

## Institute for Global Health Seed Grant 2025-26 Competition Guidelines

The Institute for Global Health at BC Children's Hospital and BC Women's Hospital + Health Centre (IGH-CW) invites individuals in low- and middle-income countries (LMICs) and at C&W working to address pressing challenges in global child health to submit new project proposals to the 2025-26 IGH Seed Grant Competition. The purpose of the IGH Seed Grant Competition is to catalyze the development of high-quality, transformative global health projects in research, education, or capacity-building. Projects that are not primarily research projects will be considered but they must have an appropriate plan for evaluating implementation and impact. As these funds are considered Catalyst Grants, these funds cannot be used to subsidize an already-funded project. This competition is initiated by IGH and supported by donors of the BC Children's Hospital Foundation.

An IGH Seed Grant should:

- Support [CICH 2020-2024 Strategic Priorities](#). This includes: Building capacity through global partnerships; Enhancing global health education; and Enhancing global health research;
- Support BCCHF's mission to transform child health, from infancy to adolescence, including through integrated approaches that consider the health of a child and their mother; and
- Catalyze a new project or program with potential for continued impact.

### Funding Availability

Both competitions invite applications for funding **up to \$40,000 over two years**. See **Appendix 1** for eligible expenses. We expect to award up to two IGH Seed Grants. All grants will have start dates of Apr 1, 2026.

### Eligibility

Full eligibility criteria are outlined in **Appendix 2**. All applications must be led by an individual based at an LMIC-based institution as a principal applicant (PA) and include at least one co-PA based at BC Children's Hospital and BC Women's Hospital + Health Centre or its affiliated research institutes whose role enables them to hold funds within their respective institution(s).

Postdoctoral fellows, research associates, clinical fellows/residents, and health professionals are eligible to apply as PAs or co-PAs, but the team must then include additional co-PA based at C&W whose role enables them to hold funds within their respective institution(s).

If you are interested in applying but need support identifying potential co-PAs at C&W, please contact Stefanie Novakowski ([stefanie.novakowski@bcchr.ca](mailto:stefanie.novakowski@bcchr.ca)) by Aug 19, 2025 and include a brief description of your proposed project in the email.

### Overview of Competition Process

All teams are required to submit a **Letter of Intent** (LOI) in line with the requirements listed in **Appendix 3**. The IGH Offices will use the information in the LOI to complete an eligibility check. This will include checking that the scope of the proposal, initial budget, and composition of the project team meet the competition guidelines and checking that the award funds can be

distributed to the project teams based on PHSA and/or UBC institutional policies. In the event of high demand, the IGH Offices reserve the option to implement a peer review of applications to shortlist proposals that will be invited to move forward to the full stage. Evaluation criteria for the peer review are listed in **Appendix 4**. Applicants will be notified shortly after the LOI deadline whether this shortlisting process will be necessary. All applicants should submit their LOIs with the understanding that they may be peer reviewed for shortlisting.

Teams notified that they have passed the LOI review process will then be required to submit a **Full Application** in line with the requirements listed in **Appendix 5**. Full applications will be reviewed against the competition review criteria by a peer review committee. The evaluation criteria are set out in **Appendix 4**. The review committee will make a funding recommendation to the IGH Executive Committee, who will ratify the final funding decision. This process will ensure that funding is distributed across projects that support IGH's three main pillars (Research, Education, and Partnerships). Teams can expect to receive decisions on their applications in early 2026.

### Deadlines

- Request for support finding a C&W co-PA: **Aug 19, 2025**
- LOI deadline: **Oct 7, 2025, 4:00 PM PDT**
- Full application deadline: **Jan 15, 2026, 4:00 PM PDT**

### Contact

Please send all inquiries and submissions to Stefanie Novakowski, IGH Global Health Research Developer ([stefanie.novakowski@bcchr.ca](mailto:stefanie.novakowski@bcchr.ca)). Stefanie must receive your complete application packages via email by the deadlines or it will not be accepted.

### Award Terms and Conditions

Successful teams will be provided the full terms and conditions when awards are offered, but should note that:

- The funds will be awarded to the C&W Co-PA, but at least 70% of funds must be distributed to the LMIC PA through a sub-grant agreement or Memorandum of Understanding (MOU) between the LMIC PA's and C&W co-PA's institutions.
- Recipients should request ethics/institutional approval and begin the sub-grant agreement/MOU process as soon as they have received notice of award, since start dates will be April 1st, 2026;
- Recipients are asked to acknowledge BCCHF in any communication, presentation, or publication related to the project;
- Recipients will be asked to present their study findings in a relevant IGH, BCCHR or WHRI seminar, as agreed with IGH;
- PAs are expected to provide ongoing project updates upon request from IGH, including materials such as stories, photos, or plans, and a mid-term and project end report (template will be provided).

## Appendix 1: Eligible Expenses

|                            |  |
|----------------------------|--|
| <p>Eligible Expenses</p>   | <ul style="list-style-type: none"> <li>• Salary support for trainees and technicians;</li> <li>• Expenses directly associated with conducting the project (materials, supplies, and services);</li> <li>• Patient/family support (e.g., honoraria, compensation for travel and child-care) or recruitment costs;</li> <li>• Database development for data collection.</li> <li>• Travel within the LMIC for local project team;</li> <li>• Salary support for Co-PAs and Co-As in LMICs;</li> <li>• Expenses to support virtual engagement by LMIC team;</li> <li>• Indirect costs <u>for the LMIC institution</u>, up to 10% of the total direct costs allocated towards the LMIC institution.</li> <li>• <b>In total, at least 70% of the funds must be spent in-country in the LMIC Co-PA.</b></li> </ul> |
| <p>Ineligible Expenses</p> | <ul style="list-style-type: none"> <li>• Equipment (infrastructure/materials with a unit cost &gt;\$5,000);</li> <li>• Conference expenses, including associated travel;</li> <li>• Travel to the LMIC by the C&amp;W-based team, unless strong justification is provided and cost was included within the budget submitted at the full application stage (up to a maximum of \$5,000 CAD will be allowed);</li> <li>• Salary support for investigators not based in LMIC;</li> <li>• Indirect costs for institutions outside of the LMIC.</li> </ul>  |

## Appendix 2: Research Team Eligibility

Please review the below table to understand the eligibility of individuals to hold roles in the application team.

**Note:** Postdoctoral fellows, research associates, clinical fellows/residents, and health professionals are eligible to apply as PA or co-PAs, but the team must then include a co-PA whose role enables them to hold funds within their respective institution. If you are interested in applying but need support identifying potential co-PAs at C&W, please contact Stefanie Novakowski ([stefanie.novakowski@bcchr.ca](mailto:stefanie.novakowski@bcchr.ca)) by Aug 19, 2025 and include a brief description of your proposed project in the email.

|  |  |
|--|--|
| <p><b>LMIC<br/>Principal<br/>Applicant</b></p>       | <ul style="list-style-type: none"> <li>• PA must have a full-time position in an LMIC. They can be affiliated with any organization appropriate to the proposed project (e.g., health centres, educational institutes, professional organizations, not-for-profits). During the LOI review we will determine whether award funds can be distributed to the project teams based on PHSA and/or UBC institutional policies.</li> <li>• An individual can only be listed as a PA on one application, but may be listed as Additional Co-As on other projects. They cannot hold an active IGH Seed Grant as its PA or Co-PA.</li> <li>• The PA cannot hold other funding for the activities proposed in the application, including funding that has not yet been awarded at the time of submission.</li> </ul> |
| <p><b>C&amp;W<br/>Co-Principal<br/>Applicant</b></p> | <ul style="list-style-type: none"> <li>• Co-PA must be affiliated with C&amp;W or its research institutes and have not been a successful PA in the previous three years of the CICH/IGH Seed Grant Competition</li> <li>• An individual can only be listed as a Co-PA on one application, but may be listed as Co-As on other projects. They cannot hold an active IGH Seed Grant as its PA or Co-PA.</li> <li>• The Co-PA cannot hold other funding for the activities proposed in the application, including funding that has not yet been awarded at the time of submission.</li> </ul>   |
| <p><b>Additional<br/>Co-<br/>Applicants</b></p>      | <ul style="list-style-type: none"> <li>• Co-As should include individuals appropriate for the particular project proposed. There is no set number of Co-As for a project and Co-As can be based anywhere. However, it is expected that individuals listed as Co-As will contribute substantially to the intellectual content, design, and implementation of the research project.</li> <li>• Interprofessional collaborations and involvement of trainees (e.g., residents, clinical fellows, research associates, post-doctoral fellows, graduate students) are encouraged but not required.</li> </ul>   |

## Appendix 3: LOI Requirements

Your LOI should contain each of the sections described below. For all Word documents use letter size pages (8.5 x 11" or 21.2 x 27.5 cm), with 2 cm margins on all sides and single line spacing. Use Times New Roman font (uncondensed) in 12-point font size.

### 1) Cover Sheet

Available to download [here](#). The cover sheet must be completed and signed by both the PA and Co-PA. Electronic signatures will be accepted.

### 2) Project Summary (maximum two pages including any references, tables, charts, figures and photographs)

- a) Scientific Summary: Describe the project rationale, objectives and/or hypotheses, approach, and methodology or monitoring and evaluation plan that will be used.
  
- b) Relevance: Describe how your project is catalytic, and relevant to the mission, goals, and objectives of IGH /CICH's strategic priorities.

### 3) Budget

Complete the budget spreadsheet, which can be downloaded [here](#). Note that for applications to IGH, at least 70% of the funds must be spent in-country in the LMIC. The spreadsheet includes space for a brief description of any leveraged funding that will be used to support the project (if applicable), including total amount, proportion used towards proposed activities, and how the IGH funds will catalyze a new project that would not otherwise be possible even with these leveraged funds.

## Appendix 4: Evaluation Criteria

For the LOI Stage, the IGH-BCCWH Office will complete an eligibility check to ensure that the scope of the proposal, initial budget, and composition of the project team meet the competition guidelines, and that the award funds can be distributed to the project teams based on PHSA and/or UBC institutional policies. In the event of high demand, the IGH-BCCWH Offices reserve the option to implement a peer review of applications to shortlist proposals to move forward to the full stage. In that situation, the following review criteria would be used:

| LOI Evaluation Criteria (if peer review required)  |
|--|
| <ul style="list-style-type: none"><li>• Catalytic Project: Is this a new initiative or study that would not be possible without the grant funding and will support further activity (i.e., another grant or national/regional scaling)?</li><li>• Scope: Is there clear alignment with the CICH 2020-2024 Strategic Plan?</li><li>• Eligibility: Is there clear leadership by in-country partners in terms of project conceptualization, evaluation/implementation and knowledge exchange?</li><li>• Sustainability: Is there a pathway for knowledge translation or sustained training/capacity-building AND plan for how future work will be funded? IGH-BCCWH Seed Grants are not intended to fund one-off training or capacity-building initiatives.</li></ul> |

For the Full Application, the following evaluation criteria will be used in addition to the LOI review criteria:

| Full Application Review Criteria   |
|--|
| <ul style="list-style-type: none"><li>• Rigor and quality of the research proposal or evaluation plan;</li><li>• Clarity and feasibility of the objectives, methods, budget, and timelines;</li><li>• Strength of the PAs' expertise to guide the project, the appropriateness of each team member and their roles, the team's capacity to do the proposed work;</li><li>• Extent to which the proposal identifies a pathway for future activity / sustainability, including the ability to leverage new funding sources or partnerships to support future activity / implementation;</li><li>• Degree to which the proposal considers capacity gaps within their local contexts, including gender, professional, and/or social inequities in training and professional development opportunities, and how their project aims to address them;</li><li>• Potential impact on patients in LMICs, in the PA's country and beyond.</li><li>• Ability to build capacity among health researchers or healthcare providers within LMICs, particularly among nurses and allied health professionals (AHPs);</li></ul> |

In light of the evaluation criteria, the reviewers will score each proposal according the following scoring scale (from CIHR).

| <b>Descriptor</b> | <b>Range</b> | <b>Definition</b>   | <b>Potential Impact</b> |
|-------------------|--------------|---|-------------------------|
| Outstanding       | 4.5 – 4.9    | The application excels in most or all relevant aspects.<br>Any short-comings are minimal.                                   | Extremely Significant   |
| Excellent         | 4.0 – 4.4    | The application excels in many relevant aspects, and reasonably addresses all others.<br>Certain improvements are possible. | Very Significant        |
| Good              | 3.5 – 3.9    | The application excels in some relevant aspects, and reasonably addresses all others.<br>Some improvements are necessary.   | Significant             |
| Fair              | 3.0 – 3.4    | The application broadly addresses relevant aspects.<br>Major revisions are required.  | Moderate                |
| Poor              | 0.0 – 2.9    | The application fails to provide convincing information and/or has serious inherent flaws or gaps.                          | Limited                 |

Regardless of their funding outcome, all teams submitting Full Applications can expect to receive feedback on their application.

## Appendix 5: Full Application Requirements

Your full application should contain each of the sections described below. For all Word documents use letter size pages (8.5 x 11" or 21.2 x 27.5 cm), with 2 cm margins on all sides and single line spacing. Use Times New Roman font (uncondensed) in 12-point font size.

Please note that modifications to the project between LOI and Full Stage are permitted but should not substantially change the proposal. Changes to the team composition are also permitted but must be reported to Stefanie immediately as these may impact the peer review assignments.

### 1) Grant Cover Sheet

Available to download [here](#). The cover sheet must be completed and signed by both the PA and Co-PA(s). Electronic signatures will be accepted. This can be the same version of the same sheet provided at the LOI stage, or updated with additional team members if appropriate.

### 2) Project Proposal and Supporting Documents

- a) Scientific abstract (maximum 300 words).
- b) Plain language abstract (maximum 100 words).
- c) Proposal (maximum three-pages, not including references, tables, charts, figures or photographs). The following elements should be addressed:
  - Background and rationale;
  - Hypothesis(es) and/or objectives;
  - Research or implementation plan, including specific aims, project design, methodology, analysis plan, and preliminary data (if any);
  - Feasibility in the context of the team's expertise and the timeline/budget;
  - Discussion of future directions / sustainability;
  - Potential impact / significance of the project to child health;
  - Risk identification and mitigation strategy;
  - Discussion of equity as it applies to their local contexts, and how their project aims to address them. This may include gender and/or social disparities in healthcare access/outcomes or capacity gaps within their local contexts, including gender, professional, and/or social inequities in training and professional development opportunities;
  - Plan for ensuring long-term impact of project. For research projects, this may focus future studies and a knowledge translation or implementation strategy informed by the research findings. For educational or capacity-building projects, this may focus on continued learning by existing and new cohorts and ongoing curation of project outputs (e.g., course or training materials). In both cases, resources required for long-term impact and a plan for obtaining these resources should be discussed.
- d) Supplementary materials – references, tables, charts, figures and photographs (maximum two additional pages). The description of methods or evaluation and monitoring plans should be included in the body of the proposal and not in supplementary materials.

### 3) Budget and justification

- a) Complete the budget spreadsheet, which can be downloaded [here](#). Eligible expenses are listed in **Appendix 1**. The spreadsheet includes space for a brief description of any leveraged funding that will be used to support the project (if applicable), including total amount, proportion used towards proposed activities, and how the IGH-BCCWH funds will catalyze a new project that would not otherwise be possible even with these leveraged funds. This can be an updated version of the same sheet provided at the LOI stage.
- b) Written justification of your budget explaining the purpose of the items included, in the context of your proposal (half page maximum).

### 4) CVs

For the PA, co-PA, and any Co-Applicants. Any format is acceptable.

#### Notes:

- Letters of Support are not required and will not be included in the application package provided to reviewers if submitted along with the proposal.
- Co-PA's are no longer required to submit a UBC Research Project Form at the time of submission. Successful applicants will be required to complete this upon notification of the award decision.