

2017-2018

# The Kaye Fund Competition Package



Request for  
Letters of Intent

## 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

### Competition Description

The University of Alberta Hospital (UAH), Kaye Edmonton Clinic (KEC) and the University Hospital Foundation (UHF) are pleased to formally launch the Kaye Fund Competition, through a transformational donation from Mr. Donald Kaye to the University Hospital Foundation.

Through his gift to the University Hospital Foundation, Mr. Kaye's vision was to support innovative research and quality improvement projects, designed to benefit patients of the Kaye Edmonton Clinic and the University of Alberta Hospital, which include the following:

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

In the Spirit of Mr. Kaye's vision and in alignment with the [AHS Health and Business Plan](#), the Kaye Fund Competition Steering Committee will review and evaluate letters of intent, focusing on those 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.

Letters of Intent will be rated according to:

- Importance of the research initiative or quality improvement project to the University of Alberta Hospital and Kaye Edmonton Clinic;
- How well the proposed use of the funds fits with the Kaye Fund Competition's prescribed purpose and limitations;
- The justifications of the proposed budget;
- Feasibility of the research initiative or quality improvement project with respect to milestones;
- Sustainability of the research initiative or quality improvement project at the conclusion of the funding; and
- Administrative supports to manage the financial and human resource aspect of the research initiative or quality improvement project.

**Timeline**

<i>Dates</i>	<i>Activity</i>
<b><i>October 27, 2017</i></b>	Kaye Fund Competition Information Session
<b><i>November 29, 2017</i></b>	Deadline to submit Letters of Intent
<b><i>January 22 - 26, 2018</i></b>	Steering Committee Meetings
<b><i>January 31, 2018</i></b>	Notify Applicants of Full Proposal Request
<b><i>March 28, 2018</i></b>	Deadline to submit Full Proposals
<b><i>April 2 – May 11, 2018</i></b>	Peer Review Committee Meetings
<b><i>May 28 – June 1, 2018</i></b>	Steering Committee Meetings
<b><i>June 4 - 8, 2018</i></b>	UHF Independent Audit
<b><i>June 27, 2018</i></b>	UHF Board Decision
<b><i>July 4, 2018</i></b>	Announce Award Recipients

# THE KAYE FUND COMPETITION PACKAGE

## 1. The Kaye Fund Competition: Eligibility Criteria

The Kaye Fund Competition will support individuals or collaborative, inter-disciplinary and multi-disciplinary teams in the pursuit of research, innovation and quality improvement projects that will establish new approaches to patient care. This may include physicians, nurses, and allied health staff of the University of Alberta Hospital or Kaye Edmonton Clinic, as well as students or researchers in health disciplines from the University of Alberta through joint application with an affiliate of the UAH or KEC.

The lead or a co-lead applicant must be affiliated with the University of Alberta Hospital or Kaye Edmonton Clinic site. Students must be under supervision of a health discipline Faculty from the University of Alberta. Awardees who have been non-compliant with University Hospital Foundation reporting requirements are not eligible to apply.

## 2. The Kaye Fund Competition: Funding and Allowable Costs

Applicants must provide a brief budget explanation with the Letter of Intent. If invited to submit a Full Proposal, budget detail will be required. Applicants should demonstrate plans to leverage funding for future planning that extends beyond the funding project.

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

Funding requests for the proposed program or project may include:

- 1) 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;
- 2) Salaries and benefits costs of personnel whose participation is essential to the project productivity for the duration of the project; and
- 3) Supplies and services directly related to the program or project.

Requests for funding must not include any requests for:

- 1) Salaries and benefits costs of medical and other personnel employed by Alberta Health Services to carry out its regular government-funded services;
- 2) Any renovation, construction and maintenance of buildings and facilities of the University of Alberta Hospital, Kaye Edmonton Clinic, or any other medical facilities which may exist; and
- 3) Costs for intellectual property, patent applications or commercial product development.

As per the Gift Agreement between Mr. Kaye and the University Hospital Foundation, 75% of the available funding will be restricted to the categories of cancer, pulmonary, diabetes and neurology. The remaining 25% will awarded at the discretion of The Kaye Fund Competition Steering Committee, in accordance with the purpose and principles and the procedure for expenditure of The Kaye Fund.

The total amount available for distribution for The Kaye Fund Competition in 2017 is \$696,548. Projects that range from \$25,000 - \$250,000 will be considered.

### 3. The Kaye Fund Competition: Application and Evaluation Process

Following the announcement of the Kaye Fund Competition, interested applicants will be invited to submit through a two-step application process:

- 1) Letter of Intent (see attached template)
- 2) Full Proposal

The first stage will be reviewed by The Kaye Fund Competition Steering Committee. After review of the Letter of Intent, applicants will be notified of their status. Successful applicants will be invited to progress to the full proposal phase.

Preliminary Letter of Intent forms should provide an estimate of the total funds required and if appropriate, the plan for sustaining the project once it is completed. Short-listed applicants must submit a detailed cost breakdown in their full application form. The Letter of Intent cannot exceed four pages in length (excluding CV and publications) and is to follow the template provided.

Full proposals will provide a clear, concise description of proposed activities. The proposal should contain all information required to support the plan and a complete description of the project, including:

- 1) Project Identification: What will be achieved (research, education, quality improvement, etc.) including specific objectives.
- 2) The proposal—an overview of the project and planning of timelines, descriptions of methods, analysis, possible barriers and solutions.
- 3) How the project conforms to the purpose and principles of The Kaye Fund (as outlined in the Competition Description).
- 4) The relevant prior experience and skills of lead applicant, team members and collaborators.
- 5) If successful, what the benefit and operational impact is to Alberta Health Services, including space, cost, maintenance, and other resources required.
- 6) A lay summary of the proposed project.
- 7) A detailed budget, 1 page maximum.

The signature of each team member is required on the full proposal to indicate their involvement on the project and their agreement to the terms and conditions of award, if successful. The proposal must be signed off by the Program Executive Director, Department Chair and Program Head of the involved discipline for medical researchers. For nursing and allied health researchers the proposal must be signed off by the Executive Director of the program.

Full proposals must reach University of Alberta Hospital Site Administration by **5:00 p.m. on March 28, 2018** to be eligible for funding consideration.

The Kaye Fund Competition Steering Committee will review all full proposals and provide a shortlist of those suggested for funding to the University Hospital Foundation for consideration. Full proposals must receive a Certificate of Compliance from the University Hospital Foundation's independent, insured auditors before proceeding to the final application stage and funding. This independent review is to ensure compliance with the purpose and principles of The Kaye Fund. To receive funding, any proposal must receive a favourable two-thirds majority vote from the University Hospital Foundation board.

#### **4. The Kaye Fund Competition: Reporting Requirements**

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

Funding distributions to approved projects are subject to interim progress reports submitted six months from receiving the award and every six months thereafter until the completion of the project. A final report is required within one year after the project is completed.

Final reports shall be submitted to The Kaye Fund Competition Steering Committee, c/o Site Administration, and to the University Hospital Foundation.

#### **5. The Kaye Fund Competition: Timing of Awards**

Letter of Intent forms for research and other projects will be accepted no later than November 29, 2017.

After an evaluation of each Letter of Intent, applicants will be notified of the outcome by the Steering Committee. Successful candidates will then be invited to submit a full proposal, no later than March 28, 2018, with research initiatives being subject to peer review. Award recipients will be announced by early July 2018.

#### **6. Contact Information**

Please submit Letter of Intent forms in PDF format by **5:00pm on November 29, 2017** to:

The Kaye Fund Competition Steering Committee  
Site Administration  
University of Alberta Hospital, Mazankowski Alberta Heart Institute, Kaye Edmonton Clinic  
1J2.23 WMC, 8440 112 St NW  
Edmonton AB T6G 2B7  
Fax: 780-407-7418  
Email: [Julie.Shemanchuk@ahs.ca](mailto:Julie.Shemanchuk@ahs.ca)

## The Kaye Fund Competition – Letter of Intent Form

### Section A: Proposal Overview

<b>Project Type</b>	<b>Research</b> <input type="checkbox"/> <b>Quality Improvement/Innovation</b> <input type="checkbox"/>
<b>Project Title</b>	
<b>Total Funding Requested</b>	
<b>Duration (in number of months)</b>	
<b>Lead Applicant's Name &amp; Contact Information</b>	
<b>List of Collaborators</b>	

### Section B: Proposal Outline

<b>Summary &amp; Benefit</b> Please describe the background to the proposed project and why there is a need for your solution.	
<b>Project Plan</b> Please provide brief detail of the proposed project in lay language.	
<b>Goals &amp; Deliverables</b> Please list the project deliverables & key milestones.	
<b>Outcome Measurement</b> Please describe how success will be measured, including intended health outcomes, a description of value for the investment and sustainability.	
<b>Budget (in the range of \$25,000 - \$250,000)</b>	
<b>Expertise &amp; Experience</b> Please list the key individuals who will carry out the project and the collaborators involved. Summarize their expertise and role in the project (Max 150 words).	

### Section C: Approval

<b>Department / Program Approval</b> Signatures of the relevant Department Chair, Program Head and/or Executive Director	
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