



Instructions for MicroResearch (MR) Coaches

What does a MicroResearch NS (MR) Coach Do?

The coach's job is to encourage, guide and offer feedback to MicroResearch NS project teams as they develop their research proposals, and assist with proposal review, submission, funding and implementation of the research project. The coach's responsibilities are outlined below according to each phase of the project.

Phase 1 Formulating the Research Question and Overview of the Proposal:

- Research project proposals are initially developed by the teams participating in a MR program in Nova Scotia.
- The on-site coach helps the team hone their research question and develop an overview of the proposal that will be assessed by the judges on the last day of the MicroResearch – NS workshop. The judges will also offer comments to help improve the proposal.
- The coach needs to attend Day 3 thru Day 8 of the workshop for about 1.5 hours per day – i.e. To assist the team during their group work.

Phase 2 Formulating the Research Grant Application:

- After completing the MicroResearch workshop, each team may apply for a MR- NS grant (May and November deadlines) using the on-line MR application form and process.
- The team will need to refine the original proposal and develop a final budget with help from the coach and others, in preparation for submissions for funding (and ultimately submission for NSHA/IWK Research Ethics Committee approval).
- The team will be in touch with their coach regularly during the grant development process. Regular contact between the team and the coach is VERY important to establish a positive working relationship. Contact and ongoing communication between the coach and the team members could be face-to-face, by email, teleconference or Skype. Coaches will be expected to offer advice and support for the team throughout the grant preparation process.
- *Estimate 1-3 hours of coach time for this initial phase spread over 4-5 months.*

Phase 3 Grant Application Review and Revision:

- Each MR-NS grant application will be reviewed by three reviewers (one of whom may be a coach, but a coach will not be permitted to judge a team they have assisted).
- MR- NS organizers will send coaches and team members a summary of the reviews and list specific questions that must be answered to improve the application and make it acceptable for funding.
- Coaches and research team members will work together to respond to the reviewer's questions and comments and to revise their application.

- When the team resubmits their application, the coach will review it again to ensure it is solid and ready to be considered for funding. If the revisions are approved and the responses addressed, report this back to the MR –NS organizers by way of an email. The final version will be checked and the project funds will then be approved.
- *Depending on how much work is required to improve the proposal, this may take 2 -5 or more hours of coaching time.*

Phase 4 Submission to Research Ethics Board:

- After the grant is approved for funding, teams may ask the coach for help to prepare the Research Ethics Board (REB) application.
- *This may take 3-5 hours of coach time or more, depending on the complexity of the application.*

Phase 5 Project Implementation, Data Collection and Reporting:

- Once the team has REB approval, the coach will help the research team through all aspects of implementation of the project. Coaches will troubleshoot and provide advice and encouragement with respect to data collection. This is likely to happen over a 12-18 month period.
- Once completed, coaches will oversee and/or assist with data analysis and oversee the final report/publication.
- Depending on the quality of the team’s work and level of coach involvement, this may result in the coach becoming a co-author on the scientific paper.

Outcome: It is anticipated that the MicroResearch NS projects will result in an improvement in health at the community level; however, whatever the ultimate result, we hope coaches will feel a great deal of satisfaction with the process of working with teams to complete their research projects.

In addition, **coaches are eligible for continuing education credits from their professional associations** (to be explained at the workshop)

For additional information about MicroResearch NS visit the website at:
www.microresearch-international.ca