate how the applicant has the capacity and expertise to complete the project.

Project Description

Maximum: Ten pages

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

- 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 the DHW Research Funding Question 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 of the potential impact this research might 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 research might 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 might 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 'Additional Attachments' section (see below). Up to three Letters of Support can also be uploaded in the 'Additional Attachments' section.

Additional Attachments

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

Other Attachments: Up to 3 additional supporting documents relevant to the application can be uploaded to Jura. (For example, a letter confirming access to data source or sample questionnaires.)

Appendix A: Eligible Expenses and Use of Funds

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
- 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

Use of Grant Funding

Purpose of Funds

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. 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. RNS funds must be applied only to costs incurred during the grant/award funding period. 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, 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

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

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 RNS and external funds.

Unused Funds

All unused funds must be returned to RNS 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. RNS will consider each request on a case-by-case basis.

Appendix B: Team Member Role Descriptions

RNS considers the following to be team member roles on applications:

Principal Investigator (PI)	<p>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.</p>
Co-Principal Investigator (Co-PI)	<p>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.</p>
Co-Investigator (Co-I)	<p>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.</p>
Associate	<p>Individual who makes a substantial intellectual contribution to the application or proposed work. Students, post-doctoral fellows, research associates/assistants may be an Associate.</p>
Mentor	<p>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.</p>
Partner	<p>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.</p>