

ALZHEIMER SOCIETY OF THUNDER BAY

RESEARCH POLICY

INTENT

The Alzheimer Society mission is to alleviate the personal and social consequences of Alzheimer disease and related dementias. We believe that one way our mission can be advanced is by supporting both social science and biomedical research. To this end, ASTB has made financial commitments to the Alzheimer Society of Canada and to the Alzheimer Society of Ontario through the ASiO Federation Agreement (2009).

ASTB is also committed to supporting research at the local level. These studies will target local and regional community needs and/or strategic planning goals of ASTB. We envision this as research in the social science tradition which aims to inform and thus to enhance the quality of life for those living with this disease and/or their caregivers.

To this end, we will effectively and reasonably draw on the strengths and resources of our local community and our Society. Research projects supported will be of scholarly merit, ethically sound and reflective of our Society's mission.

PRINCIPLES

The following principles will be used to guide decision-making with respect to ASTB involvement in research initiatives:

- Research has value and relevance to the local and regional community
- Proposed research is relevant to the Society's mission, and demonstrates knowledge and pertinence within the current research environment
- Sensitivity is shown to the needs and rights of research participants: anonymity must be ensured; those approached to participate must have real and perceived choice in their participation
- Research methodology and recruitment material for participants must have documented ethical approval by a credible expert(s) prior to the disbursement of grant funding.
- Knowledge is to be shared. A plan is required for the dissemination of findings within the Society, and to the broader community
- Human and financial implications, if any, of the research initiative relative to the organization's current situation must be addressed in the proposal.

LOCAL RESEARCH GRANT COMMITTEE

A Local Research Grant Committee of the Board will be constituted to review research proposals and to make recommendations to the Board. The Committee will be constituted by at least one ASTB Board member, the Executive Director, and an active researcher of standing from the local social science community. Terms of reference for this Committee are attached to this policy as Addendum A.

Committee members will need to liaise closely with other Board committees, such as Fundraising and Major Gift. An approach must be developed to raise and target funds to support the growth of the local research fund. Recommendations for fund-raising and materials for promotion will be presented to the Board for approval.

Responsibilities of the Local Research Grant Committee are indicated in the Terms of Reference. Responsibilities include an annual RFP (request for proposals), review and recommendation of proposals for grant funding. The Committee may elect to request proposals relating to specific topics of interest or current needs of the Society. Initially, a call for proposals will be issued annually. As the fund grows, proposals and funds may be issued more frequently.

The Committee will meet at least once prior to the RFP to discuss research priorities and/or the annual timeline, and once following the deadline for proposal submission to review and assess proposals. Committee reports will go to the Board for information prior to the RFP, and with recommendations for funding following proposal review.

APPLICATIONS FOR RESEARCH SUPPORT

The Alzheimer Society of Thunder Bay will consider applications for both financial and non-monetary research support. Non-monetary support could include assistance in accessing study participants for external researchers receiving funds from a third party.

The ASTB local research grant is intended to support research initiatives in the social sciences concerning questions related to Alzheimer disease and related dementias. This grant will be awarded to support thesis (or major paper) research, pilot projects which gather information contributing to further study, and/or expenses of presenters who propose to disseminate research findings.

This research grant will cover a period of one year from the date of the announcement of the grant award. A request for extension will be considered if the project is not completed at the end of one year. This request with rationale should be submitted to the Board accompanied by a status report. A final report is required at the end of the project.

Applicants may be senior or graduate students advised and/or supervised by a faculty member, or a junior member of faculty. In the case of presentation awards, the grant may be used to fund a stipend, or expenses, of the research presenter.

ADDENDUM A

Local Research Grant Committee Terms of Reference

Date Established: September, 2009

Mandate: To promote and implement the Local Research Grant initiative, to review research proposals and make recommendations to the Board of Directors

Membership: The membership shall be comprised of the following:

- 1) At least one member of the Board of Directors
- 2) Executive Director
- 3) At least 1 active researcher in a compatible academic discipline

Staff Resources: Executive Director, public relations staff as required

Timeframes: quarterly or as required

Reporting: as required

Budget: administrative expenses, refreshments, promotional strategies

Responsibilities: The Local Research Initiative Committee will meet regularly to:

- 1) Determine and recommend policy pertaining to the Local Research Initiative
- 2) Determine and recommend an application procedure and template(s) for the RFP (request for proposals), as required
- 3) Develop a financial strategy and criteria for ongoing funding of this initiative in consultation with the Finance Committee
- 4) Develop a targeted promotion strategy and assist in the implementation of this strategy, as required, in concert with ASTB public relations staff
- 5) Determine annual research priorities and timeline
- 6) Review proposals and provide recommendations to the Board regarding worthy project(s), and the awarding of annual grant funds
- 7) Provide information to the Finance Committee in relation to reviewing the Society's financial commitment to funding local research
- 8) Review and update these terms of reference on an annual basis for approval by the Board of Directors.

Date approved by the Board of Directors: September 23, 2009

ADDENDUM B

APPLICATION PROCEDURE

A 3 – 5 page proposal in no smaller than 12-point print is requested. This proposal should be clearly legible and accompanied by a cover letter including the contact information of the applicant and his/her supervisor (where applicable).

The application should contain:

- ✓ Name of principal investigator and, if applicable, name of co-investigator, supervisor or sponsoring organization
- ✓ A statement of the specific nature of the support being requested from the Alzheimer Society of Thunder Bay (research grant, presentation funds, access...)
- ✓ A brief description of the purpose, research questions, and methodology.
- ✓ A statement clearly outlining how and when an ethics review of this proposal has been or will be conducted. This should include a brief discussion of the measures proposed to protect the anonymity of participants.
- ✓ A preliminary budget
- ✓ A proposed timetable of events (proposal, data gathering, presentation...)
- ✓ A plan for how research findings will be shared with the Alzheimer Society and/or with the larger community
- ✓ A curriculum vitae

The proposal must pass an ethics review by credible experts prior to the disbursement of grant funds. Documentation of a successful ethics review must be submitted to the Executive Director.

APPLICATION AND REVIEW PROCESS

Applications for the ASTB local research grant will be solicited and reviewed on an annual basis. An announcement of the availability of the grant, special topics for the current year, and a request for proposals will be issued in early November each year.

Application packages will be made available online. The announcement and a sample application package will be mailed to targeted individuals in the research community. Deadline for complete submissions will be set for the end of February.

Research proposals may be submitted electronically (pdf format), or in hard copy, to the Executive Director. The Executive Director will ensure that all proposals are complete prior to review by the Research Review Committee.

Complete applications received by the deadline date will be sent electronically, or in hard copy, to members of the Local Research Grant Committee. The Committee will meet to review these proposals. A report and recommendation for funding will then be presented to the Board for approval at the next Board meeting.

Research grant competition results will be announced prior to April 30.

Confirmation of a successful ethics review, if required, must be submitted to the Executive Director prior to the disbursement of grant funds.

PROJECT COMPLETION

One year after the disbursement of funds, or earlier if the projected completion date is prior to one year, a final report of the project and summary of fund expenditure will be required. A presentation of the project and results, as detailed in the original proposal, is anticipated at this time.

An extension of project completion beyond one year may be initially approved (at time of submission), or subsequently considered by the Committee, if so requested in writing. This request should be accompanied by an interim status report (year-end), a rationale for extension, and a description of any further resources required for completion. The request should be submitted to the Executive Director for referral to the Local Research Grant Committee. A recommendation for extension from this Committee will require Board approval, if any further resources are requested.

Date approved by the Board of Directors: September 23, 2009

ADDENDUM C

LOCAL RESEARCH GRANT PROGRAM:

PROGRAM REVIEW AND FUND ALLOCATION

- 1) Three years from the initiation of the Local Research Grant Program (Spring, 2012) The Board will initiate a review and evaluation of this initiative. A decision regarding the future of the Local Research Grant Program will be made subsequent to this review.
- 2) A review of the Local Research Grant Program will be initiated at such time as funds raised to support the Local Research Grant exceed the initial target of \$50,000, and at the achievement of subsequent funding targets.
- 3) Subsequent to a LRG Program review, the Board, at its discretion, may decide:
 - i) to terminate, or to temporarily suspend, the Local Research Grant Program
 - ii) to increase the amount and/or number of Local Research Grants to be awarded
 - iii) to re-allocate funds in excess of LRG Program target(s) to a purpose compatible with the mission of the Alzheimer Society of Thunder Bay.
- 4) It is the intent of the Board that all funds raised and/or designated to support the Local Research Grant Program will be used for this purpose. In the case of LRG Program termination (item 3-i) or funds raised in excess of the LRG Program targets (item 3-iii), any funds to be re-allocated will be clearly designated for a purpose(s) compatible with the mission of the Alzheimer Society of Thunder Bay.
- 5) In the case of the program termination and/or fund reallocation, every attempt will be made to contact donors who have targeted funds to support the Local Research Grant Program. Donors will be presented with the Board rationale for such decision(s) and reassured of the purpose(s) and appropriateness of the fund reallocation.

Reviewed by Policy Committee (Month/Year)

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