Participatory Action Research | Investigate Grant

**Application Questions (for both stages)**

**Purpose of Document:** These are the same questions and rationale that you will see in the online grant management system (GMS). You can use this document to prepare your answers outside GMS, paying close attention to the maximum word count for each question.

Please ensure you transfer your answers to the online application **before August 5 at 5 pm**.

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# Stage 1 Application Questions

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| **1. Where you’re at: Tell us about where your project team is in its research journey. Vancouver Foundation embraces all levels of experience and wants to support teams where they are at. If your team has varying degrees of research experience, then select the statement that reflects the most experienced team members.**   * We're new to the language and concepts of participatory action research. * We're new to Vancouver Foundation's language of participatory action research, but not to community-based research. * We've been using similar participatory action research language and concepts for a while. * None of these statements quite fit where we're at. |
| **Rationale:** Knowing where you are on the participatory action research journey informs an understanding of your work and how we might be able to support you. Vancouver Foundation sees value in supporting the development of newer research teams, as well as more experienced teams. |

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| **2. Project Summary:**   1. **State the title/name of your project** 2. **Indicate the anticipated start and end dates for your project**   We may consider applications for research projects that are already running, provided that the request does not include expenses that have been, will be or should be paid through other sources of funding.  Vancouver Foundation does not provide bridge funding to sustain research projects between grants. Project start and end dates should cover the period for which funding is being requested from Vancouver Foundation.  Applying for a research project that is already running does not increase the likelihood that it will be funded. |
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| **3. Systemic Issues and Root Causes: What are your health-related question(s), and how did they come forward from the community as a priority to investigate and research? (maximum 3000 Characters)**  State your research question. Describe some of the key elements within the system you intend to investigate and how they might relate to each other to create the systemic behaviours that are at the root cause of the pressing issue(s). How did the community's experience contribute to the identification and development of the research question? |
| **Rationale:** A research question provides a clear direction and scope to your research and helps reviewers understand the issues you are investigating.  Reviewers expect questions that come from or are informed by experiences of community members. |
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| **4. Systemic Change: Why is investigating this issue important? How do you foresee the community using the findings of this research project to influence change? (maximum 1500 characters)**  What’s the degree of community support that exists for the research you’re proposing? What are your ideas at this point on how this research project will position the community to influence or change the system’s behaviour? |
| **Rationale:** We want to understand how your research questions came forward from community. We recognize that ‘community’ is not a homogenous entity and want to hear from you which voices in the community you perceive as having influence.  Reviewers hope to see how the new knowledge created from your research will help community take action in the future. |
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| **5. Ways of Knowing: What is shaping your knowledge and understanding of the questions you’re seeking to investigate? What and whose stories, experiences, research, evidence, and ways of knowing is your curiosity grounded in? (maximum 1500 characters)**  To what extent has this pressing issue been explored already? How might your initiative differ from or build upon other work related to this issue? The evidence could be formal research, statistics, white papers, information gathered through community networks or peer groups, knowledge of similar projects or work in a similar system, and so on. |
| **Rationale:** Reviewers hope to understand how your approach reflects and integrates the knowledge and lived experiences of the community. |
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| **6. Literature Review: Please attach and upload a literature review (3-page maximum) of the critical, directly pertinent research related to your project. The accepted formats are PDF and Word documents, and the maximum file size is 5MB.** |
| **Rationale:** The literature review adds context for reviewers that may not have expertise in your area of research. |

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| **7. Anticipated Outcomes: What is your guiding star\* for the change you’d like to see? What are the near star(s)\* you’re hoping to reach with this project, over the next one to three years?**  **\**These could be signals along the way that show your learning journey and where you hope to end up.* (maximum 3000 characters)**  Define the overall goal(s) and specific objectives of the project. Keep in mind that goals tend to be longer view. Your project probably won't achieve the goal(s) on its own. Objectives are more sharply focused, and short- or medium-term. They describe realistic and specific expectations of what you plan to achieve. |
| **Rationale:** This question helps ground reviewers in the understanding and reasoning that underpins your research. |
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| **8. Process: What will be your core methodology and key activities to investigate these questions? Why have you chosen this approach? (maximum 3000 characters)**  Describe your research methodology, including the community involvement and participatory nature of the research.  Provide a complete description of your proposed methodology, including its design, recruitment, samples, instruments, data collection and analysis. How does this research project align with the principles and processes of participatory action research? Please be specific. |
| **Rationale:** Reviewers want to consider whether the methodology you’ve chosen can reasonably answer your research question. |
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| **9. Participation: Who are you currently partnering with? Who else do you intend to include in the development process? How are people affected by the issue involved? (maximum 1500 characters)**  List your community and cross-sector partners and describe the extent to which you are collaborating with them on this research project. Indicate whether these collaborations are confirmed or still in development. Describe how people in the community who are affected by the issue are involved in the project and their specific roles at various stages within the project. Be as specific as possible. Finally, describe the nature and origins of the relationship between the Applicant and Partnering organizations. |
| **Rationale:** Reviewers are looking for a clear, well-considered process for engaging community members in the research project. They are looking for a demonstration of meaningful and intentional collaboration, supported by appropriate partnerships that are either already in place or clearly outlined. Community engagement should be embedded as a core element of the project’s design, implementation and evaluation, not treated as an afterthought. |
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| **10. Project Description: What are the pressing health questions that your team is investigating? Why is this investigation meaningful? How will your research findings position the community to influence systems change? (maximum 700 characters)**  Vancouver Foundation shares excerpts from approved grants on our website and with our donors and Board of Directors. We might also share your proposal with other funders or external reviewers that we think may have valuable insight into your work (such as your local community foundation). Many people do not have a background in your area of expertise, and so please use plain, compelling language, avoiding jargon, to write a paragraph that answers the following questions. |
| **Rationale:** Vancouver Foundation shares excerpts from approved grants on our website and with our community advisors, donors and Board of Directors. Please use simple and easy to understand wording/language to write a paragraph that answers the following question.  Summarize the “what”, “why” and “how” of your project in a few sentences. |
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| **11. Research Team Overview table: List the two research co-leads, as well as the additional research team members. Provide the names, titles, emails and phone numbers for the Applicant and Partnering Organizations research team members. Describe their roles on the project and include short biographies of their research, community, or life experience related to this project. You’ll be able to add up to 10 additional members.**   * We encourage a genuine partnership and equal involvement in the design of the research project between researchers and community representatives. * A maximum of two co-lead researchers is allowed; otherwise, do not limit the size of the research team. * A graduate student may be a co-lead researcher; however, they cannot be paid from Vancouver Foundation grant if they are one of the co-lead researchers. |
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| **12. Project Budget Table: Project budget must be balanced and the expenses must reflect the real, incurred costs associated with the project. The duration of the project should equal the duration of the funding request. Select the number of years that the project will run and the funding (from all sources) required.**   * 1. How many years will the requested amount be spread out over?   2. Revenue section - There are four sub-sections available for you to list your sources of project revenue. The first section is reserved for your request to Vancouver Foundation. The next two sections allow you to list the cash and in-kind contributions that your organization – and the other organizations you’re partnering with – are contributing to the project. The final section allows you to list the contributions you are soliciting (or have secured) from other external funders.   3. Expenses section - There are two sub-sections available for you to list the entire range of your expenses. The first section allows you to list the expenses associated with the administrative and operational processes of your project; the second section allows you to list the expenses associated with community participation and knowledge dissemination. |
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**Eligible Expenses**

**Note:** Vancouver Foundation is a certified [Living Wage](http://www.livingwageforfamilies.ca/) employer, and we encourage and support community groups to end low pay in the non-profit and charitable sector by offering living wages to all paid positions within their projects. There are many different Living Wages in British Columbia. Please refer to the [Living Wage Statement](https://www.vancouverfoundation.ca/about-us/publications/policies-financials/living-wage-statement) on our website for more information.

**Researchers**

Vancouver Foundation will not contribute to the salary costs of researchers who are salaried researchers at their institution (i.e., individuals with a portion of their salary protected for research time).

* Researchers working strictly in a clinical or teaching setting may request a contribution for release time of up to 1 day/week (20% of salary).
* Vancouver Foundation will contribute up to 2.5 days/week (50% of salary) of the costs associated with the buy-out time of the community co-lead researcher.

**Research Team Members**

Include salaries and benefits for each of the research team members to be hired to work on the project (e.g. research assistants, graduate students, postdoctoral fellows). Please show your calculation of salary costs (e.g. rate, hours per week, number of weeks, benefits: 120 hours @ $20 per hour plus benefits at 14% = $2,736). Graduate students listed as co-lead researchers are not eligible for salary from the Vancouver Foundation funding.

**Graduate Students**

Please include details if a graduate student is being hired, and clarify if they are/will be receiving any additional financial remuneration such as a scholarship, award or stipend. List the source of funding, the amount, purpose, duration and the contribution, if any, to this project. What is the rationale for additional salary remuneration?

* If more than one student is being hired, or there is more than one other source of funding, then provide this additional information as an attachment. This letter is one of the supporting documents that is described at the end of this guide.

**Services/professional fees**

Please list the additional services and/or expertise that you must hire outside of the contribution provided by the research team. This might include statistical consultation, video editing, training, or translation services. Describe the qualifications for each position or service, and clearly show your fee calculation (e.g. rate, hours per week, number of weeks, etc.).

**Supplies/materials**

Include all expendable supplies (e.g. audiotapes, survey forms, and postage, refreshments for meetings or interviews, and office supplies).

**Telephone**

Describe the long-distance and mobile phone charges, if applicable.

**Travel**

Include travel costs necessary to participate in research or knowledge exchange activities at multiple or community sites. This may include travel for the project leads, research team members and/or participants (if not covered in honorarium).

**Knowledge Exchange**

Describe what activities will be undertaken to share and discuss the results locally and beyond.

**Participant Honorariums**

If participants will receive remuneration for the time contributed to the project, then include an estimate of the number of the people, the amount of the honorarium, and the number of times that they will be compensated (e.g. 50 participants @ $50 per meeting x 2 meetings). Compensation for other costs such as childcare can also be included here.

Travel should be included under the travel category if it will be compensated in addition to the honorarium.

**Costs to Access Data**

If your project requires you to pay a fee to access data from any source, then please confirm the feasibility of accessing the data required and list the cost from the provider (e.g. Pharmanet, Ministry of Housing and Social Development).

**Political Activities**

Vancouver Foundation understands that non-partisan political activities, as part of a larger project, can be a useful way to address complex issues. Learn more about [allowable political](http://www.cra-arc.gc.ca/chrts-gvng/chrts/cmmnctn/pltcl-ctvts/menu-eng.html) [activities](http://www.cra-arc.gc.ca/chrts-gvng/chrts/cmmnctn/pltcl-ctvts/menu-eng.html)1 and consider whether these activities will add value to your project.

**University Overhead/Indirect Research Costs**

Vancouver Foundation is a charitable foundation, and as such, requests that our grants be exempt from Universities’ standard practice to deduct a percentage of grant dollars for overhead/indirect research costs.

**Other**

Include such expenses as non-recoverable GST, or other amounts that do not clearly fit within the categories provided. Some projects have very specific requirements, and the budget template allows you to include and to justify unusual items.

# Stage 2 Application Questions

For Stage 2 of the Investigate Grant, applicants will be invited via email to submit a full application. Applicants will be able to update or revise their answers to Stage 1 (if needed) prior to completing the full application.

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| **1. Readiness: Is the system/policy environment receptive and capable of supporting or integrating the results of your research? How have you tested this? (maximum 1500 characters)**  In what ways do you see the system being ready for change? For example, what kind of community support already exists for change? Tell us about the capacity of the current system to adapt and to allow for a future intervention based upon your research to shift the system’s behavior. |
| **Rationale:** This question helps reviewers understand the constraints and likelihood that your research can be applied to create change in the future. |
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| **2. Monitoring and Evaluation: How will you assess your progress towards the anticipated outcomes? How will you incorporate what you are learning into the ongoing development of the project? (maximum 1500 characters)**  What evaluation tools/processes will you use? (e.g. pre- and post-participant surveys or feedback forms, anecdotal information from participants, photo-voice, etc.) What are the risks associated with this project? What processes will you put into place to recognize and respond to these risks? |
| **Rationale:** Reviewers are looking to understand how you will track progress toward your project’s outcomes and use what you learn to guide improvements. Outline the methods or tools you’ll use (e.g., surveys, interviews), who will be involved in the process, and how findings will inform ongoing project decisions. Keep your approach realistic and reflective of your team’s capacity and mention how community members will be engaged in the evaluation. |
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| **3. Shared Learning and Knowledge Exchange: How will the knowledge generated by this project be shared with others? (maximum 1500 characters)**  Describe your knowledge exchange plan including presentations and publications, as well as reporting to partners and community. Be specific. For example, if you plan to share results at a conference, please indicate the name of the conference and when it will take place; if it is a community dialogue, then how often will it occur, and who is the target audience? |
| **Rationale:** Reviewers are looking to understand how the knowledge and insights generated by your project will be shared with others. This could include methods like reports, presentations, community events, publications, or online platforms. Be sure to highlight how you’ll ensure that the knowledge is accessible and meaningful to relevant partners, including community members, researchers, and other interested parties. |
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| **4. Project Timeline summary table:** Please describe the proposed activities for this project. Provide as much detail as possible for a realistic projection of your activities. The table includes your time frame, key steps and person responsible for each activity. **(maximum of 500 characters for each field)** |
| **Rationale:** We know your timeline will shift as your project unfolds. It is helpful for reviewers to see what steps and planning you anticipate taking place and allows reviewers to consider the viability of your proposal |

**Example:**

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| **TIMELINE** | **KEY STEPS** | **PERSON RESPONSIBLE** |
| January 2018 – mid February 2018 | Facilitate community dialogues | Research Coordinator – TBD |
| March 2018 | Outreach/recruit community research team | Dr. Jane Smith and Sheila Thomas, Co-lead Researchers |
| April 2018 – June 2018 | Conduct environmental scan and meetings with government officials and local staff of housing organizations | Dr. Jane Smith and Sheila Thomas, Co-lead Researchers |

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| **5. Supporting Documents: The following documents are an important part of your application. Required documents are indicated with an asterisk and must be uploaded here before you are able to submit. Note: Only Word or PDF documents will be accepted. Do not use symbols or special characters in your file name. The document file size limit is 5 MB.**   * 1. \* Letters of support (maximum 3): You can include up to three letters from organizations that are working with you on this specific project or have endorsed your project (e.g. other funders; and community members who support your initiative, etc.). These letters should demonstrate genuine knowledge of and/or involvement with your project and be unique from one another.   2. Research Ethics Certificate(s): Vancouver Foundation must have assurance that all research will be conducted in an ethical, safe, and humane manner that respects the rights of the community, and a certificate of approval from a [Research Ethics Board](https://healthresearchbc.ca/research-ethics-bc/why-research-ethics/) is required. Typically, the research ethics board is located within one of the research partners’ own institution; however, ethics approval from a qualified 3rd party is also acceptable. If you have applied for, but have not yet obtained this certificate, you may still submit your application. **Ethics certificates are not required at the time of application but must be obtained by successful applicants prior to research commencement.** |
| **Rationale:** Reviewers are looking for meaningful letters that show authentic support and connection to your project. Letters should come from individuals or organizations that are directly involved with your initiative or have a clear understanding of its value and relevance. They’re looking for evidence of trust, collaboration, or endorsement from partners, funders, or community members. Each letter should offer a unique perspective—not just repeat the same message—to help reviewers see the depth and breadth of support behind your work. |