



CNSC Innovation Grant Application Package

Important dates

- Grant application launch – 8 October 2021
- Application submission deadline – 5 November 2021
- Results announcement – 10 December 2021
- Funds released – 23 December 2021 and 23 March 2022

To apply

Applications must be submitted by email to erika@comp-ocpm.ca by 5:00 PM EST on 5 November 2021

Questions?

Contact Erika Brown at COMP, erika@comp-ocpm.ca

CNSC Innovation Grant

The Canadian Organization of Medical Physicists has an agreement with the Canadian Nuclear Safety Commission to fund one or more Innovation Grants to enhance the safe use of ionizing radiation in medicine. The current competition has \$16,000 available to fund a successful project(s).

The intent of the program is to support the development of innovative tools that address radiation safety and security issues. Examples include, but are not limited to, the development of software systems to facilitate quality control of safety systems, tools to enable consistent and comprehensive equipment service logging, tools to enable sharing of quality control and equipment data and professional development/educational tools including the development of resources related to radiation safety training.

Application Guide

This guide provides detail on how to prepare your grant application. It includes an overview of the sections that need to be included in your application, how to prepare your package for submission, and provides the referee scoring criteria to help guide you as you prepare the application.

Cover Page

Application Information

Include the project title, the name and academic affiliation of the primary investigator. Please include contact information of the primary investigator: mailing address, telephone number and email.

Body of the Application

Project Information

The following components must be included:

- Project title
- Financial institution where the funds are to be transferred. Note this is often the same institution as the academic institution of the primary investigator.
- Start and end dates of the project. Note that while project timelines can be established by the project team, projects typically run no longer than 18 months.
- Amount of funds requested. Note this must not exceed the grant ceiling of \$16,000. If awarded, funds will be disbursed in increments with the first instalment being made 23 December 2021 and the second 24 March 2022.

Participants

Provide the names and academic affiliations for the primary investigator and any co-applicants. Note that additional participants or staff may be added after the project has been initiated. Detail of new participants and staff should be noted in scheduled progress report to COMP.

Short CVs for the primary investigator and any co-applicants should be included as **Appendix A** of the grant application.

If the project has collaborators (either individuals or organizations) they should be listed, and a letter of collaboration included in **Appendix A** of the grant application.

Project Summary

Applicants must include a brief summary of the project in simple language. It should include:

- Need for the project
- Goal of the project
- Project description
- Future impact or outcomes

The project summary should not exceed 300 words.

Keywords/Technical Terms

Provide up to a maximum of 10 specific key words or descriptive technical terms/methodologies that best describe the technical aspects of the project.

Project Proposal

A detailed overview of the project must be included in the application. It will be examined by the adjudication panel as a key component of the application. Proposals must include the following sections:

- A detailed overview of the project which clearly describes the problem to be addressed
- The goals and objectives of the proposed project and what strategies will be implemented to enhance its likelihood of success
- Detail on the roles of each participant and whether additional participants will be required to complete the work
- An overview of the methodology that will be used
- The significance of the project to the field of medical physics and the community

Proposals should not exceed 2000 words. Tables and figures can be included and are not considered part of the word limit.

Budget

Grant maximum limits for supplies and expenses (including conference travel), salaries and wages, and permanent equipment combined are \$16,000.

If awarded, funds will be disbursed in increments with the first instalment being made 23 December 2021 and the second 24 March 2022. Funds may be spent out over the duration of the project.

Budget should include justification of costs within the following categories:

- Supplies and Expenses which may include materials, services and research and conference travel.
- Salaries and Wages which may include graduate students, research associates, technical and professional assistants. Justification should be provided.
- Equipment may include minor or permanent equipment integral to the proposed project. Computer hardware and software may be included if integral to the project. Justification should be provided.

Submission Process

Applications must be compiled into a single PDF in the order described in the Application Guide section of this package. Applications submitted that do not conform to this process will not be considered.

Grant applications must be submitted via email to erika@comp-ocpm.ca no later than 5:00pm EST on 5 November 2021. Applications submitted after this date will not be considered.

You will receive an email confirmation of receipt within 24 hours of your submission.

Adjudication and Scoring

Submitted applications will be adjudicated by an expert review panel that includes at least 5 members. Applications will be scored against the following rubric.

Criteria	Score				
	1	2	3	4	5
Design	Goals/objectives of work clearly stated, plan is clearly communicated and achievable in project timeframe				
	Minimum description given. Goals and deliverables unclear. Research plan ill defined.	Goals and deliverables only briefly explained. Research plan briefly presented, support lacking.	Goals/objectives sufficiently explained, plan is outlined with some detail, some support details provided.	Goals/objectives clearly stated, plan is clearly communicated. Support is provided.	Goals/objectives very clearly stated, plan well and clearly communicated with strong background
Appropriateness	Addresses current radiation safety or security issue				
	A medical physics project with no relevance to radiation safety.	A medical physics project with minimal relevance to radiation safety.	Project addresses radiation safety or security issue	Project addresses important radiation safety or security issue	Project strongly addresses important radiation safety or security issue
Impact	Project deliverables well described and widely available to COMP members free of charge upon completion				
	Impact for community not described.	Impact for community minimally described.	Impact for community briefly described with a general roll out plan for broad adoption.	Impact for community described with a detailed roll out plan for broad adoption.	Impact for community very well described with well-defined roll out plan for broad adoption. Support from other centres indicated.
Likelihood to succeed	Appropriate foundational work completed and realistic goals. Expertise of PI and project team.				
	No background given to enable assessment. Expertise of team cannot be assessed	Background foundational literature review but no previous work by applicants completed. Limited expertise of the PI and project team	Good understanding of literature, some initial foundational work completed to justify goals. Promising expertise of the PI and project team	Appropriate foundational work completed and realistic goals. Expertise of the PI and project team indicated	Application indicates strong initial foundational work completed and realistic goals. Expertise of the PI and project team strongly indicated
Collaboration	Involves/engages COMP members from multiple institutions				
	PI only party involved	Involves PI and some team members in local centre.	Potential to involve/engage COMP members from multiple institutions	Involves/engages COMP members from multiple institutions. Support documented.	Strongly engages COMP members from multiple institutions (part of research team applying). Support documented.

Reporting requirements

Successful projects will be required to submit progress reports to COMP. This includes, at a minimum, a mid-term status report before 31 March 2022 and, depending on the duration of the project, semi-annual reports for the duration of the project. A final report will also be required within 60 days of the project end date.

Project participants will be responsible for writing an article describing the project and its innovation for inclusion in the summer issue of InterACTIONS released in July 2022.