



RUTH A. GARDNER AND FUNKE-FURBER GERONTOLOGICAL RESEARCH AWARDS TIP SHEET

Introduction

The Greater Victoria Eldercare Foundation (Eldercare Foundation) exists to support seniors to age with dignity. The Foundation's mandate is to provide resources, education and support to promote healthy aging for seniors. The Foundation offers two major research awards: the *Ruth A Gardner Research Award* and the *Funke-Furber Gerontological Research Award*.

The awards are intended to support research projects that will improve quality of life for seniors living in our region as well as projects designed to enhance and advance care for individuals living with chronic conditions. The awards are primarily intended to support practice-oriented or clinically-oriented research projects that are designed to enhance quality of life for seniors and individuals living with chronic conditions. The awards are granted following review by a research award committee made up of clinicians, funders, and researchers.

This **Tip Sheet** has been developed to assist you to provide the information requested in the application materials in a way that assists the research award committee members to understand:

- ◆ Why your proposed research project is important
- ◆ What you are planning to do
- ◆ How the available award funds will be used to conduct the proposed project
- ◆ Your ability to carry out the proposed research project (based primarily on your supervisor's letter of support)

General Approach

- Do not presume that the members of the research award committee will be familiar with your research area - write for a broad audience
- Avoid jargon, define your terms, and avoid or minimize the use of abbreviations
- Short, concise sentences will be easier to understand than long sentences with several embedded ideas
- Consider using one of the many online dictionaries and thesauruses to expand your vocabulary and capture the reviewers' attention
- Pay close attention to spelling, grammar and formatting; give yourself time to proofread your application materials before you submit them
- Use section headings and sub-headings to help reviewers understand your reasoning
- Include white space for readability
- The first paragraph in each section is critical and should set the stage for the following paragraphs which should provide additional information/details
- A well-structured and well-written document will make it easier for reviewers to follow your arguments and ideas

Introduction Section

- The Introduction Section is very important as it lays the groundwork for your proposed project
- Plan to spend a considerable amount of time on this section explaining what has been done on your topic to date, what you plan to do and why, and how your proposed project will benefit the target population
- Consider and describe how your proposed project will inform practices that will improve quality of life for the target population

Methodology Section

- Be as specific as possible about your participant sample
- Include inclusion/exclusion criteria, if relevant, and explain why they are required
- Include details regarding the participant characteristics you will collect data on (e.g., age, disease/medical condition, family configuration, etc.)
- If you are proposing a study that involves an intervention, describe the intervention in full, including how the intervention is expected to improve quality of life for the target population
- If you are proposing a descriptive study, provide a detailed description of how observations will be undertaken, and how they will provide information regarding the target population's quality of life
- Keep your proposed project realistic – projects that are too over-reaching may receive less favourable reviews
- Consider and describe ethical considerations that may impact your request for ethics approval
- If you are collaborating with other individuals or organizations, explain how each collaborator will contribute to the project



Peer Review

- Ask someone who is not familiar with your research to review your proposed project
- Ask them to identify any areas that are unclear or difficult to follow – then revise your text by eliminating jargon, rewording and/or shortening sentences, etc.

Budget

- Ensure that your budget is consistent with your proposed project and knowledge translation plan; for example, if you are planning to present at a conference, make sure you include funds to attend it or an explanation as to why such funding is not required
- If you have funding from another source, clearly indicate what activities your current funding covers and how the funding from an Eldercare award would be used
- Include any in-kind support you may receive – for example, from a collaborating organization
- An applicant stipend is allowed; however, it should not be more than 50% of your budget

Supervisor's Letter of Support

- Your supervisor's letter of support is an important component of your application
- It should address how your proposed project fits with other research being conducted by their lab
- If your proposed study is part of a larger research project being conducted by your supervisor, your supervisor should describe how your study will contribute to the larger project
- If your proposed project is an independent study, your supervisor should describe how your academic background supports the methods and/or field of study
- Your supervisor should also comment on how your knowledge, experience and skill sets will enable you to conduct the study in a timely and effective manner and how conducting the proposed project will contribute to your academic and/or professional growth

Final Check

- Review your full application to ensure that all requested documents and sections have been included
- Ensure that your supervisor has signed off on the description of your proposed project
- Ensure that the application checklist is completed

