The coronavirus disease (COVID-19) pandemic has brought unprecedented attention to the risks faced by healthcare workers. Anesthesiologists are now recognized for both their unique skill set and their unique risk of occupational exposure to microbial pathogens. Anesthesiologists have long been recognized as leaders in patient safety; now more than ever it is essential that anesthesiologists extend their commitment to safety to themselves and our health care teams.

The Canadian Anesthesiologists’ Society (CAS) and the Canadian Anesthesia Research Foundation (CARF) offer this unique funding opportunity to evaluate the impact of the coronavirus disease (COVID-19) pandemic on the health and safety of health care workers.

Two operating grants of $20,000 each covering the direct, research-related costs will be offered to CAS members (staff and residents).

Approval of the CAS and CARF Boards as well as the Grant Standing Subcommittee of the CAS Research Advisory Committee was obtained prior to this offer.

Proposals are short: 2 pages text, 2 pages for references, figures, and tables, and 1 page for budget. A CIHR Canadian Common CV for the principal investigator must be appended to the proposal.

The research project or program for which funding is requested must be clearly relevant to the health and safety of professionals providing care during the COVID-19 pandemic. Research questions in areas such as, but not limited to, basic science, clinical care, implementation science, medical education, knowledge synthesis are eligible. It is essential that proposals clearly frame their research question and outcomes in terms of provider health and safety.

Applications are due 29 May 2020, 1600h EDT.

Projects evaluating novel use of medications or new medical devices in patient care settings must have a Health Canada “No Objection Letter” or “Letter of Authorization,” respectively. These letters must be forwarded to research@cas.ca no later than 12 June 2020.

The CAS Research Advisory Committee will judge each application on the basis of potential impact, merit, and feasibility. Successful applicants will be awarded at the time of the virtual 2020 CAS Annual Meeting.

Terms of reference are included.
Terms & Conditions Governing COVID-19 Research Awards

The following requirements apply to the Research Awards Program.

1. Membership
   a) The applicant must be a CAS member in good standing in the year prior to the award year, at the time of grant application, and must remain a member in good standing during the tenure of the award.

2. Applicant Status
   a) The applicant must hold a primary faculty appointment in a department of anesthesia at a Canadian university medical school; in the case of a resident application, the applicant’s supervisor must hold the appointment.

3. Topic of Research
   a) The research project or program for which funding is requested must be clearly relevant to the health and safety of professionals providing care during the COVID-19 pandemic. Research questions in areas such as, but not limited to, basic science, clinical care, implementation science, medical education, knowledge synthesis are eligible.

4. Location
   a) The research must be carried out in Canada.

5. Ethics and REB documentation
   a) Research involving recruitment of human subjects and the use and care of animals must meet national ethical standards including the ethics policy initiatives of the Canadian Institutes of Health Research (http://www.cihr-irsc.gc.ca/e/29338.html).

   b) Research involving recruitment of human subjects must conform to current guidelines, such as the Tri-Council Policy Statement on Ethical Conduct for Research Involving Human Subjects (www.pre.ethics.gc.ca/) and the CAS Guidelines on the Ethics of Clinical Research in Anesthesia, available on the CAS website. Assurance must be given that any human experimentation will be acceptable to the institution on ethical grounds.

   c) Projects evaluating novel use of medications or new medical devices in patient care settings must have a Health Canada “No Objection Letter” or “Letter of Authorization,” respectively. These letters must be forwarded to research@cas.ca no later than 12 June 2020.

   d) Research involving the use and care of animals must be in accordance with the Canadian Council on Animal Care guidelines www.ccac.ca

   e) Assurance must be given that the proposed research will not be undertaken until it has been accepted as meeting requirements regarding biological and chemical hazards such as outlined in the Medical Research Council of Canada “Guidelines for Handling of Recombinant DNA Molecules and Animal Viruses and Cells”. The institution must notify the Canadian Anesthesiologists’ Society if such approval is not forthcoming.
f) **Proof of research ethics board approval (or waiver) must be received by CAS before funds are released to the institution.**

6. **Award Term**

   a) The term of an Operating Grant will be two years (July 1 to June 30 of the second year), and it is not renewable.

   b) If the approval of your REB is delayed, please contact CAS as soon as possible. A formal extension of the term of your award may be approved, upon review.

   c) If your project is delayed, a progress report is still required. This will be reviewed by the Research Advisory Committee (RAC) Chair and CARF representatives to decide on an extension or cancellation of the award. Please submit your report on schedule to the CAS, along with:

      i. a description of any changes made to the project or budget;

      ii. the reasons for the delay;

      iii. the expected completion or continuation date, a projected figure for the unexpended balance at the termination date and any other relevant material.

7. **Offer and Acceptance of Award**

   a) **Terms of awards and “condition of approval”**

      i. Awards are made only upon the approval of CAS. All awardees and the Host Institution must formally accept an award and all awards are at all times conditional upon and subject to availability of funds to CAS and CARF.

      ii. In addition, CAS and CARF reserve the right to terminate or change any award at any time.

   b) **Notification of Award**

      i. Successful applicants will receive an official “Notification of Award” which sets forth the duration of the award and the amount approved. The financial office and/or the research office of the host institution will be informed of the details of the award at the same time.

      ii. A revised Notification of Award will only be sent if there is a change in the amount or terms of the grant.

   c) **Notice of Acceptance**

      i. Within two weeks of being notified, all successful applicants are required to provide:

         1. A signed, completed acceptance form.

         2. A recent high-resolution personal photograph. By submitting the photograph, you consent that CAS and CARF use it for purposes associated with the CAS Research Program, including CAS/CARF promotional material.
d) Financial Details:

i. In accepting a research award, the recipient acknowledges and agrees that the award constitutes the maximum payable.

ii. You must provide the CAS office with the name, contact information and email address of the institutional contact to whom the funding will be released.

iii. Administration and payment of funds: Funds for all awards must be administered through the financial or research officer of the host institution, unless explicitly approved in writing by CAS.

   1. Payment of accounts for the purposes specified in the award is made by the financial officer of the Host Institution.

   2. Any expenditures in excess of the award will not be assumed by CAS nor reimbursed by it to the host institution.

   3. Expenditures are intended to reasonably match the purposes set forth in the proposed budget and any significant alternative use of funds requires prior approval of CAS.

   4. Expenditures incurred after the termination date will not be accepted. The Host Institution is expected to return any unexpended balances at the termination date, including early termination.

iv. Funds are released, regardless of value, in two equal instalments to the institutional contact you provide CAS.

v. Funds are released after all required documentation is received and approved by CAS. Start dates are, therefore, varied.

vi. The second instalment of funds is released only after the approval of the required Reporting document(s) – see below for details on required reporting obligations.

vii. CAS reserves the right to audit the Awards statement of accounts.

8. Reporting Obligations

a) A Progress report and a Final report are due to CAS. The Progress Report is reviewed and approved prior to the second instalment of any funds being released by CAS.

   i. A Progress Report is due by March 1 of the first award year.

   ii. A Grant Final Report is due by March 1 of the second award year (including cancellation of the award). This is the grant closing report.

   It is expected that all CAS funds will have been spent within the two-year term of the award. A detailed plan for any unused funds must be submitted with the grant final report and will be reviewed by the Grant Standing Subcommittee. The Subcommittee reserves the right to ask that funds not used within the two-year term of the award be returned.
iii. The CAS Research Advisory Committee will solicit a report following the closure of the award documenting its outcomes, including abstract presentations, publications, leveraged funding, and trainee engagement.

b) Financial statements may be requested from the institution at which the funding is held. Should a recipient of a CAS award receive funding from another source for the same research project, the proportion of funds the recipient receives in excess of the total amount applied for must be returned to CARF.

c) Change in status of awardee

i. Should an awardee be unable to continue the research program for which they received support, the awardee must immediately notify CAS so that appropriate action can be taken. All awards are conditional upon the continual involvement of named (Co-)Principal Investigators and/or co-applicants. The named Principal Investigator(s) is/are required to notify CAS if any role changes significantly.

ii. If unable, for any reason, to complete the project for which the award was given, the awardee recognizes that, following the term of the award, any uncommitted balance must revert to CARF.

9. Public Acknowledgement of Funding

a) All published manuscripts resulting from the CARF funding must include acknowledgement of this program. Failure to do so will result in disqualification of applications in future years; failure to acknowledge CARF funding of prior awards will result in disqualification of this application.

b) The following funding acknowledgement must appear on all published manuscripts and abstracts resulting from the CARF funding:

“This research was supported by the Canadian Anesthesia Research Foundation.”

c) For public presentations, a high-quality CARF logo can be downloaded from the CARF website https://www.mycarf.ca/.
Guidelines and Conditions for Submission

1. **Deadline:**
   a) The completed application must be submitted by email to Ms. Cristina Mita (research@cas.ca) no later than 1600 hours Eastern Time on 29 May 2020. It is the applicant’s responsibility to ensure that all sections of the application form are completed and are submitted by the deadline. Contact research@cas.ca or (416)480-0602 if you have any questions or concerns well in advance of the deadline.

2. **Primary Applicants & Co-Authors**
   a) All communication must come from the primary applicant.
   b) CAS will e-mail the applicant confirming receipt of the submission.
   c) The primary applicant will be contacted via email whenever any action is required by CAS. Please mark research@cas.ca as a safe email address in your mail settings.

3. **Multiple Applications**
   a) Only one operating grant application can be submitted for the same project; the applicant named as the Principal Investigator on the application should be the same Principal Investigator on the institutional approval and/or other study registry documents.

4. **Application Rules**
   a) **Guidelines:**
      i. Please carefully read and follow all published guidelines. If you are in doubt, contact CAS for clarification.
   b) **Style**
      i. Uploaded text documents should be single-spaced using 12-point size (unless otherwise stated). Condensed spacing or font is not acceptable.
   c) **Maximum Lengths:** The application document is a maximum of 5 pages: 2 pages of text, an additional 2 pages to include references, tables, and figures, and 1 page for budget. Submissions longer than requested lengths will not be adjudicated.
   d) **CCV:** The principal investigator is expected to submit a Canadian Institutes of Health Research (CIHR) Common CV by the application deadline. No other format will be accepted. For residents applying, a similar CCVs is required for both the resident and primary supervisor.
      i. Append 5-year CCV(s) only to the application.
      ii. Use the draft version of the CIHR CCV as the CV. Please review the CAS CCV document that is provided for full details. For more information on the Common CV, please refer to the [https://ccv-cvc.ca/](https://ccv-cvc.ca/) website.
Applications that fail to fulfill the above requirements will not be considered.

Research Program

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