



**CANADIAN FOUNDATION FOR
DIETETIC RESEARCH (CFDR)**

NUTRITION RESEARCH IN FOCUS

CALL FOR PROPOSAL



The Canadian Foundation for Dietetic Research (CFDR) was created by Dietitians of Canada (DC) and incorporated as a charitable foundation in 1991. CFDR provides grants to support research by dietitians in the context of their practice, which puts CFDR in a unique position to help improve the nutritional health of all Canadians. The evidence resulting from this research allows dietitians and other health professionals to provide science-based guidance and intervention in the prevention of chronic disease and pursuit of optimal health. For more information about the Foundation, visit our website: www.cfdr.ca.

Nutrition Research in Focus (NRF) is a flagship research program of CFDR. The program features a grant for a large-scale \$50,000 project focused on a “hot” topic — one specific area of nutrition or dietetic research in which there is a current need for more information. The project will uncover results that industry, food producers, government and others will find valuable and will fill a knowledge gap for those in dietetic practice. All CFDR constituents are given an opportunity to determine the focus area for the program.

The topic area for the 2012 *Nutrition Research in Focus* program is: Nutrition Labelling.

Specifically, the research will focus on:

Nutrition information on food labels and at point-of-purchase: consumer perceptions, use and potential needs.

Research Funds Available

A total of fifty thousand dollars (\$50,000) is available for one grant through this competition.

Scope of the Research:

- Nutrition information on food labels means “front-of-package” type of nutrition information such as (but not limited to) symbols, logos and other programs, including this information when it is found at other locations on the label
- Nutrition information also means point-of-purchase nutrition information such as (but not limited to) in-store programs and product coupons or flyers that are separate from food labels and available at the time of purchase
- The examination of consumer perceptions should incorporate other factors that impact food purchasing behaviour such as taste, cost, convenience and the importance of nutrition to consumers, as well as the influence of the product category or type of product on which the information is provided

- Consumer use of nutrition information is limited to in-store use – that is, use at the time of purchase when decisions on food choices are made
- Potential consumer needs could involve information that is complementary, supplementary or additional to existing information on the Nutrition Facts table, how best to inform the development of food labels and/or a new food label, and innovative approaches to providing nutrition information that it is consumer-friendly and effective, including to be self-explanatory and used by consumers

RFP Requirements:

- Describe how the research will yield results and knowledge on the future evolution of consumer nutrition information on food labels and/or at point-of-purchase
- Describe the value of the research and why it is important
- Articulate the broader application of the research beyond the parameters of the study
- Specify how the research results will have an impact on dietetic practice
- Applicants are encouraged to partner with ongoing projects or organizations; however, if partial funding of a larger project is requested, the proposal must clearly state how CFDR funds will be used and how the partial work will be a distinct project to be conducted within the CFDR timeframe and with a separate publication of results
- The application must demonstrate the project's relevance to dietetic practice and to CFDR's mission: *The Canadian Foundation for Dietetic Research is the catalyst for dietetic and applied nutrition research by funding research and disseminating new knowledge in support of evidence-based decisions*

Eligible Applicants

- Only applications from a principal investigator or co-investigator who is based in Canada will be considered.
- Applicants must be affiliated with Canadian institutions or organizations that will act as sponsors on behalf of their grant application.
- The investigative team must include a registered dietitian and a member of Dietitians of Canada. This can be the same person.

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. The grant will not be awarded to individuals, nor to organizations not recognized as charitable under the Federal Income Tax Act.

For further clarification contact CFDR's Executive Director Isla Horvath at 519 267 0755, or by email at isla.horvath@cfdr.ca.

**PROCEDURES FOR SUBMITTING A PROPOSAL FOR CFDR's
NUTRITION RESEARCH IN FOCUS PROGRAM**



The deadline for receipt of proposal at the CFDR office is 4 p.m. ET on April 30, 2012. The full proposal, including appendices and letters of support may be submitted by electronic mail to diana.sheh@dietitians.ca. Wherever possible any accompanying materials, such as appendices, letters of support, etc. that accompany the proposal should be scanned when submitting electronically. To ensure the reviewers remain blind to the identity of all applicants, names should be removed but logos that identify hospitals or universities can remain, if so desired. Receipt of all applications will be acknowledged by CFDR within two (2) weeks. The proposals will be reviewed and a decision on funding will be made by June 15, 2012. Partial funding will be released before August 31st, 2012 upon receiving the submission of the abstract to the Canadian Inventory of Nutrition and Dietetic Associated Research (CINDAR). Ten percent (10%) of the total grant will be withheld pending completion of the project, submission of the final report in required format and updating of project results in CINDAR. The research must be completed on or before June 30, 2014, and the final report is due June 30, 2014 (for more details about the required project deliverables, refer to page 9 of this document).

1. Covering Letter

Sponsoring Agency (e.g., 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 (original) 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.

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

The sponsor will monitor all research supported through the grant.

The proposal for the *Nutrition Research in Focus* program should consist of the following components, respecting page limits as described in each section below:

- i. project abstract
- ii. table of contents
- iii. detailed methodology of project proposal
- iv. references
- v. brief project description of research in non-technical language, suitable for public release
- vi. appendices (maximum 10 pages in total), e.g. letters of consultation, investigator resumes, and data collection instruments (if not previously published)

2. *Nutrition Research in Focus* 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, 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, should not exceed five (5) pages in length. To promote equitable review, all proposals must be prepared using Times New Roman font size 12 and single-spaced on 8½” x 11” pages, with 1” margins at the sides, top and bottom of each page. **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 five pages)
- purpose and specific objectives of the research - *maximum one page*
- present state of knowledge relative to proposed research – *maximum one page*
- research design, including a timeline for major activities, methodologies, criteria for evaluating outcome – *maximum three 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://www.dietitians.ca/public/content/research/guide_for_authors.asp (not counted in the five pages)

Proposals that do not conform to the above guidelines will be returned without consideration for funding.

3. 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.

4. Human Research Ethics Approval

If Ethics Approval is required, 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 prior to the release of funds. At the time of application, the process of applying for Ethics Approval must be started. Applicants may wish to refer to the following documents or websites:

- "Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 1998 (with 2000, 2002 and 2005 amendments)" downloadable from the Interagency Advisory Panel on Research Ethics (PRE):

<http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>

- “Good Clinical Practice: Consolidated Guideline” for clinical trials testing pharmaceutical products including nutraceuticals and functional foods, downloadable from Health Canada:

http://hc-sc.gc.ca/dhp-mps/prodpharma/applic-demande/guide-ld/ich/efficac/e6_e.html

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.

5. Appendices

The appendices should be distinct from the proposal itself and limited to a total of 10 pages. Appendices with more than 10 pages will be truncated at the end of the 10th page prior to distribution to reviewers and the extra material will not be considered in the review process. Every effort should be made to present all information of major relevance to the project in the 5-page project proposal.

Letters of Consultation: If 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.

Resumes: Include resume(s) of the Principal Investigator and other key individuals that will be involved in the research.

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

REVIEW PROCESS FOR SUBMISSIONS

Proposals submitted to the CFDR grants program will undergo blind peer review. All proposals are first screened for compliance with the guidelines. If acceptable, they are forwarded to a committee for review (referred to as the Review Committee).

The Review Committee, with the assistance of any external reviewers, will discuss and rank the proposals. The Review Committee will assign a numeric rating for each proposal. The criteria for this review are included in this document on page 8.

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 knowledgeable in the area of study and can provide an 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:

- Are the design and methods appropriate for the question posed? 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?

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**

Please refer to CFDR's Conflict of Interest Guidelines on the website at <http://www.cfdr.ca/fundprocess.html> for more detail. 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
- 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.

CRITERIA FOR ASSESSMENT OF GRANT APPLICATIONS

In preparing submissions, applicants should be aware of the questions to be addressed by the 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. Does the proposal meet the objective and criteria as specified on page 1 of this document? **5**
2. Are the objectives and the time reference reasonable with respect to meeting the objective and criteria for the research project? **5**
3. 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 and analysis sound? **5**
4. Is the investigator aware of the present state of knowledge in the area to be investigated? Will the proposal add significantly to the state of knowledge on the subject? **2**

FINAL REPORT

The research is expected to be completed by June 30, 2014 and the final report is due to CFDR on or before June 30, 2014. The final report, using CFDR's research report template, is available on the CFDR website. The final report will specifically identify the understanding of functional foods in health and disease among consumers, health professionals, the food industry or other constituent groups. A manuscript format suitable for submission to a peer-reviewed journal is also required. In addition, a brief, consumer friendly report for CFDR's use is required at the time of submission of the final report.

Grant recipients who have not met these criteria for the final report, by the deadline, will not be entitled to the 10% holdback and, in addition, may be expected to repay the grant in total or in part.

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.

PUBLICATIONS

The research findings are the property of the investigators and CFDR. Principal investigators are requested to make their findings available to individuals and groups that 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 Practice and Networking Meeting, SNE, ADA, ASPEN, HFM, CFSEA, NAFEM. CFDR must be acknowledged as the 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.

Canadian Foundation for Dietetic Research

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