



Dear Scientist,

Thank you for requesting a Family Review for your grant application.

The Family review typically consists of two family reviewers, one with direct experience with the population you will be studying and one without, critically reviewing the following sections of your proposal,

- Summary/Abstract
- Rational
- Research Question(s)
- Design & Methodology
- Inclusion/Exclusion criteria
- Risk Profile
- Knowledge Translation Activities

The objective of this review is to provide you with feedback on the **feasibility** and **relevance** of your research proposal **from the family perspective**. With respect to relevance, families will comment on how relevant your research questions are to them and the population you are studying and if families would be interested in participating in the proposed study. With respect to feasibility, families will comment on whether or not your design and methodology is conducive and appropriate for the population you are studying and respectful of the participants' time and commitment. Families will comment on the accessibility and reach of your knowledge translation plan. Lastly, they may comment on the risk/benefit profile of your proposed study and indicate whether or not families would be comfortable with the level of risk involved.



Simply put, reviewers will indicate whether, from their perspective, clients and families will be interested and able to participate in your 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 our key stakeholders, and at BRI we want to ensure that we are conducting relevant, needs orientated research. This review is an important step in achieving our goal. 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 this review and feedback will enhance your grant application.

INSTRUCTIONS:

1. A Family Centred Care Specialist will send you the names and contact information of two family reviews.
2. Please complete the Grant Reviewer form (below) and send it directly to the two family reviewers with any relevant attachments (i.e. grant proposal).
3. The family review takes up to two weeks: Families review grant, answer the questions on the form and send back to scientist.
4. Once you have received the feedback, please review, make necessary revisions (*if applicable*) and address all feedback, even if changes are not made, and send back to family for final review.
5. If a letter of support is required, please send a copy of the letter of support (*draft template provided by a Family Centred-Care Specialist*) along with final revisions for the family to review and sign
6. Once the review process is complete, a Family Centred Care Specialist will ask you to complete an evaluation of the Family Review Process. *This will help the RFEC evaluate and make necessary changes to the review process.*



[Enter Proposal Title]

Abstract/Proposal Summary:

Suitable for public access or lay audience

Please provide all necessary context in this section (i.e. phase 2 of 3 or follow up/continuation from a previous study)

What is the rationale for this study?

Brief description of the current state of research, gaps in knowledge and the anticipated impact to clients and families, public and scientific community

What is/are the research question(s)?

Describe the design and methodology:

Please include study design, number and duration of study visits, procedures and/or study interventions involved

List the inclusion/exclusion criteria:

Please include whether or not participants will be required to withdraw from or be denied usual therapy for any condition in order to participate.

Describe the risk profile of this study:

Please include all known and anticipated risks that could result from participation in this study.

Describe all planned knowledge translation activities

Please include the plan for sharing results with study participants, families and the community?

Thank you for filling out your summary.