Health Care and Social Services Access
for English-Speaking Quebecers

2021-2023 Special Call for Research Proposals,

including a Mental Health priority area

*The selection of project proposals will be announced by mid-October*

***Dialogue McGill*** regularly posts calls for research proposals that address the interrelationships between language and access to health care, as well as to health-related social services (e.g., psychology, social work, speech pathology, communication disorders, among others). Supporting these projects is possible thanks to the continued financial support of [Health Canada](https://www.canada.ca/en/health-canada.html), which, for almost 20 years, has funded important and innovative research on linguistic issues in healthcare and social service provision through the HCALM (Health Care Access for Linguistic Minorities) Network – an interdisciplinary and inter-institutional community of researchers. This initiative constitutes the research capacity of the larger Training and Retention of Health Professionals Project (TRHP) known as Dialogue McGill (<https://www.mcgill.ca/dialoguemcgill/>).

Research themes include but are not limited to:

* Addressing language and mental health services (e.g., innovation in digital solutions, artificial intelligence, economic modeling).
* Impact of the COVID-19 pandemic on access to mental health services.
* Cultural and linguistic competency.
* Mental health and social inequalities/inequities.
* Retention of mental health service professionals (in urban, remote, and/or rural communities).
* Second-language instruction for mental health professionals.
* Linguistic minorities in professional education and practice (i.e. anglophone communities in Quebec).
* Second language (L2) capacity creation and development among mental health professionals.

Collaborative project proposals with academic institutions outside Quebec and Canada are eligible, provided that the Principal Investigator is based at a Quebec university, and that the funds are managed and disbursed by a Quebec university.

For the 2021-2023 competition, HCALM invites proposals for projects conducted between April 2021 and March 2023 (max. $20,000/year for 2 years). The fiscal year begins on April 1 and ends on March 31. Funds cannot be carried over to the next fiscal year and indirect costs are not eligible. Funding awarded to non-McGill institutions will include a subaward agreement with cost reimbursements issued every three months. Upon approval, successful applicants receive a reporting package that specifies payment schedules and reporting requirements.

Funded applicants should acknowledge Dialogue McGill in all formal communications and publications.

**Application Details:**

# Eligibility Criteria

The principal applicant must be an independent researcher formally affiliated with a Quebec institution such as a university or a research institute. Postdoctoral fellows are eligible to apply if they have a formal university appointment and if allowed by their institution to manage research funds. Affiliation must be established prior to submitting the proposal.

# Evaluation of Proposals

The evaluation of proposals will be conducted by the HCALM Review Committee. Proposals will be evaluated using the guidelines as specified in the application form. **Applications focusing on Mental Health will be prioritized on this call, but projects focusing on other topics are also welcomed to apply.**

# To Apply

Please e-mail the complete application and a Curriculum Vitae for each investigator (e.g., professional or Canadian Common CVs), and all other relevant supporting documents (e.g., confirmation of support from project partners) to research.dialoguemcgill@mcgill.ca by **Friday, September 10th, 2021**. For any inquiries regarding the program and/or application process, please do not hesitate to email research.dialoguemcgill@mcgill.ca.

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| **HCALM - Health Care and Social Service Access for English-Speaking Quebecers 2021-2023 CALL FOR PROPOSALS****Project Proposal Application Form***Part A: Project Overview* |
| **A1: Project Title:** |
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| **A2: Principal Investigator(s)****Names and Credentials** |  |
| Institution/Department |  |
| E-mail and address |  |
| Signature |  |
| **A3: Co-Investigator(s)****Names and Credentials** |  |
| Institution/Department |  |
| E-mail and address |  |
| **A4: Associates and Partners****Names and Credentials** |  |
| Institution |  |
| E-mail and address |  |

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| **A5: Project Summary** (250 words max.):*Briefly describe the context for the project, main objectives, procedures, data analysis plan and potential contributions (where applicable)* |
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| **HCALM - Health Care and Social Service Access for English-Speaking Quebecers - 2021-2023 CALL FOR PROPOSALS****Project Proposal Application Form***Part B: Project Proposal* |
| **B1: Project Description** (2-4 pages, single-spaced, excluding references and timeline)Provide key information on the overview of the proposed project; background/context; rationale and methods of the project (including research questions, participants, study design, setting, procedures, timeline); ethics, expected contributions. Clearly describe how this project aligns with the theme of the call *(e.g., interrelation of language and access to health services for English-speaking minorities in Quebec, and if applicable, how it fits the Mental Health priority area)* |
| **Overview of the project:****Background/context:****Rationale and methods:*** **Research Questions**
* **Participants**
* **Study Design**
* **Setting**
* **Procedures**
* **Timeline**

**Ethics:****(**Ethics approval is needed if recruiting human participants. Describe steps taken to obtain approval, or why your research does not need ethics approval. If the study is not exempt of an ethics approval and if it is not already covered by an existing approval from the research ethics committee in your institution, identify and describe the main ethics considerations in your study, and the planned actions to mitigate them)**Expected Contributions:****Statement of alignment with the theme of the funding call:****References (minimum of 5, maximum of 25)** |

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| **B2: Deliverables/Outputs***List deliverables to be produced such as publications, reports, toolkits, organized workshops, and other activities such as conference presentations.* |
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| **B3: Budget Summary***Please include a breakdown, per fiscal year, of projected costs.* *If funds are to be allocated to a Co-Investigator (Co-I), include also:** *The name of the Co-I*
* *A separate breakdown of expected costs per fiscal year to be disbursed to the Co-I.*

***Please note that indirect costs are NOT eligible, and amounts should be rounded to nearest dollar. A reimbursement will be issued every 3 months via a subaward to reimburse costs for the project over the funding period.*** *Retroactive project-related expenses are allowed if the expenses were incurred after April 1, 2021. For further information on eligible expenses, see the Annex 1 at the end of this document.* |
| **Budget Item** | **Year 1**April 1, 2021 – March 31, 2022 | **Year 2**April 1, 2022 – March 31, 2023 |
| Personnel Salaries & Benefits |  |  |
| Contractual Personnel |  |  |
| Travel and Accommodations |  |  |
| Materials and Supplies |  |  |
| Equipment |  |  |
| Rent and Utilities |  |  |
| Performance Measurement and Knowledge Translation |  |  |
| Other Costs: |  |  |
| Other (Specify):  |  |  |
| Other (Specify): |  |  |
| **Totals**  |  |  |
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| **B4: Budget Justification***Please justify budget items above* *(e.g., graduate student stipend / research staff; travel/accommodation; etc.).* |
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| **B5: Conflict of Interest Disclosure***Please disclose any potential conflicts of interest in accordance with the definition by the Tri-Council Policy Statement* [*(https://ethics.gc.ca/eng/tcps2-eptc2\_2018\_chapter7-chapitre7.html)*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter7-chapitre7.html)*. If none, please indicate “No**conflict of interest to declare.”* |
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| **HCALM - Health Care and Social Service Access for English-Speaking Quebecers 2021-2023 CALL FOR PROPOSALS****Project Proposal Application Form***Part C: HCALM Contribution and Development* |
| **C1: Knowledge Transfer and Knowledge Mobilization Capacity** (150 words max.)*Describe specific Knowledge Transfer/Mobilization activities are an expected output of the project, please provide details. These outputs will be required for the annual progress report.* |
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| **C2: Community Implication and Further Research** (150 words max.)*Describe how your project can have an impact on English-speaking minorities and/or social services/health care professionals. In addition, explain its significance for future research, theory and/or practice.* |
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| **C3: Dialogue McGill Funding Record** (150 words max.)*List previous and current projects funded by Dialogue McGill, as well as involvement in related activities (e.g., Dialogue McGill conference, supervision of students funded by Dialogue McGill).* |
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 **ANNEX 1: ELIGIBLE EXPENSES 2021-2023**

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| **Requirements for** **Financial Reporting** |
| A completed Cashflow Forecast/Record of Expenditures spreadsheet (Tabs 1a “Detailed Project Budget” and Tab 1b “Triannual CFRE”) and Administering Institution document are to be submitted by the researcher to the Dialogue McGill team. For funds administered outside of McGill University, a subaward agreement will also be necessary.For each reporting period, you will also be asked to complete the Cashflow Forecast/Record of Expenditures Tab1b with actual expenses. |
| At the end of each fiscal year, you will also be asked to complete a Cashflow Forecast/Record of Expenditures (Tab 1b). If there is a discrepancy of ±15% between estimated budget expenses and actual expenses, you will also be asked to complete the Cashflow Forecast/Record of Expenditure’s Tab 1c (Variance Report) with a justification for any discrepancies.  |

**\*PLEASE NOTE THAT INDIRECT EXPENSES ARE INELIGIBLE FOR THIS AWARD\***

For items that are not specified below, researchers are strongly encouraged to verify an expense is eligible in advance by contacting the Dialogue Research Officer, Jonathan A. Caballero at research.dialoguemcgill@mcgill.ca

**Budget Items**

Contribution funds received from Health Canada may only be used for expenses directly related to the activities of the approved project. The following is a description of the broad categories of eligible expenses under the Official Languages Health Contribution Program. McGill reserves the right to request supporting documentation for any project cost(s). All eligible expenses must include the applicable taxes.

**Personnel salaries and Benefits**

This cost item includes honorarium fees and salaries for employees working on the research project. Clearly indicate salaries and time for all project employees. Salaries for Principal Investigators and Co-investigators are not eligible to be paid. Salaries for research assistants should follow your university’s guidelines. This cost item includes employee benefits, meaning the employer's total share of salary withholdings for employment insurance and the Quebec pension plan [Régie des rentes du Québec] and for all other contributions applicable to salaried employees. McGill University student stipends are an eligible expense.

**Contractual Personnel**

Goods and services received from contractual personnel are entered here.

**Travel and Accommodation**

This cost item includes travel for the activities related to your research project. University standards in effect for travel expenses apply here. Under this heading, include travel expenses for project activities, such as mileage for private vehicles, air, train or bus travel, meals and accommodation for meetings/conferences/workshops/seminars as well as travel, accommodation and honoraria for speakers. Travel, accommodations and meals must be reported separately in the Detailed Project Budget Form. Note: Conference registration fees should be categorized under Performance Measurement, Evaluation and Dissemination.

All expenses for international travels (outside of Canada) must be **pre-authorized** by the Principal Investigator and **approved** by Health Canada.

The request must explain the following:

1) The nature of the activity;

2) How you calculated your estimated costs (mode of travel, number of persons, destination);

3) The relevance of the travel plans to the objectives of Training and Retention of Health Professionals Project.

Any request must be submitted three months prior to the planned travel to the attention of the Dialogue Research Officer, Jonathan A. Caballero at research.dialoguemcgill@mcgill.ca

**Materials** **and Supplies**

Please write the amounts planned for the purchase of project-related materials. This includes costs for printing, office supplies, as well as delivery expenses (e.g. postage and courier service). These items must be reported separately in the Detailed Project Budget Form

**Equipment**

Please write only the costs related to special equipment required for the activities of the research project. This includes laptops, headsets, software and license fees. Items must be specified in the Detailed Project Budget Form.

This does not include the cost of leasing computers or other equipment owned by the university. The university’s contribution in kind is expected to include, when it is possible, the use of its equipment by the research project personnel.

**Rent and Utilities**

Rent includes the cost of any necessary premises. Rent charges for space and computer use when already owned by the recipient organization are ineligible. For utilities, include the cost of all utilities that are not already covered in the monthly rental fee. In most cases, it is only telephone, teleconferencing, facsimiles, and Internet charges, but in other cases, heat, electricity, water, etc. are not included in the rent. Rent and utilities must be reported separately in the Detailed Project Budget Form.

**Performance Measurement and Knowledge Translation**

This category includes activities related to performance measurement, evaluation, dissemination or knowledge transfer activities. Examples include annual reports, publications, presentations and workshops. This includes costs for attending conferences (registration fees) for the purpose of disseminating research project results. Fees for open access journals are ineligible. These items must be reported separately in the Detailed Project Budget Form

**Other**

This cost item is to be used to show all expenditures that are directly related to the project but do not fit within any of the specific sections. All information provided must be clearly identified and justified.