

## RFP Details for Spring 2025:

CCRF is pleased to offer the Spring 2025 Request for Proposals (RFP) to researchers and clinicians in the chiropractic and adjacent healthcare fields who meet the eligibility requirements. Grant awards for individual projects will range from \$5,000 to \$25,000.

This RFP is focused on providing funding for projects addressing one or more of the following four (4) priority areas:

1. Economic Impact of Chiropractic Care
2. Patient Safety
3. Interprofessional Engagement
4. Population Health

Preference will be given to pragmatic and cost-effective projects that can be completed in 6 to 12 months. Submissions including complementary financing from other sources will be prioritized.

Prospective applicants are also 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 updated and contain information which may impact the success of your proposal

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

### **How To Apply**

CCRF uses a three-step application process. Before applying, please review all eligibility criteria and FAQs.

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

- Grant seekers submit a Letter of Intent (LOI) to provide a succinct proposal overview .The LOI summarizes the project concept, anticipated outputs and the funding request.
- LOIs must follow the submission format and instructions below
- LOIs must be received by 11:59 pm on Friday, June 27<sup>th</sup>, 2025

#### 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:
  - o project title
  - o general research design
  - o applicant's name, degree, contact information and professional affiliation
  - o 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 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 no later than 11:59 pm on Friday, June 27<sup>th</sup>, 2025
- 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 3 business days of receipt

#### **Step Two: Evaluation**

Proposal evaluation is overseen and administered by the CCRF Research Committee.

- Each LOI is evaluated by the Research Committee and assessed for methodological merit and rigour
- Grant applications are provided only to selected projects that align with the objectives and areas of focus outlined in the 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 Three: Grant Application**

Based on the LOI, CCRF 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 \$20,000, a 30-minute videoconference presentation may be requested
- Grant applications and LOI budgets are usually identical. If ~~an increase~~ a budget change is requested during the grant application stage, it should be justified by the submitter.
- Final funding recommendations are approved by the CCRF Board
- Applicants are informed about proposal status with a letter indicating:
  - o A grant will not be offered during this cycle
  - o A grant is approved contingent on CCRF terms and conditions

#### **Who Can Apply**

To be considered for funding by CCRF your project must:

- Be executed by researchers in good standing within their professional associations and meet these eligibility requirements:
  - o At least one Canadian Doctor of Chiropractic (DC) team member residing in Canada is

required

- o A Canadian project lead is preferred but not required

- o A PhD is beneficial but not required if sufficient research, publication experience and institutional support can be demonstrated

- Submissions that identify additional funding sources or financially beneficial partnerships are strongly encouraged
- Be conducted in accordance with Canadian legal, regulatory and ethical guidelines
- Be eligible for publication in an accredited, peer-reviewed journal

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

- Explore gaps in current knowledge or expand on existing studies in meaningful ways
- Demonstrate fresh thinking and/or innovative use of technology, including Machine Learning and Artificial Intelligence
- Explore diversity, equity and inclusion (DEI) factors

### **Important Dates**

- LOIs must be received by 11:59 pm on Friday, June 27<sup>th</sup>, 2025
- CCRF will inform applicants if a Grant Application (based on the LOI) will be requested on or before Friday, August 29<sup>th</sup>, 2025
- Final grant decisions are scheduled to be determined in November 2025

Have a question? Check Grant FAQs

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

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