



Ontario Neurotrauma Foundation
Fondation ontarienne de neurotraumatologie

CALL FOR PROPOSALS

2009 Summer Internship Program in Injury Prevention

Deadline for Project Submission: January 9th, 2008 at 5:00 p.m.

ONF is pleased to announce the 2009 Summer Internship Program in Injury Prevention.

The **primary objectives** of this funding initiative are to improve our understanding of neurotrauma injury risk factors and to provide capacity to investigators conducting research aimed at **preventing traumatic brain injury or spinal cord injury**. These funds will enable faculty members to undertake a specific research project within their research program, by recruiting an intern during the summertime. As such, the initial focus needs to be on identifying a needed project on injury prevention relevant to traumatic brain or spinal cord injuries.

Once the research project is identified, the focus should move to finding the appropriate intern. The **secondary objective** of this program is to provide opportunities for students (at the masters through postdoctoral level) to gain valuable additional research experience in the neurotrauma prevention field.

The following are examples of the type of research projects that would be of interest. The faculty members are not required to use these and may propose their own topics to address injury prevention relevant to traumatic brain or spinal cord injury.

Examples

- Prevention of falls across the lifespan
- Prevention of workplace injuries (particularly for young workers)
- Prevention of inflicted infant head trauma (shaken baby syndrome)
- Road safety and driving
- Prevention of head/spinal cord injuries in sport/leisure activities
- Injury prevention for high risk populations (i.e. seniors, children, youth and Aboriginal populations)

Investigator eligibility requirements

- The investigator must be employed by or affiliated with an Ontario University.

- There must be a clearly defined research project. Policy relevant projects are also eligible, provided they are research-based.
- The project must be **directly related to injury prevention relevant to traumatic brain injury or spinal cord injury.**
- The faculty member or a co-investigator must be able to provide a sufficient amount of on-site guidance for the intern, particularly if the intern is at the masters level.
- The project must demonstrate clearly defined tasks and benefits to the student.

Funding amounts and timing of award

The funding amounts for the Summer Internship Program are available at three levels:

Training level required for the research project	Amount
Masters level	\$7,000
Doctoral level	\$9,000
Postdoctoral level	\$12,000

Eligible Masters level students can include students who are entering a masters program in September 2009.

The award will be made to the faculty member's sponsoring (host) organization in the member's name, and is intended as a salary for the intern. **The full amount must be directed to the intern's employment** - there is no institutional overhead permitted to be taken from these funds or any other expense. Please indicate whether you are seeking funding for a student at the Masters, Doctoral or Postdoctoral level.

The funding is to be used between May/June and August of 2009. The intern must actively participate on a specific research project for a **minimum of 10 weeks** during this time. It will be up to each faculty member and his/her intern to make arrangements pertaining to the employment, i.e. hours and wages. If the investigator wishes to supplement the award with funds from other sources they may do so.

Call For Proposals Submission Requirements and Instructions

***** Call for Proposals must be submitted electronically from the ONF website. *****

Important Points about navigating the electronic form.

The form is a typical web-based application. The following are instructions for using it:

- Do not exit without saving, or what has been entered will be lost. If you do wish to save and return later, you will be provided with an account number which has a password for your use only.
- Do not use the “back” key, or the system will exit you. When wishing to move from one page to another, use the “next” button at the bottom of the screen or click on the page numbers at the top.
- Before submitting your form be certain that you have completed all requirements. Do not ‘submit’ your application without the required attachments. You have the option to save and return later with a password.

Call For Proposals must be submitted electronically in their entirety. Incomplete submissions or misdirected submissions will not be accepted. No part of any Call for Proposal submission will be accepted by fax, email or courier, unless requested by ONF.

If electronic submission is not possible, please contact Carol-Anne Sullivan (carol-anne@onf.or) immediately and alternative arrangements will be made.

The deadline for receipt of electronic submissions is Friday January 9, 2009 by 5:00 p.m.

Information on the link to the electronic form is found on the ONF website at www.onf.org along with this Call for Proposals. Please click on the Prevention tab, then click on the ‘Funding Opportunities’ menu item to search for this initiative.

The following must be provided: (not to exceed 4 pages total)

- A description of the research project including: the objective(s); significance to knowledge of neurotrauma/injury prevention and/or practice; the approach to the research; and specific activities for an intern;
- A brief paragraph outlining the training level and skill sets required for the project, and the timeframe for the work;
- A brief paragraph outlining how this award will help the faculty member, and how the project could be of use to a student;
- A statement describing how the faculty member or a co-investigator will provide sufficient on-site guidance to the intern (i.e. nature of support, number of hours a week, space, infrastructure support, research meeting participation, etc.);
- Information for the faculty member (title/position, institutional affiliation, department, complete address and contact information).

A researcher may submit more than one project.

Note: If university regulations permit, the Intern should be apprised of the option to receive Course credit for completing the Internship. This is NOT a requirement for receipt of funding..

Screening criteria for research project descriptions

A panel convened by ONF will review the project descriptions using the following criteria:

- Direct relevance to prevention of neurotrauma
- Degree to which hiring an intern will benefit the investigator's research program
- Degree of opportunity for a student
- Clearly defined and relevant tasks for the student

Process and timelines

Release of announcement	November 17, 2008
Submission of project descriptions from faculty members	January 9, 2009 by 5:00 p.m.
Notification of status from ONF as to whether an award is approved for funding	January 30, 2009
If approved, faculty member goes about hiring an intern for the approved project.	
Faculty member provides ONF with confirmation of who they have hired, the intern's level of study and CV.	Confirmation to ONF by May 1, 2009 (at the latest) ■
A funding agreement will be issued. Once this is signed and returned to ONF, payment will be issued.	Following confirmation
Faculty member, with the intern, submits a 3-7 page final report on the research project, plus a summary (abstract) for the ONF website.	By August 31, 2009
<i>Faculty members will later be required to provide ONF with copies of all publications arising from the research.</i>	

■ *If the faculty member cannot recruit an intern by May 1, 2009, they may lose the opportunity to use this award. In this event, decisions will be made by ONF on a case by case basis.*

ONF Contact Person

For any queries or clarifications, please contact H el ene Gagn e by email at helene@onf.org or by telephone at (416) 422-2228, extension 206.