GRANT OVERVIEW

The WE-SPARK IDEA Grants Program is to support **low cost, small-scale, pilot projects, preliminary studies or quality improvement initiatives.** These grants are intended to help researchers **kick start** an idea, gather initial data and test new hypotheses that will lead to more comprehensive studies in the future.

Funding Amount: Up to $5,000

ELIGIBILITY

To be eligible to apply, you must:

1. Be a Principal Applicant (PA) that holds an MD or PhD, and/or must be a Core member of WE-SPARK
2. Not have secured funding for the research project you are proposing

Co-applicants must have either Core Membership or an Affiliate Membership with WE-SPARK.

Location of Project:

The research activity is expected to be primarily performed at 1 of the WE-SPARK Partner Institutions. If another location is proposed, strong justification must be provided.

Multiple Applications:

An individual cannot submit more than 1 application as PA per grant competition. This individual may however participate as a Co-applicant or Collaborator on other applications.

FUNDING

One-year grant(s) will be awarded with a total budget **not exceeding $5,000**. Funds are expected to be used for approved research-related expenditures. This grant is intended to support research consumables and non-consumables, salaries for research personnel, small equipment, costs of workshops/meetings, travel costs for research conferences, and publication costs of research conducted. Budgets will be evaluated for feasibility.

Non-eligible Expenses:

1. Faculty or Clinician salary
2. Tuition support
3. Office equipment

Management of Funds:

Funds will be administered either through: 1) Office of Research & Integrity Services (ORIS) at the University of Windsor (for PAs holding an appointment at the University of Windsor, Hotel-Dieu Grace Healthcare, Windsor Regional Hospital, or Erie Shores Healthcare); or 2) Applied Research & Development Office at St. Clair College (for PAs holding an appointment at St. Clair College).

Conditions of Funding:

1. Awardees are required to attend a public presentation to receive their awards.
2. Should the applications be approved for funding, any Research Ethics Board, Animal Care, or Biosafety certifications necessary for the research must be active before funds will be released.
3. It is the responsibility of the PA to maintain their eligibility throughout the term of the grant and to immediately notify the respective office at either the University of Windsor or St. Clair College of any changes that may affect their eligibility to continue to hold the grant.
4. Funds not spent at the end of the one-year grant term may be extended for a reasonable period upon request. Unless otherwise arranged, funds not spent by the grant end date must be returned.
5. In publications and presentation to both academic and non-academic audiences, researchers must acknowledge WE-SPARK Health Institute's support through the use of the WE-SPARK logo or a statement (i.e. "This study was supported by an IDEA Grant from the WE-SPARK Health Institute").
6. Upon completion of the grant, the PA will be responsible for completing a final report provided by respective offices at either the University of Windsor or St. Clair College.

EVALUATION

The following evaluation criteria will be considered:

1. Team capability - does the team possess necessary skills, time, and institutional support to complete the project?
2. Value proposition - does the application clearly articulate the solution's ability to meet an unmet need?
3. Feasibility - are the goals and outcomes clear, are the proposed timeline and budget feasible?

Other qualifiers that will be evaluated:

1. Applicant's institution and department
2. Priority will be given to new investigators or investigators who do not have established research programs.

COMPETITION TIMELINES

February 28, 2025	Grants programs launched.
April 4, 2025	Letters of Intent (LOIs) to be submitted through AirTable.

	<mark>LOIs are non-competitive. If you submit an LOI, you are eligible to submit a full application.</mark>
May 5, 2025	Final grant applications and packages to be submitted through AirTable.
July 31, 2025	Notices of decisions.
August 27, 2025	Award ceremony.
September 2025	Funding start date.

<u>Contact Information</u>

WE-SPARK Grants Program
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