

2018

# The Kaye Fund Competition Guidelines

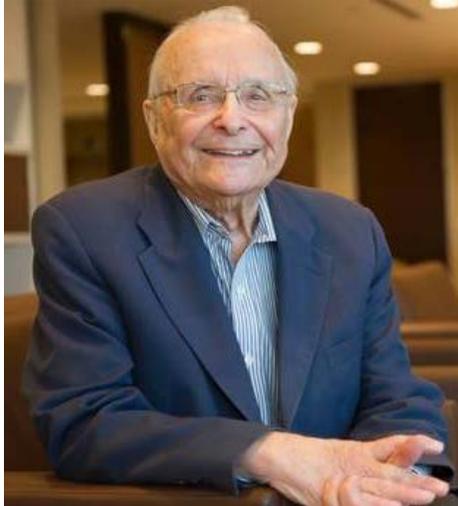


University of Alberta Hospital  
Kaye Edmonton Clinic



University  
Hospital  
Foundation

## MR. DONALD P. KAYE



***“We have all read stories  
of people who make a gift  
that has the power to  
transform a community.  
Mr. Kaye, this is a  
truly amazing gift.  
You will impact patients  
and their families  
every day for generations.”***

W. Guy Scott, Past Chair,  
University Hospital Foundation,  
speaking at the opening of the  
Kaye Edmonton Clinic  
on December 3, 2012.



Born and raised in the Depression era near the tiny hamlet of Brownvale, Alberta, Donald Kaye gained firsthand knowledge of the true value of a dollar. “No one in the community had very much. What you did have, you hung on to.”

Following the tragic death of his father, the young Donald Kaye, along with his brother, kept up the work on the family farm while attending school at the nearby village of Berwyn. For fun, he played baseball. “I didn’t have much time for anything else.”

After graduating from high school, Mr. Kaye worked with Canadian Propane in Prince George, BC, and later with other national companies in Edmonton as a credit manager, all the time advancing his education by enrolling in courses at the University of Toronto’s Faculty of Extension and the Banff School of Advanced Management.

In 1960, Mr. Kaye began investing in real estate. His first purchase was an apartment block in Edmonton’s Laurier Heights, followed by a shopping centre in Leduc and the Westbrook Shopping Centre in Edmonton. His investment portfolio also expanded into land development.

Through his naming gift to the University Hospital Foundation, Mr. Kaye is ensuring that his story is far from over. He has transformed years of hard work, prudent decision-making and wise investing into one of the largest donations in the history of Canadian healthcare philanthropy. And in doing so, Mr. Kaye is advancing patient care and medical research in a way that is both intently focused, and broadly based.

“What he’s done in making this gift to the University Hospital Foundation is set a baseline. There is money now available for research and projects in delivering clinical care in innovative ways that will last for a long time, and at the end of it, it will improve health care to benefit all of us,” said Mr. Kaye’s friend and lawyer, Rick Ferguson.

## INTRODUCTION

The Kaye Fund Competition is a partnership between the University of Alberta Hospital (UAH) / Kaye Edmonton Clinic (KEC) and the University Hospital Foundation (UHF), made possible through a transformational donation from Mr. Donald Kaye to the UHF.

### **Objective**

The objective of the Kaye Fund Competition, as envisioned by Mr. Kaye, is to benefit the UAH/KEC by supporting the planning and implementation of innovative research or quality improvement programs, projects, or more effective approaches to patient care that result in better care, services, and support for patients.

### **Research or Quality Improvement programs and projects may include:**

- Prevention, maintenance, or care to patients suffering from illness, disease, disability, pain or suffering.
- Medical and clinical research into the causes, prevention, detection, diagnosis, treatment, and cures for life-threatening illnesses or chronic diseases.
- Inter-professional collaboration of healthcare professionals to provide a multi-disciplinary approach to patient care at one location.
- Clinical learning opportunities for students or staff in all healthcare disciplines.

### **Intended Outcomes**

In the spirit of Mr. Kaye's vision and in alignment with the [AHS 2017-2020 Health Plan and Business Plan](#) and the UAH/KEC site priorities, the Kaye Fund Competition Steering and Review Committees will review and evaluate applications, focusing on programs and projects that demonstrate:

- Improved patient and population outcomes, while assessing the value for investment;
- Improved patient and family experience, which may include improved access to care, patient safety and satisfaction; and
- Improved provider experience, which may include inter-professional collaborations of healthcare professionals and clinical learning opportunities for students or staff in all healthcare disciplines.

### **Applications will be evaluated according to:**

- Importance and relevance of the research or quality improvement program or project to the UAH/KEC;
- How well the proposed use of the funds fits with the Kaye Fund Competition objectives and intended outcomes;
- The justifications of the proposed budget;
- Feasibility of the research or quality improvement program or project with respect to milestones;
- Sustainability of the research or quality improvement program or project at the conclusion of the funding;
- Expertise and experience of the team to execute the proposed activities, including administrative supports to manage the financial and human resource aspect of the research or quality improvement program or project.

# THE KAYE FUND COMPETITION GUIDELINES

## Eligibility Criteria

The Kaye Fund Competition will support individuals or collaborative, inter-disciplinary and multi-disciplinary teams. Applicants may include physicians, nurses, and allied health staff of the UAH/KEC, as well as students or researchers in health disciplines from the University of Alberta through joint application with an affiliate of the UAH/KEC. The research or quality improvement program or project must be conducted at the UAH/KEC or directly impact the care of patients at these sites.

The Lead or Co-lead Applicant must be affiliated with the UAH/KEC through an academic, research, or clinical appointment at these sites. Students must be under supervision of a health discipline Faculty from the University of Alberta and may not be a Lead Applicant. Awardees who have been non-compliant with UHF reporting requirements are not eligible to apply.

**Lead Applicant:** an individual who will assume administrative and financial responsibility of the grant and is responsible for leading the proposed activities.

**Co-Lead Applicant (if applicable):** an individual who shares responsibility with the Lead Applicant and contributes to the proposed activities.

**Team Member:** an individual who contributes to the proposed activities by providing an expertise needed to complete the project.

**Collaborator (if applicable):** an individual or entity that provides financial or in-kind supports or resources needed to complete the project.

## Funding and Allowable Costs

Applicants must provide a brief budget explanation with the Letter of Intent. If invited to submit a Full Proposal, a detailed budget is required. Applicants should demonstrate plans to leverage the award to sustain the program or project beyond the award. Applicants should note that success in the competition does not guarantee that AHS will fund the program or project following completion of the award.

### Term

Multi-year projects (to a maximum of 2 years) will be considered if required to demonstrate outcomes.

### Funding

Project budgets can range from \$25,000 to \$250,000. The total amount available for distribution in the 2018 competition is \$1.67 million.

### Funding Restrictions

75% of the available funding is restricted to the categories of cancer, pulmonary, diabetes and neurology. The remaining 25% is awarded at the discretion of The Kaye Fund Competition Steering Committee.

### Allowable Costs

Funding requests for the proposed program or project may include:

- The purchase costs of unfixed equipment and technology required for the program or project but not costs for any renovation, installation, or building changes required by the purchase;

- Salaries and benefits costs of personnel whose participation is essential for completion of the program or project. Salaries and benefits costs of personnel employed by AHS must be for activities that are not part of their regular government-funded services;
- Supplies and services used exclusively for the program or project.

### Ineligible Costs

Funding requests must not include any costs for:

- Salaries and benefits of medical and other personnel employed by AHS to carry out its regular government-funded services;
- Renovation, construction and maintenance of buildings and facilities of the UAH/KEC, or any other medical facilities which may exist;
- Intellectual property (IP), patent applications or commercial product development<sup>1</sup>.

### Application and Review Process

Eligible applicants submit through a two-step application process:

- 1) Letter of Intent (LOI)
- 2) Full Proposal

### Competition Deadlines

The LOI form is available through the online system at <https://uhf.fluidreview.com>. The LOI submission deadline is **November 5, 2018 at 11:59 p.m. MDT**. Applications submitted after this deadline will not be accepted.

Invitations for the Full Proposal stage will be sent to successful applicants in December 2018. The Full Proposal submission deadline is **March 15, 2019 at 11:59 p.m. MDT**. Applications submitted after this deadline will not be accepted.

### Review Process

LOIs are reviewed by The Kaye Fund Competition Steering Committee in accordance with the [5-point CIHR rating scale](#). Upon completion of this review, a rank-order list of applications will be generated and applications will be recommended in top-down ranked order. Successful applicants will be invited to progress to the Full Proposal stage.

Full Proposals are assigned to one of two expert peer review committees (Research Review Committee or Quality Improvement Review Committee) based on the program or project type identified in the LOI and verified by the Kaye Fund Steering Committee. Applications are reviewed in accordance with the [5-point CIHR rating scale](#). Upon completion of peer review, a rank-ordered list of applications will be generated by the review committees and provided to the Kaye Fund Competition Steering Committee. Applications are funded in top-down ranked order within the available budget. An independent audit will take place to ensure compliance with the purpose and principles of The Kaye Fund. The applications will be recommended by the Kaye Fund Competition Steering Committee to the UHF Board of Trustees, where a two-thirds majority vote must be reached for the funds to be awarded.

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<sup>1</sup> See the [AHS IP Policy](#) and the [University of Alberta IP Policy](#)

## Signature Requirements

The program or project must be approved by the following individual(s) through their signature on the application. A list of the AHS Executive Directors at the UAH/KEC can be found in the LOI Instructions, which is available within the LOI form on [FluidReview](#). Applicants are encouraged to work with the individual(s) signing their application well in advance of the competition deadline. All signatures must be received before the application can be submitted. Late applications will not be accepted.

Program or Project Type	Required Signature(s)
Based out of an <b>AHS clinical program(s)</b> and conducted at the UAH/KEC	- <b>AHS Executive Director</b> for the involved program
Based out of the <b>University of Alberta</b> and conducted at the UAH/KEC	- <b>AHS Executive Director</b> for the involved program - <b>University of Alberta Chair or Director</b> for the involved department or division

Additional signatures will be required at the Full Proposal stage, which will include, but is not limited to, the signature of each team member and collaborator (if applicable) to indicate involvement on the project and agreement to the terms and conditions of award, if successful.

## Results

Invitations to the Full Proposal stage will be announced in December 2018, and the competition results will be announced in June 2019.

## Reporting Requirements

Award recipients must acknowledge funding support from The Kaye Fund Competition, University Hospital Foundation in all presentations, media and publications that result from the funded project.

Funding distributions to approved programs or projects are subject to an interim progress report submitted at the award midpoint. A final report is required within one year after the award is completed.

## Contact Information

For more information, please contact the University Hospital Foundation at [uhfgrants@ahs.ca](mailto:uhfgrants@ahs.ca).