

Dear Client/Family,

Thank you for agreeing to participate in the review of a grant application.

The objective of this review is to provide BRI scientists with feedback on the **feasibility** and **relevance** of their proposed research proposal **from the family perspective**. With respect to relevance, on the form attached, please comment on how relevant the proposed research questions are to you and the population being studied and if you believe that families would be interested in participating in the proposed study. With respect to feasibility, please comment on whether or not the proposed design and methodology are conducive and appropriate for the population being studied and respectful of the participants' time and commitment. Again, using the form attached please comment on the accessibility and reach of the knowledge translation plan proposed. Lastly, if that study involves risk to the participant you are asked to comment on the risk/benefit profile of the proposed study and indicate whether or not you believe families would be comfortable with the level of risk involved.

Simply put, to the best of your ability please indicate to the scientist, whether, from their perspective, clients and families would be interested and able to participate in the proposed study and how they would like to learn about the results.

This feedback is critical for a two reasons. One, as you know clients and families are key stakeholders in all BRI research, and BRI wants to ensure we are conducting relevant, needs orientated research, client and family centered research. Two, family engagement in research is viewed as a necessary and critical component to research at the BRI and is now gaining traction in the academic arena and with granting agencies. Therefore we believe that this review and **feedback will enhance our grant applications and increase ability to secure external funding.**

INSTRUCTIONS:

1. The Family-Centred Care Specialist will send the Family Reviewer (you) the Family Review form and introduce you to the BRI Scientist. They will send you their grant form, and any relevant attachments. Once you receive this information please review the form and relevant documents and complete the Family Review Form (attached) and send the completed form directly to the BRI Scientist within 2 weeks of receipt, or sooner if possible. If you feel you require additional information from the scientist to accurately respond to the review questions, please email the scientist directly and ask for the information you require.
2. The Scientist will then review your feedback, make necessary revisions (if applicable) and address all feedback, even if changes are not made but are addressed, and send the information back to you for final review.
3. If a letter of support is required, the scientist will ask your support and approval, and send you a draft letter of support (pre-drafted and approved by the RFEC) for your review and signature.
4. Once the review is complete, a Family-Centred Care Specialist will follow up with you and ask you to complete an evaluation of the review process. As the Grant Review Process is evolving within the BRI, your feedback on the process itself will help us to evaluate the process and make changes as appropriate as we move forward.