



### RFP Details for Fall 2022:

CCRF and The Foundation are pleased to offer the Fall 2022 Request for Proposals (RFP) to researchers and clinicians in the chiropractic and adjacent healthcare fields who meet the eligibility requirements. The total grant pool for this call is approximately **\$125,000**. Grants for individual projects start at **\$5,000**.

Granting decisions will be approved by CCRF's Board of Directors in cooperation with The Foundation and its Board of Directors and will be based on recommendations by CCRF's Research Committee and representatives of the Foundation for the Royal College of Chiropractic Sports Sciences (Canada).

### Please note: Prospective applicants are strongly encouraged to review the following:

- **Reference study (pages 25-30): [Identifying and prioritizing research to inform a research agenda for Canadian chiropractors working in sport – the Canadian sports chiropractic perspective](#)**
- **CCRF's [National Research Priorities](#): Basic Science, Clinical Science, Health Systems and Population Health.**
- **[CCRF's FAQs](#): These have been recently updated and contain new information which may assist with submission preparation**

### 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 make sure to review this **Request for Proposal (RFP)**, its eligibility criteria and FAQs thoroughly.

### **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, November 16, 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
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- 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 conduct the study.
- 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, November 16, 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 project. 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 and The Foundation will provide selected teams 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 in cooperation with The Foundation’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

Who can apply: To be considered for funding by CCRF and The Foundation 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
  - A Canadian project lead is preferred but not required
  - At least one team member must be a Doctor of Chiropractic (DC)

- 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 **Fall 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, November 16, 2022**

### **What Kinds of Projects?**

The Foundation and CCRF's Research Committee invite proposals that address a wide range of topics. For funding consideration in this RFP cycle your submission must:

- Show the potential impact to patients, policymakers, the chiropractic profession and/or healthcare partners
- Explore gaps in current knowledge
- Expand on existing studies in meaningful ways
- 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
- Well developed methodologies, appropriate supervision and effective institutional support are strongly encouraged
- Adhere to all parameters set out in this **Fall 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, November 16, 2022**

### **Important Dates**

- LOIs must be received by 11:59 pm on **Wednesday, November 16, 2022**
- CCRF will inform applicants if a Grant Application (based on the LOI) will be requested during the week of November 28, 2022
- Final grant decisions are scheduled to be determined in March 2023

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

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

FAQs