

Dr. Janet McElhaney Dietetic Learners Research Fund

Approval Authority: NODIP Committee

Established: April 13, 2022

Amendments: March 25, 2023

Category: Parent Policy: N/A

The Research Fund:

The Dr. Janet McElhaney Dietetic Learners Research Fund was established by Dr. McElhaney's family in memory of her commitment to collaborative clinical practice, equity, and social accountability in the context of older adult health and well-being. This fund was established in January 2022 providing \$2,000 annually to the Northern Ontario Dietetic Internship Program (NODIP) in support of dietetic learners practice-based research projects that honour Dr. McElhaney's legacy.

Dietetic learner practice-based research projects are a program requirement as outlined in the [Integrated Competencies for Dietetic Education and Practice](#).

Guidelines and Criteria:

- The purpose of the fund is to support dietetic interns' practice-based research project(s) that focus on the field of geriatrics specifically interprofessional collaboration, equity, and social accountability in the context of older adult health and well-being.
- Projects focusing on equity among older adults in special populations (e.g. LGBTQ2S+, Indigenous People, those who are homeless or living in substandard housing, those with poor food security) will also be considered.
- Projects must be led by a project advisor (Principal Investigator) who is a Registered Dietitian (RD) and in good standing with NOSM University (NOSM U)/NODIP. The project advisor will oversee the training of a minimum of one (1) NODIP intern on the project in accordance with the NODIP practice-based research project guidelines and deliverables. Intern(s) will be assigned to the project(s) by the NODIP program manager.
- Funds can only be used to support NODIP intern research initiatives relevant to the purpose of the fund and legitimate expenses related to the conduct of the research and/or knowledge dissemination. (e.g. participation incentives, supplies [e.g. food, handouts], transcription or statistician services, conference registration, publication, etc.).
- Funds may not be used to provide honoraria for the project advisor but may be used to support advisor involvement with knowledge dissemination.

Application Process

- The NODIP will hold an annual competition for the Dr. Janet McElhane Dietetic Learner Research Support Fund.
- The project advisor will submit the application for funds and will consist of the completed NODIP Research Project Information form and the NODIP Dr. McElhane Request for Funding Form. Project advisors may consult with the NODIP program manager to clarify the scope of the project, research/evaluation question(s) and design.
- Applications must be submitted electronically to NODIP@NOSM.ca no later than June 30 for projects being conducted in the upcoming program year. For example, June 30, 2022 for September 2022-July 2023.
- The NODIP program manager and an assigned NOSM U RD faculty member, will review applications and decide the recipient(s) of the fund. Applicants will be notified of the decision by July 31.

Funding Guidelines:

- The maximum amount of funding is \$2,000 per project submission. Where appropriate the fund will be used to support multiple projects annually.
- The funding is for one year from the date of the award, with a possible year extension (with no additional funding) provided dietetic intern(s) from the next cohort are included in the project.
- The expectation is that projects will begin in September in accordance with the beginning of the NODIP program year.
- Higher priority will be placed on submission from RD project advisors who are NOSM U Faculty and/or who do not have current funding.
- All fund related administration will be done by the NODIP program manager.

Budgets:

- Proposed budgets must align with NOSM U policies.
- If the project requires school resources (i.e. space) it is the responsibility of the program manager NODIP to support resource availability (where appropriate).
- Project advisors will not be remunerated in these proposals.
- The resource implications of other institutions must also be identified. If there are resource implications (space, staff, and resources) to other institutions such as hospital, research institute, another university, etc., formal written approval by the institution is required.
- To gain access to the funds, if Research Ethics Board approval is required, approval must be obtained before funds will be awarded to the research team.
- If using funds for knowledge dissemination (e.g. conference registration and/or travel-related fees) the recipient is required to submit an abstract for a poster or oral presentation to that conference. Note that this requires Research Ethics Board approval/exemption for the research study.
- Please use the budget format in the NODIP Dr. McElhane Request for Funding Form for an estimation of expenses.

Grant Process:

- The Dr. Janet McElhaney Dietetic Learner Research Fund recipient(s) must acknowledge the donor: Dr. Marion Briggs, as well as NODIP and NOSM U in all reports, publications, and presentations.
- The research advisor is required to submit an abstract for an oral or poster presentation to an appropriate conference (e.g. Dietitians of Canada or the Northern Health Research Conference).
- Annually, NODIP will acknowledge the reward on behalf of grant recipients and dietetic interns with a thank you card to the donor as well as recognition on NODIP's website and social media posts.

1.0 AUTHORITIES, ROLES, AND RESPONSIBILITIES

The NODIP Committee is responsible for the review and approval of this policy. The Program Manager, NODIP is responsible for the oversight, execution, and revision of this policy and its procedures.

2.0 RELATED DOCUMENTS

1. Dr. McElhaney Request For Funding Form (application)
2. NODIP Research Project Information Form

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this procedure:

- a. Approving Authority: NODIP Committee
- b. Responsible Officer: Program Manager, NODIP
- c. Procedural Authority: NODIP Committee
- d. Procedural Officer: Program Manager, NODIP

Review and Revision History

Review Period: 2 years or as required

Date for Next Review: March 2025