

Request for Proposals in Health and Learning 2007 Competition

Deadline: November 16, 2007

I. Purpose

The purpose of this Request for Proposals (RFP) from the Canadian Council on Learning (CCL) is to solicit applied research projects from not-for-profit organizations, community-based organizations, labour organizations, and research or academic institutions on the subject of **Health and Learning** in Canada. For more information on the Canadian Council on Learning, please see our website (www.ccl-cca.ca).

II. Eligible Projects

CCL only supports applied research projects, the results of which hold significant promise of applicability across contexts similar to the one in which the initial research was conducted. It is equally important that all projects include partnerships with appropriate stakeholders. In particular, CCL encourages applicants to build partnerships between community-based organizations and researchers. **All CCL-supported projects must be completed and fully reported by December 31, 2008.**

III. Funding

CCL will normally contribute no more than \$70,000 in total to a research project. Applicants are strongly encouraged to find complementary sources of funding for their projects. Applicants must clearly identify all sources of funding relevant to their research proposal, indicating if the funding is anticipated, confirmed, or in-kind. Proposals that do not provide this information will be disqualified. Refer to the CCL Costing Memorandum for more information.

IV. Knowledge Exchange

All research supported by CCL must incorporate an explicit strategy for knowledge exchange that will include a dissemination plan for promoting use of the results with the various audiences for the project, such as researchers, educators, parents, service providers, policy-makers, and communities. Knowledge exchange activities may include (but are not limited to) workshops, conference presentations, journal publications, newsletters, website postings, pamphlets, etc.

V. Deliverables

All CCL-funded projects are expected to provide interim progress reports. A detailed final report is to be submitted at project end describing the research undertaken, the results obtained, and all dissemination and knowledge exchange activities (in

accordance with the CCL Intellectual Property Memorandum). A financial report including all supporting documentation is to accompany the final report. Copies of all deliverables submitted to the various project stakeholders or audiences (such as reports, learning tools, assessment materials, etc.) are to be submitted along with the final report.

VI. Research Priorities

While CCL welcomes research proposals on any aspect of health-related learning, proposals that address one or more of the following priorities are encouraged:

Health literacy:

- Assessment of health literacy
- Programs or practices designed to enhance health literacy
- Relationship between school or community affiliation and health literacy
- Relationship between basic literacy or school achievement and health status
- Health literacy in connection with patient self-management: Practices, initiatives, and outcomes

Health education:

- Innovative approaches or effects of community-based interventions, policies, programs, or practices on learning about health issues
- School health education programs or practices and their outcomes and impact
- Impact of learning about health, specifically learning about nutrition, physical well-being and exercise, substance abuse, injury and disease prevention, emergency preparedness, environmental factors (e.g., allergies, sun safety, pollutants, etc.), or mental health, including work/life balance, stress reduction, risk behaviour, bullying, and violence
- Studies addressing the knowledge, skills, attitudes, or beliefs that are essential to learning about health
- Workplace-related health learning: Practices, initiatives, and outcomes
- Access and use of health-related information
- Assessment or relationship of health information utilization and health outcomes
- Assessment of the effectiveness of various delivery methods for health-related information (e.g., health-care providers, internet, television, library, fact sheets, group sessions, one-on-one, etc.)
- Culturally-sensitive initiatives in health education
- Cultural variations in learning about health, health prevention, health management
- Influence of cultural beliefs, attitudes, and practices on accessing health information

Cost-benefit studies:

- Cost-benefit studies of health education
- Cost-benefit studies of patient self-management

In addition, priorities can be addressed generally, or in reference to particular sub-populations, such as:

- Aboriginals
- Low income earners
- Newcomers
- Minority-language groups
- Children and youth
- Seniors
- New mothers
- Gender differences

These priorities are not discrete categories; research projects may well fit two or three themes. CCL will also give preference to proposals that address one or more of CCL's cross-cutting themes (gender, culture, French minority language learning, E-learning, and literacy). It is understood that there is also overlap between these cross-cutting themes and the research priorities outlined above.

VII. Evaluation Criteria

Each proposal will be evaluated by one internal technical reviewer. If the proposal meets all technical criteria, it will be evaluated by two external peer reviewers. Respondents are strongly encouraged to review their proposals against both sets of criteria prior to submission. Criteria are equally weighted and not listed in order of importance.

Technical Review Criteria

One (1) in-house technical reviewer will assess the proposal on each of the following criteria. These criteria are not scored, but are considered in making final funding decisions.

1. With which of CCL's themes or research priorities is this proposal aligned?
2. Has ethical approval been obtained?
3. Have all sections of the application form been completed and is the page limit respected?**
4. Have all requested appendices been submitted (ethics; measures; CV's)?**
5. What is the nature of the lead organization?
6. Is there partnership(s) with community-based organizations? Are letters of support provided?
7. Has the principal investigator submitted previous applications?
8. Will the project be carried out and the results used in Canada?**
9. Are outcomes/deliverables to CCL clearly defined?
10. Is knowledge exchange and dissemination to project audiences and stakeholders planned?
11. Is the work schedule complete, realistic, and within CCL's end date?**
12. Is the financial plan clearly defined, justified, and within budget?**

****Proposals not meeting these technical criteria will be disqualified from the competition.**

Peer Review Criteria

Proposals deemed successful by the technical reviewers will be evaluated by two (2) external peer reviewers. Reviewers will be asked to assess and comment on the project according to the following standards and to score the overall proposal from 0 to 5 indicating whether the proposal should not be supported (0) or should receive the highest priority of support without modification (5). Scores from the two reviewers will be aggregated.

I. Justification

1. Has the purpose and rationale of the research been clearly described? Is/are the research question(s) clearly defined?
2. Is the research grounded in a critical and relevant review of the literature?
3. Does the research build appropriately upon prior relevant work?

II. Methodology and Analyses

4. Do the proposed research design and data collection plan adequately address the research question(s)? Consider assessment/evaluation instruments, treatment and control groups, structured/unstructured interviews, random assignment, sample size, inclusion criteria, etc.
5. Is the proposed data analysis plan clearly aligned with and appropriate to address the research question(s)?

III. Research Team

6. Does the researcher or research team have sufficient expertise to ensure proper data collection, management, analysis, and dissemination?
7. Is there a partnership between the researchers and community-based organizations? Are letters of support provided?

IV. Budget and Work Schedule

8. Is there a clearly defined and realistic work schedule?
9. Is there a clearly defined financial plan for the project? Are the proposed expenditures justified (i.e., where does the money go)?

V. Outcomes and Dissemination

10. Are the outcomes (deliverables) of the proposed research clearly defined? What are the outcomes/deliverables?
11. Is there a plan for the research results to put into practice or implemented? How will the research results be implemented? Who are target groups or audiences?
12. Does the proposal describe a plan for the research results to be communicated to other audiences, such as researchers, educators, students, parents, service-providers, policy-makers, etc.?

VI. Contributions and Significance to Learning

13. Does the proposed research address an important learning issue or problem?
14. What is the potential impact of the research? Can the research results be generalized or applied to other audiences or contexts?

VIII. Schedule

Notification of results will be communicated to the principal investigator. The schedule for this RFP is as follows:

RFP announcement:	September 3, 2007
RFP deadline:	November 16, 2007
Anticipated notification of results:	March 14, 2008

IX. Review of Submissions

Receipt of proposal submissions will be acknowledged via email to the principal investigator upon receipt of the paper copies. CCL will be solely responsible for review of the responses to this RFP and the decision as to which proposals may result in project funding agreements. CCL has the right to disqualify from competition proposal submissions that do not meet eligibility or other requirements. In the event of discrepancy between electronic and paper copies, the paper copies will be used for evaluation.

X. How to Respond

Submissions are invited from individuals and organizations with an interest in responding to this RFP. The formal closing date for this RFP and for the submission of research proposals to CCL's Vancouver office is **4:30pm (PDT) on November 16, 2007. Proposals arriving after the deadline will not be accepted.**

Instructions to respondents:

- There are four (4) parts to the application: (I) Background information, (II) Research Proposal, (III) Budget Plan, and (IV) Appendices.
- Do not append a separate cover page.
- The application should be typed using a font size no smaller than 12-point (Times Roman preferred) and may be either single- or double-spaced. Use 1-inch margins.
- Please use double-sided printing.
- Cells will expand accordingly. Use the TAB key to insert more rows, if necessary.
- The Research Proposal (section II) is not to exceed a maximum of 10 pages in total (including tables, figures, and references).
- There are two supporting documents that respondents will find helpful in preparing their submissions: (1) a Costing Memorandum, and (2) an Intellectual Property Memorandum.
- Submit one electronic copy **and** 4 paper copies:
 - o Submit one (1) electronic copy (Word or .pdf format) by **4:30pm (PDT) November 16, 2007.**
 - o All sections are to be submitted in one (1) electronic file, including appendices.
 - o Use the principal investigator's last name as the filename.

- o The four (4) paper copies are to be received at CCL's Vancouver office **no later than 4:30pm (PDT) November 16, 2007**. Regular mail is acceptable.
- All notices and correspondence will be sent to the principal investigator.
- Receipt of proposal will be acknowledged when paper copies are received.

E-mail your completed proposal to:

E-mail: sguerriero@ccl-cca.ca

Please indicate "Health & Learning 2007" in the subject line

AND mail four (4) paper copies to:

Health & Learning 2007
c/o Sonia Guerriero
Canadian Council on Learning
P.O. Box 10132
701 West Georgia Street, Suite 1805
Vancouver, BC
V7Y 1C6

Note: Incomplete or late applications will not be considered. Supporting documentation arriving after the deadline will not be accepted.

Questions may be addressed to:

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Research and Knowledge Mobilization
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