

2008 CLS Health Services Research Funding Competition Administrative Requirements

Eligibility

- The project team must have at least one investigator with a CLS appointment
- The investigator must have an affiliation with the Calgary Health Region, U of C or CLS.
- The budget must be less than \$30,000 for a Comprehensive project and less than \$10,000 to be considered for funding at the LOI stage
- Summer Student projects are not eligible. Ongoing projects, projects requiring multiple funding sources or Summer Studentships are not the focus of this competition and will not be considered

Format and Content:

Applicants must complete the **current** CLS Letter of Intent package available from the CLS IWEB or Web Site.

- The Letter of Intent form must **not exceed 2 pages** (not less than 11 pt font).
- 2 additional pages of references and relevant preliminary data may be attached as an appendix.
- The application must be written in basic language that could be understood by a general knowledge scientific review panel.

The application package must also include:

- A preliminary budget page
- CLS Division approval signatures if CLS services are involved (**deadline Wednesday February 27, 2008**)
- Principal Investigator and Co-Investigator approval signatures
- A list of three impartial external referees (must be outside of Calgary area) with expertise in the subject area including name, address, telephone number, and e-mail address.
Note: Required only if the budget exceeds \$10,000.

Deadlines

1. CLS Approval

If CLS services are impacted, requests for CLS approval signatures must be submitted to the appropriate research contacts prior to *Wednesday February 27, 2008*.

2. Administrative Review

Applicants have the option of submitting their LOI prior to *Wednesday March 5, 2008*, for administrative deficiency review. If deficiencies are found, the application will be returned to the applicant for correction of deficiencies. Revised applications must still be re-submitted before the application deadline.

3. Final Submission Requirements

Letter of Intent applications must be received via E-mail: research@cls.ab.ca prior to *3:00pm Wednesday March 12, 2008*.

Approval signature page may be submitted by FAX (403-770-3750) attn Research Administrator prior to the deadline with the hard copy sent by mail directly to:
CLS Diagnostic & Scientific Centre
Research & Quality
Research Administrator
#9, 3535 Research Rd NW
Calgary, AB T2L 2K8

Note: Applications that do not pass the administrative review will be withheld from the review panel.