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Arthritis Alliance of Canada

CRITERIA FOR PROVISION OF LETTERS OF SUPPORT FOR ARTHRITIS-RELATED RESEARCH PEER-REVIEWED GRANTS

PURPOSE

This document establishes the principles and criteria for the Arthritis Alliance of Canada (“AAC”) to follow in providing letters of support to individual researchers, research teams or research organizations.

OBJECTIVES

- To provide clear criteria for providing letters of support to individual researchers, research teams or research organizations that conduct arthritis-related research; this is not intended to endorse any specific product or research program.
- To strengthen arthritis research in Canada; in national and international competitions for research grants, particularly, in competitions that span multiple disease areas.
- To encourage networking, partnership and collaboration of AAC Members on arthritis research projects and initiatives.
- To support scientifically excellent proposals to improving arthritis prevention and care that also include patient participation in arthritis research.

SCOPE

This “CRITERIA” document applies to all Alliance Member organizations, individual researchers, teams and research organizations that seek AAC support in conducting arthritis-related research. AAC is not a research funding agency and does not have sufficient resources to provide matching funds for grant applications.

ELIGIBILITY CRITERIA

- An Applicant for a letter of support can be a Member of the AAC, or an individual, team or organization who conducts arthritis research in Canada.
- An Applicant is eligible and encouraged to also seek specific support and engagement from individual AAC Member organizations.
- An Applicant should submit the request and a brief summary of the grant proposal to the AAC Review Committee **at least one month prior to the grant application deadline** to allow for review and processing time. Subsequently, the **Applicant shall inform the AAC whether the grant application was successful.**
- Review of requests by the AAC Review Committee may include, but is not limited to, the following considerations:
 - fit with AAC’s mission, priorities and programs
 - potential impact of the proposed research on AAC priorities
 - previous support by the AAC of similar research endeavors
 - involvement of AAC members in the research
 - research ethics and integrity
 - feasibility of the proposal.

- While the AAC acknowledges the primary role of funding agencies in evaluating proposals, the AAC reserves the right to decline providing letters of support if a submission does not meet the criteria outlined in this document.

DETAILS TO INCLUDE IN A REQUEST FOR LETTER OF SUPPORT

An applicant's request for a letter of support should include:

- Name of the Nominated Principal Applicant;
- Title of the research grant;
- Copy of an abstract of a proposal.

Briefly describe (all that are applicable):

- Relationship of the research objectives to AAC's priorities;
- The potential impacts of the research work on AAC priorities;
- Relationship to work conducted by the AAC:
 - credentials, work and goals of the applicant(s)
 - history of prior work or collaborations of AAC with applicant and/or the team
 - history of prior support by AAC of research endeavors of applicant and/or the team
 - status of any ongoing partnerships with the AAC
 - justification for any in kind contributions requested.

PROCESS

An Applicant's request for a letter of support should be submitted electronically to Arthritis Alliance of Canada's office to the attention of the Executive Director, Jaime Coish at jcoish@arthritisalliance.ca and the Project Manager, Lina Gazizova at lgazizova@arthritisalliance.ca. The proposal will be reviewed by a sub-Committee of the AAC Research Committee, and a recommendation will be forwarded to the AAC Board of Directors for final approval. The Applicant will be notified of the final decision and where appropriate, a signed letter of support from the AAC Chair of the Board of Directors will be provided to the Applicant.

In case any AAC Committee or Board member is potentially conflicted on a submitted application; such individual should declare a conflict of interest (COI) and be recused from reviewing an application.

If the application is successful in being funded, the Applicant will notify the AAC office and submit a 200-word summary to share the news in the AAC monthly newsletter, in a timely manner.