



CANADIAN FOUNDATION FOR DIETETIC RESEARCH
LA FONDATION CANADIENNE DE LA RECHERCHE EN DIETETIQUE

Letter of Intent Submission Information for the CFDR 2020 Research Grant Competition

Please review the Canadian Foundation for Dietetic Research Grant Program Policy document at <http://www.cfdr.ca/Research/grants.aspx> for important information on the program: investigator eligibility, areas of support, areas of non-support, grant process, investigator and sponsoring institution agreements, obligations and reporting requirements, CFDR's funding process, and publications and rights. The submission of a Letter of Intent indicates agreement to the terms and conditions as outlined in the CFDR Research Grant Program Policy document.

These CFDR research grants are 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. Investigators must inform the Foundation of any support requested and/or received from other funding bodies.

The first step in applying for a CFDR Research Grant is the submission of a Letter of Intent package. The documents can be submitted in English or French. The package must be sent via electronic mail to CFDR at info@cfdr.ca by **11:59 PM [EST] September 16, 2019** with **subject line:** CFDR 2020 Research Grant Competition [Name of Principal Investigator(s)].

▪ Letter of Intent Submission Confirmation Receipt

Applicants can expect to receive a confirmation of receipt by **September 30, 2019**. Applicants should contact the CFDR office by October 1, 2019 if they have not received the confirmation receipt. (<http://www.cfdr.ca/About/Staff.aspx>).

CFDR is not responsible for any submission not received in its mailbox info@cfdr.ca.

Submission details

The submission package must contain the following 3 separate documents:

1. Abstract

- The text of the abstract including the title must not exceed 300 words.
- Content must 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 dietetic practice.
- This one [1] page document must be submitted with the file name format:
Name of principal investigator(s), LOI Abstract, year of competition

2. Letter of Intent

Format

- The Letter of Intent must not exceed three [3] pages.
- References (if applicable) must not exceed one [1] page.
- An additional 0.5 page may be added to address comments/suggestions on a previously-submitted CFDR LOI or grant proposal.
- Text must be 12-point font and single-spaced.
- Pages must be formatted to have 1-inch margins at the top, bottom and sides.
- Pages must be numbered and include a header in the format: name of principal investigator(s), title of project, year of competition.
- This single four [4 (4.5)] page document must be submitted in the file name format:
Name of principal investigator(s), LOI, year of competition

Content

<p><i>Attempts should be made to present all information of major relevance to the project in the Letter of Intent. Any pages beyond the page limit will be eliminated without being read by the reviewers.</i></p> <p>For both qualitative and quantitative study designs, the Letter of Intent must include:</p>	<p>The Scientific Review Committee's Assessment Criteria</p>
<p>I. Title of project.</p>	<ul style="list-style-type: none"> ▪ Fits 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.
<p>II. Research project hypothesis/objectives.</p>	
<p>III. Rationale for importance of project</p>	
<p>IV. Significance/relevance of project findings to dietetic practice.</p>	<ul style="list-style-type: none"> ▪ Potential for contributing to the field of dietetics: i.e., importance of the research question, potential impact on dietetic practice.
<p>V. Description of approach/methodology for project.</p>	<ul style="list-style-type: none"> ▪ Research approach & methods.
<p>VI. Time required to complete the project, including timelines for different phases of the project.</p>	<ul style="list-style-type: none"> ▪ Adequacy, feasibility.
<p>VII. Budget projections (by year) including categories of expenses and amounts. Budget categories include: salary(ies); equipment; supplies and services; fieldwork travel; and, conference travel and dissemination (maximum \$1000).</p> <ul style="list-style-type: none"> ▪ Salary expenditures must be justified, particularly in situations where a dietitian is employed on the project or where it is deemed necessary to pay participants. Dietetic interns, graduate students and postdoctoral fellows will not be supported. ▪ Review the proposal submission guide at www.cfdr.ca/Research/Grants.aspx for full budget details. 	<ul style="list-style-type: none"> ▪ Adequacy, feasibility.

3. General Information Sheet

- The principal investigator (or co-principal investigator) must be a registered dietitian AND be a member of Dietitians of Canada.
- The general information sheet must list the full names and contact information of the principal investigator(s) and team members, their Canadian dietetics regulatory body registration numbers, and their DC membership numbers, the role of each member on the project, and the name and charitable registration number of the sponsoring institution.

Scientific Review Committee Feedback and Decision

The decisions of Scientific Review Committee will be available by **December 9, 2019**. Invited proposals (*Second step*) are due March 2, 2020. **The decisions of the Scientific Review Committee are final.**