

CANADIAN FOUNDATION FOR DIETETIC RESEARCH

GUIDE TO SUBMISSION OF SMALLER BUDGET GRANT APPLICATIONS

This guide is for use by those submitting a research proposal with a budget less than \$5,000. For submission of proposals with a budget of \$5,000 or over, the full Grant Application procedure must be used.

I. GRANTING POLICIES AND PROGRAM

The primary objective of the Canadian Foundation for Dietetic Research (CFDR) is to support research related to any area of dietetic practice including foodservice administration, clinical and community or public health dietetic practice. Within the broad area of practice-based dietetic research, the **Foundation's priority is to support research that is of direct relevance to the nutritional wellbeing of populations within Canada.** CFDR strives to support practicing dietitians by funding research that will guide decisions and service delivery in their daily practice.

The grant awards will be divided between larger projects that have budgets with amounts of up to \$20,000, and smaller projects that have budgets under \$5,000. Applications, for grants less than \$10,000, are limited to projects to be completed within one year of initiation of CFDR funding. Applications, for grants greater than \$10,000, can have up to two-years, within initiation of CFDR funding, to complete the project.

This grant is not intended to supplement other grants. However, CFDR will review a grant proposal that has been submitted concurrently to other potential granting/funding agencies. If successful, shared or joint funding may be undertaken at the discretion of the agencies concerned. If partial funding of a larger project is requested, the proposal must clearly state how CFDR funds will be used and how that piece of work will be a distinct project to be conducted within the timeframe for CFDR with results published separately. Applicants must inform the Foundation of any support requested and/or received from other funding bodies.

Eligible Applicants

- Applications will only be considered from a principal investigator or co-investigator who is a member of Dietitians of Canada. The member must be delivering direct or indirect client/patient/public care or service.
- Applicants must be affiliated with institutions or organizations that will act as sponsors on behalf of their grant application.

The Foundation's goal is to support research from dietitians in practice, in preference to dietitians whose primary mandate is to pursue scholarly activities, e.g. university faculty. However, CFDR encourages collaboration between colleagues in practice and academic settings.

Institutions or organizations must be registered with Revenue Canada as conducting charitable activities. Health agencies including universities, hospitals, provincial and municipal government departments and public health units, community groups or associations and non-profit organizations are eligible. Grants will not be awarded to individuals, nor to organizations not recognized as charitable under the Federal Income Tax Act.

Areas of Support

Priority research directions for CFDR grants have been identified and are outlined in the four category descriptions below. Preferences will be given to project submissions that reflect a collaborative approach to research.

- ***Outcomes Of Intervention***

Objective measures of the effect of a nutrition intervention are important to all practice areas. For example, clinical research may include evaluation of feeding methods, special diets or education/counselling approaches on such outcomes as nutrient intake, biochemical, anthropometric or functional measures of health. Community research may include the evaluation of policies, programs, practices and tools to improve knowledge, attitudes and/or behaviour as well as the development of indicators of community health status and health promotion indicators of change. Food service systems and health services research may look at the evaluation of services delivered. There is also a need to develop and validate outcome measures/indicators for future intervention studies.

- ***New Roles For Dietitians and Issues Relating to Dietetic Education and Professional Practice***

Social, economic and technological change offer new opportunities to meet health needs. New roles emerge with novel services, in new environments, in new management structures, with non-traditional partners and with innovative resource development. Evaluation of new models and approaches will lead to improved cost-effectiveness and satisfaction of nutrition services. There is also a need on understanding existing and emerging professional practice issues through examining current education theory and practices and to create new knowledge. The area of research on professional practice includes key priorities for the profession related to education and training in focus areas such as practicum training, health human resources and outcomes measures and evaluation.

- ***Identification Of Vulnerable Groups And Their Nutritional Needs***

Nutritional vulnerability may arise for social, cultural or biological reasons that impair utilization of nutrients or limit access to nutritionally adequate food and nutrition services. An improved understanding of who are the nutritionally vulnerable, their nutritional needs and means to

address these issues will foster services better designed to meet the needs of high priority groups, and will lead to improved nutritional status.

- ***Determinants Of Food Choice***

Choices regarding food are complex and are influenced by many factors including culture, geography, age, gender, lifestyle, income, education, belief, practice and availability. Research would provide a further understanding of these factors and would positively influence the design and delivery of a wide range of nutrition services and products for specific consumer groups.

Visit CFDR Web pages (www.cfdr.ca) for examples of CFDR funded research and resources to assist with developing your letter of intent and proposal.

If you would like to discuss your research idea with a researcher contact the CFDR office at 416-642-9309 or diana.sheh@dietitians.ca and we will put you in touch with someone who will be willing to help.

Areas of Non-Support

CFDR does not support the following:

- annual fund-raising campaigns
- building funds or other capital cost campaigns
- cost of continuing education programs or activities of dietitians
- cost of educational programs for dietetic interns or support staff
- operating or overhead costs of an organization or department
- budget deficits
- service programs
- ongoing research previously supported by other funding agency
- major equipment
- major laboratory test expenses
- projects to be conducted outside of Canada
- cost of films, books, journals, cookbooks, patient care manuals, videos
- basic science research, including animal experimentation

For further clarification contact the CFDR office at 416-642-9309 or diana.sheh@dietitians.ca

II. APPLICATION PROCEDURES

Application to CFDR involves a 2-step process:

Step 1 – Letter of intent. If approved, applicants proceed to step 2

Step 2 – Full application with research proposal

Step 1 - Letter of Intent

The Letter of Intent (LOI), submitted in either English or French, must not exceed three (3) pages in length. To promote equitable review, all LOIs must be single-spaced with 1” margins at the sides, top and bottom of each page, and in a 12 point font. **LOIs failing to meet these format requirements will be returned without review.**

Please be aware that researchers who owe reports for past grants will be ineligible to apply for new CFDR funding until those reports are received.

For both qualitative and quantitative study designs, the 3- page LOI is to include:

- title of project
- research project hypothesis/objectives
- rationale for importance of project
- description of approach/methodology for project
- time required to complete the project, including timelines for different phases of the project
- significance/relevance of project findings to dietetic practice
- budget projections; categories of expenses and amounts

One page of references can be included as an appendix to the 3-page LOI. . **PLEASE NOTE:** Excess pages of appendices will not be considered in the review process. Attempts should be made to present all information of major relevance to the project in the 3 page Letter of Intent.

ALL APPLICATIONS WILL UNDERGO BLIND PEER REVIEW; THEREFORE DO NOT MAKE REFERENCE TO ANY NAMES/AFFILIATIONS OF THE RESEARCH TEAM WITHIN THE 3-PAGE LETTER OF INTENT AND THE REFERENCES.

As part of the blinding, authors’ names must be removed from any references cited that are authored by the applicants. In these cases, reviewers would not be able to look up the references. Therefore, if there is any material integral to the LOI included in these references, the material should be covered directly in the LOI.

In addition, the following information is to be included as a separate document and is in addition to the 3 pages of the LOI:

- names, affiliations and areas of expertise of all project investigators, as well as DC membership number (where applicable)

- contact information and DC membership number (where applicable) for Principal Investigator (PI)

The deadline for receipt of LOIs is no later than September 15, 2011. Receipt of all LOIs will be acknowledged by CFDR within two (2) weeks. Letters of Intent will be reviewed and ranked by the CFDR Scientific Review Committee for fit with criteria listed in the **REVIEW PROCESS** section of this application guide. **LOIs receiving the highest project ranking will be identified and applicants will be notified by December 8, 2011 and invited to submit a full proposal by March 1, 2012.**

Letters of Intent must be submitted by electronic mail to diana.sheh@dietitians.ca.

Step 2 - Full application and proposal

Note: Full proposals will only be accepted from investigators invited to submit a full proposal based on their Letters of Intent.

The deadline for receipt of full applications and proposals is no later than March 1, 2012. Application forms and full proposals including appendices must be submitted by electronic mail to diana.sheh@dietitians.ca. **All information pertaining to the proposal must be in ONE electronic document (EXCEPT FOR THE APPLICATION FORM ITSELF AND THE HUMAN RESEARCH ETHICS APPROVAL, IF AVAILABLE AT TIME OF APPLICATION, WHICH MUST BE SUBMITTED ELECTRONICALLY AS SEPARATE DOCUMENTS).** For example, any accompanying materials, such as letters of support or letters of collaboration to accompany the proposal should be scanned and pasted into the one electronic document when submitted electronically. Any particular names mentioned (e.g., “This letter shows our support for working with Jane Dow, RD, Wellington-Dufferin-Guelph Health Dept...”) should be removed, but things like logos that identify hospitals or universities are usually left as is so the reviewer may know the institution, but not the names of the specific investigators. Receipt of all applications will be acknowledged by CFDR by the end of March. Full applications will be reviewed and a decision on funding will be made by the middle of June. The decisions of the Scientific Review Committee are final. Applicants whose proposals are not funded have the opportunity to address feedback and resubmit in a subsequent funding cycle. Funding will be released on or after July 15, 2012 upon receiving letters of ethics approval and the submission of the abstract to the Canadian Inventory of Nutrition and Dietetic Associated Research (CINDAR). Ten percent of total grant funding will be withheld pending completion of the project, submission of the final report in required format and updating of project results in CINDAR. Researchers should be aware that those who owe reports for past grants will be ineligible to apply for new CFDR funding until those reports are received.

The application should consist of the following components:

1. Completed Application Form: *Application for a Dietetic Practice-Based Research Grant*
2. Human research ethics approval, if available at time of application

ALL APPLICATIONS MUST UNDERGO BLIND PEER REVIEW; THEREFORE DO NOT MAKE REFERENCE TO ANY NAMES/AFFILIATIONS OF THE RESEARCH TEAM IN YOUR RESEARCH PROPOSAL FROM THIS POINT ONWARD.

As part of the blinding, authors' names must be removed from any references cited that are authored by the applicants. In these cases, reviewers would not be able to look up the references. Therefore, if there is any material integral to the proposal included in these references, the material should be covered directly in the proposal.

3. Project proposal consisting of:
 - project abstract
 - table of contents
 - detailed project proposal (maximum of 11 pages) **PLEASE NOTE, EXCESS PAGES OVER THE 11 PAGE LIMIT WILL BE ELIMINATED WITHOUT BEING READ BY THE REVIEWERS.**
 - references (Authors' names must be removed from any references cited that are authored by the applicants)
4. Brief project description of research in non-technical language, suitable for public release
5. Budget detail
6. Appendices (maximum 10 pages in total for all appendices) including letters of consultation, consent forms and data collection instruments (if not previously published) **PLEASE NOTE, APPENDICES OVER THE 10 PAGE LIMIT WILL BE ELIMINATED WITHOUT BEING READ BY THE REVIEWERS.**

1. Application Form

Sponsoring Agency (i.e. Hospital, Health Unit, University, etc)

Requests for support from CFDR must carry the charitable registration number and required signatures of the officials of the institution that will administer the funds.

A signed application form constitutes an agreement between CFDR, the applicant(s) and sponsor to spend approved funds only for their intended purpose. The sponsor assumes responsibility for the accounting and payment of all project expenses.

The sponsor is expected to provide accounting and administrative services, research and office space as well as office furniture, routine secretarial services and equipment. The grant does not include remuneration of the investigators or payment of overhead charges. Applicants must justify

all salary expenditures, in particular, situations where a dietitian is employed on the project or where it is deemed necessary to pay subjects.

Title to any equipment purchased with project funds will be vested in the sponsoring agency.

The sponsoring agency is responsible for acquiring and maintaining liability insurance.

The sponsor will monitor all research supported through the grant.

2. Human Research Ethics Approval

A signed approval form from a duly constituted Committee for Ethical Conduct of Human Research, which is acceptable to the sponsoring agency and CFDR, must be submitted to CFDR before funds will be released to successful applicants. Applicants may wish to refer to the following documents:

- Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2010. http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf
- “Good Clinical Practice: Consolidated Guideline” for clinical trials testing pharmaceutical products including nutraceuticals and functional foods, downloadable from Health Canada: http://www.hc-sc.gc.ca/dhp-mps/alt_formats/hpfb-dgpsa/pdf/prodpharma/e6-eng.pdf

Researchers are reminded that ethics review processes can take a significant amount of time. This process should be investigated and initiated as early as possible to ensure the appropriate documentation is available in time for the release of research funds.

3. Research Project Proposal

- a) An **Abstract** of the proposed research should be included on a separate page (maximum of 300 words, including the title).
 - Abstract should include the title, hypothesis or research question, the objectives of the research, a brief discussion of the methodological approach and the value of the research to future practice. This abstract may be used by CFDR for publication in the Canadian Journal of Dietetic Practice and Research, or other professional avenues, to announce the grant award.
- b) **Proposal**

The proposal, submitted in either English or French, must not exceed eleven (11) pages in length. To promote equitable review, all proposals must be single-spaced with 1” margins at the sides, top and bottom of each page, and in a 12 point font. **Proposals failing to meet these format requirements will be returned without review.**

The proposal is to include the following, with page numbering starting from 'purpose and specific objectives of the research':

- a table of contents (not counted in the 11 pages)
- purpose and specific objectives of the research and the underlying hypotheses (i.e. the question to which an answer is being sought) - *maximum 1 page*
- relevance of the proposal to dietetic practice (including generalizability of results and limitations of same) - *maximum 1 page*
- present state of knowledge relative to proposed research - *maximum 3 pages*
- research design including a timeline for major activities, methodologies, sampling strategy and recruitment plans, sample size rationale (e.g., sample size and power calculations for quantitative research, and sample size considerations for qualitative research), statistical analysis of results or qualitative analysis plans, criteria for evaluating outcome and/or interpretation of findings, and procedures for ensuring scientific rigour of study. Applicants should briefly describe the method or the modifications where new or modified methodologies are to be used in the study. Economic analysis of cost-effectiveness, cost-benefit, or cost utility should be included if pertinent. - *maximum 6 pages*
- a list of references in a scientific format, e.g. as per Canadian Journal of Dietetic Practice and Research Guide for Authors available in English and in French on the Dietitians of Canada Web site: http://dcjournal.metapress.com/images/guide_for_authors.pdf (not counted in the 11 pages)

Applications that do not conform to the above guidelines will be returned without consideration for funding. Any pages beyond the 11-page proposal limit and the 10-page appendix limit, other than those specified above, will be eliminated without being read by the reviewers.

4. Project Description

A brief description (maximum 300 words), in non-technical language, should be included on a separate page. This description would include the research question, why the research is important to the public/profession/business community, how the project will be implemented and anticipated impact of the findings. This description may be used by CFDR for public (e.g. media) releases relating to successful applications.

5. Budget

The application must contain a detailed budget (up to \$5,000) indicating the funds required during the one year project for:

a) *Personnel*

The applicant/principal investigator (P.I.) must indicate number of hours per week to be devoted to the project. A salary will not be approved for the principal investigators nor for full-time employees of universities, dietetic or public health departments or other agencies participating in the project. The funding would cover the costs of a temporary 'buy-out' or replacement of an RD who is the PI of the project. This would allow the RD the time to do recruitment of subjects, data collection, data analysis and writing the report.

Salary support is generally limited to such personnel as technicians, technologists, research assistants, statistical consultants and other similar persons required for the successful completion of the project, but not assigned to the project for the purpose of receiving training. Dietetic interns, graduate students and postdoctoral fellows will not be supported. Secretarial assistance is also excluded.

Salaries for personnel must be in accordance with those paid to similarly qualified persons at the institution where the project is undertaken. The employer's cost of fringe benefits may be included in the budget. The Foundation will not provide salary support at a level greater than the experience required for the work to be undertaken in a project.

State type of personnel required and the educational and experience requirements of each person. For part-time employees on a project, indicate the amount of time per week or per month he or she will devote to the project.

b) *Equipment*

Minor equipment necessary for carrying out the project may be included (e.g. skinfold calipers, thermometers, tape recorders, pedometers). Cost of office furniture, photographic equipment, personal computers, etc., will not be acceptable in the budget. Also, service contracts on equipment will not be covered.

c) *Supplies and Services*

Expendable materials, telephone, fax, postage, computer services, printing and photocopying, rental charges, laboratory chemicals or analytical services, or maintenance costs related to equipment used in the project can be supported. Where applicable, unit cost, quantity and total cost should be specified for an item.

d) ***Fieldwork Travel***

Funds essential for the collection of data or transportation of subjects or other fieldwork travel are legitimate expenditures. Details must be given to show how the costs were derived.

e) ***Conference Travel and Dissemination***

Funds for principal investigator travel either to centres doing similar work for the purpose of obtaining first-hand essential information, or to scientific/professional conferences for the presentation of project-related papers, will be considered if details are provided. The maximum allowed for conference travel is \$1,000. Alternatively, these funds can be allocated to dissemination to share results in on-line professional journals. Many on-line journals charge authors a fee to include their research articles. A maximum of \$1,000 may be applied to dissemination of research results through this type of journal submission.

f) ***Future Funding***

Subsequent projects arising from CFDR funding may be eligible for future funding.

6. Appendices

They should be distinct from the proposal itself and limited to a total of 10 pages. Excess pages will not be considered in the review process. Attempts should be made to present all information of major relevance to the project in the 11 page project proposal. The appendices could include information such as:

Letters of Consultation: When the proposed project requires the support and cooperation of other professionals, institutions, departments, associations, or health agencies, their willingness to cooperate must be clearly confirmed in correspondence appended to the application. Applicants are advised to seek cooperation before submitting the proposal. The nature and extent of their commitment must be clearly described.

Consent Forms: Copies of the consent form that subjects will be asked to sign should be submitted with the application.

Other: Other relevant appendices such as data collection instruments/questionnaires to be used or unpublished manuscripts may be added to the application.

III. REVIEW PROCESS FOR SUBMISSIONS

1. Letter of Intent
2. Full Application and Proposal

Letters of Intent (LOI) and proposals submitted to the CFDR grants program will undergo blind peer review. All applications are first screened for compliance with the guidelines. If acceptable, they are forwarded to the CFDR's Scientific Review Committee for review.

Letters of Intent are reviewed by the SRC who review them using the criteria on page 11. After the review process is complete the SRC will invite full proposals from those LOI that meet the established criteria.

For review of proposals applicants must submit, with their application form, the names of up to three knowledgeable individuals who do not have a conflict of interest (see section below) with the investigator or proposal, who may be invited by CFDR to submit written reviews. External reviewers are selected for their expertise in research methodology and the relevance of their expertise to the content of the submission.

In a meeting of the Scientific Review Committee, the applications are discussed and ranked with the assistance of the external appraisals. The applications are ranked with regard to scientific merit and relevance to dietetic practice.

The Scientific Review Committee assigns a numeric rating for each proposal. Applications considered to be fundable are rank ordered and sent to the CFDR Board. Full, partial or conditional support may be recommended.

Written reviews on full application proposals are provided to applicants at the end of the competition and after the results are announced. The Scientific Review Committee's discussion is not recorded in these reports nor are the reviewers identified. The decisions of the Scientific Review Committee are final. Applicants whose proposals are not funded have the opportunity to address feedback and resubmit in a subsequent funding cycle.

CFDR reserves the right to publish the names of successful applicants, their institution, the title of the project and to quote from the project proposal.

GUIDELINES FOR RECOMMENDING EXTERNAL REVIEWERS

Applicants for a CFDR research grant are invited to recommend researchers whom they know to be well qualified to provide an expert, objective assessment of the scientific quality and merit of the proposed study. External reviewers must meet the following criteria:

1. Well Qualified

Must have sufficient research training and experience to be able to scientifically answer the following questions:

- Is the research question important and timely, or has this question already been widely investigated?
- Are the design and methods appropriate for the question posed? Are sample sizes adequate or sampling strategy appropriate? Are the objectives measurable and feasible for the resources/time available?
- What impact or contribution will the results make to the present state of knowledge in this area? Will the results be publishable so they can be shared widely?

2. Maturity of Judgment and Breadth of Knowledge

An external reviewer should be familiar with the blind peer review process and experienced enough to provide a mature and 'arms-length' assessment. This is someone who will understand the specific contribution of the proposed research within the context of the 'bigger picture'; whom, ideally, has a sense of the research already conducted in this area and the emerging 'cutting edge' inquiries.

3. Free of Conflict of Interest

Refer to CFDR's Conflict of Interest Guidelines on the website at www.cfdr.ca.

There is a real or the potential for conflict of interest if applicants and external reviewers share any of the following:

- financial partnership or other economic interests (e.g. other grants)
- a long-standing professional relationship (e.g., were part of another research team, former graduate student and thesis advisor, co-authored a paper)
- the same employer (i.e., the external reviewer is a colleague of the applicant)
- a personal friendship

If any of the above situations apply, applicants should describe the potential conflict of interest and explain any extenuating circumstances in a note to the review committee.

Note: If desired, please also provide the names of any professionals that you would prefer NOT be contacted as external reviewers.

CRITERIA FOR ASSESSMENT OF LETTER OF INTENT SUBMISSIONS

In preparing submissions, applicants should be aware of the questions to be addressed by the Scientific Review Committee when assessing a Letter of Intent. Questions 1-5 are rated using a scale of 1 to 5, where 1 represents unsatisfactory and 5 is excellent.

1. Fit with the mandate of CFDR: (i.e., practice-based research question, unique to dietetics or limited in size/scope, and therefore unlikely to be funded by other granting agencies)
2. Proposed research approach & methods: (i.e., scientific merit, sample size rationale as relevant to methodologic approach)
3. Potential for contributing to the field of dietetics: (i.e., importance of the research question, potential impact on dietetic practice)
4. Is the budget adequate and feasible?
5. Is the timeline adequate and feasible?
6. Based on the above criteria, should the investigators be invited to submit a full proposal?
7. Please comment on any specific concerns you may have, so that we can provide feedback to the investigators.

CRITERIA FOR ASSESSMENT OF GRANT APPLICATIONS

In preparing submissions, applicants should be aware of the questions to be addressed by the Scientific Review Committee and external reviewers when assessing an application. The importance of the review criteria has been weighted from 1 to 5 (low - high).

1. Is the proposal within the interests and objectives of the Foundation? Is it a proposal which is more appropriate for support by another granting agency? **5**
2. Is the research question an important one, with direct application to the practice of dietetics/nutrition? **5**
3. Are the objectives of the project attainable and, if the objectives are stated in the form of a hypothesis, is the time reference reasonable with respect to the realization of the testing of this hypothesis? If the project is part of a larger project, can the specific project/part be reported on within the one year? **5**
4. Is the methodology of the proposal sound? The application must include details of the methodology to be used. Are there alternative ways to undertake this proposal? Are the methods of data collection, analysis, and interpretation sound? **5**
Is the sampling and recruitment strategy appropriate to achieve the objectives? Is the sample size rationale reasonable and appropriate for methodology used? **4**
5. Is the budget reasonable and adequate in relation to the objectives of the study? Has the applicant identified other sources of income for the project, if any? Has the applicant identified sources of continued funding if required at the completion of the project? **3**
6. Is the investigator aware of the present state of knowledge in the area to be investigated? The application must include evidence of a comprehensive literature review. Will the proposal add significantly to the state of knowledge on the subject? **2**

IV. FINAL REPORT

At a minimum, grant recipients are required to submit their final report using CFDR's research report template, available on the CFDR Website at www.cfdr.ca/downloads/CFDR-FinalProjectReportTemplate.pdf. A manuscript format suitable for submission to a peer-reviewed Journal is also acceptable. Final reports are due no later than 4 months after project completion.

Grant recipients who have not submitted their final report for a single year project within 24 months of receiving funds, will not be entitled to the 10% holdback and in addition, may be expected to repay the grant in total or in part. Further, researchers should be aware that those who owe reports for past grants will be ineligible to apply for new CFDR funding until those reports are received.

CFDR encourages all researchers to share their results through presentations or publication. A copy of any published paper (or a full publication reference) is to be sent to CFDR upon publication. CFDR reserves the right to report on published accounts of CFDR funded projects in public communications.

V. PUBLICATIONS

The research findings are the property of the investigators and the sponsoring agencies. Principal investigators are requested to make their findings available to individuals and groups which may benefit from the research, i.e. to publish in a peer-reviewed journal, such as *Canadian Journal of Dietetic Practice and Research*, and to present at a meeting such as, DC Annual Conference, SNE, ADA, ASPEN, HFM, CFSEA, NAFEM. Successful grant recipients will be asked to submit their final report in a template format suitable as an intermediary step towards a manuscript for submission to a peer-reviewed Journal. CFDR must be acknowledged as a source of financial support. All publications should indicate that the opinions contained are those of the authors, and no official endorsement by CFDR is intended or should be inferred.

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