

## CCRF Spring 2022 RFP

For over 40 years, CCRF has fostered research excellence and supported the critical work of Canada's chiropractic research community. In March, we proudly surpassed the \$1,000,000 funding threshold, awarding grants for six very dynamic projects led by Canadian Early Career Researchers.

To build on this important milestone, CCRF is pleased to announce its Spring 2022 Request for Proposals (RFP), with up to \$240,000 in total grants available. This call is open to researchers and clinicians of chiropractic and adjacent healthcare fields who meet our eligibility requirements.

CCRF grants are made possible thanks to the very generous support of the Canadian Chiropractic Association and our Provincial Associates, representing clinicians from across Canada. We would also like to express our appreciation to all private donors – the chiropractic visionaries who have made a strong personal commitment to evidence-based national research.

### RFP Details for Spring 2022:

CCRF is pleased to announce our Spring 2022 Request for Proposals (RFP) is available to researchers and clinicians in the chiropractic and adjacent healthcare fields. The total grant pool for this call is approximately **\$240,000**. Grants for individual projects start at **\$5,000**.

***\*\*Please note: We encourage potential applicants to review our [FAQs](#) which have been recently updated and contain new information which may assist with the preparation of submissions.\*\****

### Who Can Apply?

To be considered for CCRF funding in this RFP cycle, your project must:

- Be executed by researchers in good standing within their professional associations and meet all eligibility requirements:
  - At least one Canadian team member, residing in Canada is required
  - A Canadian project lead is preferred but not required
  - A PhD is beneficial but not required if sufficient research, publication experience and institutional support can be demonstrated
- Additional funding or in-kind partnerships are desirable but not required
- Adhere to the parameters set out in this **Spring 2022 Request for Proposal (RFP)**
- Be conducted in accordance with Canadian legal, regulatory and ethical guidelines
- Be eligible for publication in an accredited, peer-reviewed journal
- Be received by the CCRF by 11:59pm on **Wednesday, May 18, 2022**

### What Kinds of Projects?

Our Research Committee invites proposals that address a wide range of topics. For funding consideration in this RFP cycle, your submissions must:

- Clearly demonstrate relevance and potential impact with respect to patients, policymakers, the chiropractic profession and/or healthcare partners.
  - Explore gaps in current knowledge
  - Expand on existing studies in meaningful ways
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- Demonstrate fresh thinking and/or innovative use of technology
- Explore diversity, equity and inclusion (DEI) or other important areas of health and/or social intersection
- Projects *must* reflect at least one of CCRF's **National Research Priorities**: Basic Science, Clinical Science, Health Systems and Population Health.
- Well developed methodologies, appropriate supervision and effective institutional support are strongly encouraged
- Adhere to all parameters set out in this **Spring 2022 Request for Proposal (RFP)**
- Be conducted in accordance with Canadian legal, regulatory and ethical guidelines
- Be eligible for publication in an accredited peer reviewed journal
- Be received by the CCRF by 11:59 pm on **Wednesday, May 18, 2022**

### **How To Apply**

To ensure equal access for submitters and support timely grant awards, CCRF uses a straightforward three-step application process. Before applying, please carefully review this **Request for Proposal (RFP)** and the associated eligibility criteria.

### **Step One Letter of Intent (LOI)**

- Grant seekers submit a brief Letter of Intent (LOI) to provide a succinct overview of their proposal, including a summary of the project concept, the anticipated output and the amount of funding requested
- LOIs must follow the submission format and instructions below
- LOIs must be received by 11:59pm on **Wednesday, May 18, 2022**

### **LOI Submission Format**

- English language on your organization's letterhead
- LOI should be no more than two pages in length, single-sided, single-spaced, Calibri 11-point font, and 1-inch margins with page numbers at the bottom
- Page One should include:
  - project title
  - general research design
  - applicant's name, degree, contact information and professional affiliation
  - amount of grant requested. Note:
- Page Two should contain the research abstract, which describes the scope, purpose, methodology, hypothesis of your project and content of the proposed work. Please indicate the anticipated impact of this research and why it is important to further knowledge within one or more of the four CCRF Areas of Focus (Basic Science, Clinical Science, Health Systems, Population Health).
- Supporting materials, such as peer reviewed publications and biographic information, are optional and can be provided as attachments (maximum two pages)
- Proposals must be dated and signed by principal applicant
- Signed proposals must contain the following declarations: "We/I confirm, that to the best of our/my knowledge, this LOI submission is accurate. We/I also certify all identified investigators will fully participate in the proposed work. We/I have read and understood the most recent CCRF *Request for Proposal and Letter of Intent Guidelines*."

### Submission Instructions

- A **single PDF file** containing the LOI and all supporting documents should be emailed to [info@chiroresearch.ca](mailto:info@chiroresearch.ca) no later than 11:59 pm on **Wednesday, May 18, 2022**
- PDF files should be saved as “LOI\_lead submitter last name\_institution\_year.” (e.g., LOI\_Harris\_University of Toronto\_2022)
- A confirmation email will be sent within 72 hours of receipt

### Step 2 Evaluation

Proposal evaluation is overseen and administered by the [CCRF Research Committee](#).

- Every LOI is evaluated.
- Grant applications are provided only to selected projects that align with the objectives and areas of focus outlined in the [Current Request for Proposals \(RFP\)](#).
- All submitters will be notified of the status of their projects. Those who do not receive an application will be notified that a grant will not be offered this cycle.

### Step 3 Grant Application

Based on the LOI, CCRF provides selected applicants with a Grant Application.

- Grant applications include a cover letter, project overview, phases and timeline, monetary request, submitter background/qualifications, references, other funding sources (projected and confirmed) and multimedia components (if any).
- For grant requests over \$10,000, a 30-minute videoconference presentation may be requested.
- Grant application and LOI budgets are usually identical. If an increase is requested during the Grant Application stage it should be justified by the submitter.
- Final funding recommendations are approved by CCRF’s Board of Directors.
- Applicants are informed about proposal status with a letter indicating:
  - A grant will not be offered during this cycle
  - A grant is approved contingent on standard CCRF terms and conditions.

### **Important Dates**

- LOIs must be received by 11:59 pm on **Wednesday, May 18, 2022**
- CCRF will inform applicants if a Grant Application (based on the LOI) will be requested by **Monday, May 30, 2022**
- Final grant decisions will be announced in late September 2022

Have a question? Check [Grant FAQs](#)

For all other inquiries, please contact us at [info@chiroresearch.ca](mailto:info@chiroresearch.ca)