

RFP Details for Spring 2023:

CCRF is pleased to offer the Spring 2023 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 **\$200,000**. Grants for individual projects start at **\$5,000**.

Prospective applicants are strongly encouraged to review the following:

- CCRF's National Research Priorities: Basic Science, Clinical Science, Health Systems and Population Health.
- CCRF's FAQs: These have been recently updated and contain information which may assist with submission preparation

Granting decisions will be approved by CCRF's Board of Directors based on recommendations by its Research Committee.

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 11:59 pm on **Wednesday, May 10, 2023**

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
- 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 no later than 11:59 pm on **Wednesday, May 10, 2023**
- PDF files should be saved as “LOI_lead submitter last name_institution_year.” (e.g., LOI_Harris_University of Toronto_2023)
- 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.
- 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 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 Doctor of Chiropractic, residing in Canada
 - 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 2023 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 10, 2023**

What Kinds of Projects?

CCRF’s Research Committee invites proposals that address a wide range of topics. Areas of ongoing interest include – but are not limited to:

- Rehabilitation
- Seniors (WHO Decade of Healthy Ageing)
- Sports Sciences
- Women's Health
- Indigenous Community Health and Wellness
- Interdisciplinary or international collaborations
- Emerging trends or Public Health

For funding consideration in this RFP cycle we invite applicants to consider these guiding points:

- Explore gaps in current knowledge or 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
- Adhere to all parameters set out in this **Spring 2023 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
- Well developed methodologies, appropriate supervision and effective institutional support are strongly encouraged
- Be received by the CCRF by 11:59 pm on **Wednesday, May 10, 2023**

Important Dates

- LOIs must be received by 11:59 pm on **Wednesday, May 10, 2023**
- CCRF will inform applicants if a Grant Application (based on the LOI) will be requested during the week of May 29, 2023
- Final grant decisions are scheduled to be determined in September 2023