GUIDELINES FOR APPLICATIONS
The Garrod Association Trainee Research Awards Program

1. The award shall be used to support a research project.

2. The applicant must be the principal investigator on the proposed research project. The proposed research project may be ancillary (a side project) to a larger funded research program. The award is not intended as a supplement to fund an established research program.

3. The applicant must be a trainee (clinical or graduate studies). Successful applicants are eligible for only one award in their training program.

4. The primary research supervisor must be a member in good standing of the Garrod Association. A letter of support from the supervisor should accompany the application. The letter should include the trainee's role in the project and details on what the funds will be used for, including any overlap with current research funding. Only one trainee application is allowed per supervisor per year.

5. Three research grants are available per year. The grant is awarded based on the scientific merit of the research proposal and on a competitive basis. All aspects of the project including the relevance to inborn errors of metabolism, methodology and organization/clarity of the summary will be considered in deciding on which projects will be funded.

6. The amount of the grant shall be up to $10,000 CAD per award. The amount awarded must be justified in a detailed budget, which will accompany the application. The funds from the grant must have a direct relationship to costs of conducting the research project. Appropriate use for research grant funding includes:

    a. Purchase of research supplies specific to the project.
    b. Honorarium or advertising for research participant recruitment (as approved in the Research Ethics application and as required for the said project).
    c. Fees for statistical consulting or similar services.
    d. Use of funds for equipment or software purchases will generally not be considered.

7. The duration of the Research award is for a period of two years, starting from the date of the award. Funds must be used within this time period. The research project must be completed prior to completion of the training program. Funds not used within that time period will automatically revert back to the Garrod Research Fund.

8. A one-page summary of the completed research for Research Awards is required and due on or before the end of the two years of the date of the award.

9. The applicant is expected to present his or her results of the project in form of an oral presentation at Garrod's Annual Meeting during the final year of the award.

10. The application will include proof of current ethics approval/submission from the local Ethics Committee. In the case of animal studies, approval by the local Committee on the Use of Animals in Research.

Disbursement of funds will be dependent upon confirmation of approval from the above. Obtaining and maintaining all approvals and fulfillment of all local research regulations and conditions are the sole responsibility of the applicant and the supervisor.

11. The Garrod Association Research fund should be acknowledged in any publications arising from work to which support has been contributed, even if that support is partial. Copies of any publication arising with the assistance of this funding, including submitted abstracts, should be submitted to the Garrod Association Office.

12. The complete application must include:

    a. Cover letter.
    b. Application form.
    c. Research proposal (2 pages maximum, excluding references/diagrams) – include a summary of the background, hypothesis and objectives, and research methodology specific to this project.
    d. Letter of support from the trainee research supervisor (see above).
    e. Ethics approval (or proof of submission).
    f. Local Committee on the Use of Animals in Research approval (as appropriate).
    g. Detailed budget.

13. The Deadline for Submission of the Research Award is the first Monday of April of every year, and the last Monday of October of every year. The application should be submitted before 23:59 Eastern Time on the deadline date. The application should be a single PDF file. Awards will be finalized within 8 weeks of the deadline. Applications received after the deadline will not be considered.