To: Staff and Physicians of NL Health Services
From: Darlene Goodyear, Health Care Foundation
Date: October 13, 2026
Re: Health Care Foundation Research Funding –Deadline for application November 20, 2026

The Health Care Foundation contributes funds annually to support and encourage research in health care. The proposals can include either clinical research or research related to the organizational and administrative aspects of healthcare. Adult-based research will receive priority in decisions for funding available from the Health Care Foundation, as funding from the Janeway Children's Hospital Foundation is used to support pediatric-based research.

TYPES OF PROJECTS

The types of projects which will be considered for funding include:

- Start-up funds (up to $4,000) for pilot projects. These funds will normally be reserved for applicants who do not have access to similar funds.
- Additional funds to expand the clinical applicability of an existing project.
- Operating funds up to a maximum of $10,000 per year. The committee will require evidence that applicants for this type of funding have made reasonable efforts to secure funds from national or other granting agencies.
- Knowledge translation will be funded up to a maximum of $1,500.
- Funds needed to publish or present appropriate research.

APPLICANTS

The applicant (as principal investigator or co-investigator) must be a medical staff member and/or an employee of NL Health Services at the following sites:

- Health Sciences Centre
- St. Clare's Mercy Hospital
- Dr. L. A. Miller Centre/Caribou Memorial Veterans Pavilion
- Dr. Walter Templeman Health Care Centre
- Mental Health & Addictions Centre
- Pleasant View Towers

SUBMISSIONS

Submit one electronic copy (Microsoft word) to darlene.goodyear@healthcarefoundation.ca.

Submissions should contain:

Cover Page:
The cover page should provide the following information:

1. Names of principal and co-investigators, their affiliations and signatures
2. Contact information for the principal investigator - mailing address, telephone/fax numbers, e-mail address
3. Title of project
4. Up to six key words describing the content/methods of the research
5. Total budget requested

Abstracts:
Abstracts should be single-spaced.

Non-scientific summary of the project:
All applicants must provide a summary of up to 500 words in simple, easy-to-understand, non-technical language which explains the rationale and objectives of the research. This summary will be used in research reports, communications vehicles and to facilitate peer review. It is a very important part of the application.

Scientific abstract:
The scientific abstract and list of key words will help determine the appropriate selection of reviewers. The abstract should include the following:

- Names of all investigators with their affiliations
- Project title
- Detailed summary which describes the problem to be investigated
- Objectives
- Brief description of the methodology; and
- Potential significance of the research

The abstract should not exceed one page.

Body of the Application:
The body of the application must not exceed 10 pages, double-spaced in 12-point font. The ten pages exclude the table of contents, program/department letter of support and bibliography, but do include tables and figures. One-inch margins on all sides are required, and all pages must be numbered. **Applications which do not follow these guidelines will not be reviewed.**

Table of contents:
Please include a brief table of contents to guide reviewers through the application.

Scientific proposal:
The application should include the following:

1. A brief summary of previous work in this or other related projects done by the investigators.
2. A brief resume of current knowledge relative to the proposed research.
3. A clear statement of the objectives of the research.
4. A clear and detailed description of the proposed study including the design, methods or procedures and a clear description of the proposed methods to disseminate the research findings.
5. A timeline or list of milestones for the project.

Budget Request:
The specific purposes for which the funds are to be used (e.g., payment of personnel, purchase of equipment, honorarium, etc.). In the case of equipment, the application should state which institution shall have title to the equipment (this would normally be either NL Health Services or the Faculty of Medicine of Memorial University of Newfoundland). A statement of which institution (this is usually NL Health Services, the Faculty of Medicine of Memorial University or other institution acceptable to the Board of Trustees of NL Health Services) will administer the funds.

Program/Department Letter of Support:
All applicants are responsible for obtaining a letter of support from the director/clinical chief of the program/department in which the research will occur.

In addition, applications should identify the potential impact on client outcomes/health service delivery identified.

Curriculum Vitae:
Current **abbreviated** curricula vitae (CV) of all investigators should be appended. They should include the following information:

1. Academic background
2. Employment history
3. List of publications
4. Other sources of funding being pursued for this project

The last line of the CV should indicate the percentage of time the investigator intends to contribute to the research being applied for.

Evidence of Adherence to Ethical Guidelines
Applicants should adhere to the ethical guidelines of the Tri Counsel Policy statement *Ethical Conduct for Research Involving Humans* and of the *Health Research Ethics Authority (HREA).*

All projects will require ethics approval or evidence of submission to the HREA or other approved ethics board under HREA.

Dissemination plan
All applications must include a plan for dissemination of findings of the project.

REVIEW OF PROPOSALS

All proposals will be reviewed by the Research Proposals Approval Committee (RPAC) and individuals with the necessary expertise to satisfactorily review the proposals. If necessary, projects may be sent for external review.

REPORTING

The Health Care Foundation will expect successful applicants to supply a brief report at the end of twelve months on the progress of their project.

ACKNOWLEDGMENTS

Successful applicants will be expected to acknowledge the contribution of the Health Care Foundation in any publication or presentation which may derive in whole or in part from these funds.