

FOCUSED RESEARCH

“The Role of Health Care Providers in Responding to Problem Gambling”

Reference # FR-17-1

Questions?

manitobagamblingresearch.com
(204) 957-2500 ext. 2417

TABLE OF CONTENTS

PART A – BACKGROUND

A 1.	The Manitoba Gambling Research Program	1
------	--	---

PART B – PROJECT DETAILS

B 1.	Project Details	2
B 2.	Project Scope	3
B 3.	Proposal Submission	5
B 4.	Questions and Inquiries	6
B 5.	Proposal and Assessment Criteria	6
B 6.	Evaluation and Selection	9
B 7.	Acceptance of a Proposal	10
B 8.	Negotiations	10
B 9.	Notification of Outcome	10

PART C – PROJECT MANAGEMENT

C 1.	Role of Sponsoring Organization	11
C 2.	Ethics and Required Approvals	11
C 3.	Intellectual Property	12
C 4.	Release of Information and Publication Rights	12
C 5.	Acknowledgements	12
C 6.	Payment and Reporting	13

PART D – PROPOSAL TERMS AND CONDITIONS

D 1.	Disqualification	14
D 2.	Right of Rejection	14
D 3.	Right to Reissue Solicitation	14
D 4.	Ownership and Cost of Proposal	14

PART E – APPENDICIES

Appendix A	2015 - 2018 Research Priorities	15
Appendix B	Proponent Certification	16
Appendix C	Budget Template and Timelines/Eligible and Ineligible Expenses	17

PART A - BACKGROUND

A 1. The Manitoba Gambling Research Program

The Manitoba Gambling Research Program builds gambling research capacity and supports the development of high quality research that enables evidence-based advancement in three areas:

- (a) responsible gambling programs;
- (b) problem gambling prevention; and
- (c) problem gambling treatment.

An independent Research Council, consisting of community members and provincial gambling stakeholders, oversees the research funding.

All research proposals and reports are peer reviewed to ensure their relevance and quality.

Any research undertaken through the Manitoba Gambling Research Program must fit within at least one of the twenty research priorities listed in Appendix A. The 2015-2018 research priorities were identified through consultations with key stakeholders in Manitoba and leading researchers, treatment providers, and prevention organizations worldwide.

Focused Research provides the opportunity for researchers to investigate specific questions, as identified by the Research Council, and support research projects of high scientific standard within the priorities of the Manitoba Gambling Research Program.

Focused Research projects are research contracts with specific project scopes and defined deliverables.

Through Focused Research, the program aims to:

- Enhance understanding of topics within the Manitoba Gambling Research Program's research priorities;
- Increase Manitoba-based gambling research;
- Support the development of existing and new researchers in the field of responsible gambling and problem gambling research, and build research capacity in Manitoba;
- Support gambling research projects that have practical application; and
- Disseminate information and share expertise on gambling research.

The Manitoba Gambling Research Program, managed by Manitoba Liquor & Lotteries, is an element of the responsible gambling strategy of the Corporation.

The procurement process for all research undertaken through the Manitoba Gambling Research Program is managed by Manitoba Liquor & Lotteries. The Research Council is responsible for the final award decision.

PART B - PROJECT DETAILS

B 1. Project Details

Eligible Proponents: The principal investigator must be affiliated with a recognized Canadian university, research company or organization. The principal investigator and co-investigator(s) must demonstrate appropriate level of research training and experience to carry out the proposed research project. The sponsoring organization must be the Canadian university, company or other type of organization of which the principal investigator is affiliated.

Please note that collaborating with a Manitoba researcher is not required to be eligible to apply for this Focused Research Project. Researchers from interdisciplinary fields are encouraged to apply.

Award Maximum: \$ 130,000.00 (including overhead)

Closing Date for Questions: August 2, 2017 (16:00 CDT)

Addenda Deadline: August 11, 2017 (16:00 CDT)

Proposal Closing Date: **August 23, 2017 (16:00 CDT)**

Notification of Award: November 2017

Project Timeline: The estimated project start date is February 2018. Work on projects can commence only after the agreement has been developed and signed by all parties. Proponents may propose a later start date. Projects should be completed within 24 months of commencement.

Research Priority: #17. Examine effective strategies for transferring knowledge about preventing and/or reducing gambling-related harm to practitioners.

To be eligible for funding, proposals must clearly demonstrate how the research fits within the research priority above.

Eligibility Checklist:

- ✓ Proposal clearly demonstrates how the research topic fits within the research priority.
- ✓ The principal investigator has an appointment with a Canadian university, research company or organization.
- ✓ The sponsoring organization is the organization of which the principal investigator is affiliated.
- ✓ Proposal timeline and budget do not exceed the maximums (2 years; \$130,000).

Manitoba Involvement:

✓ Option 1 (Manitoba Data)	✓ Option 2 (Manitoba Collaboration)
The research team <i>does not include</i> a researcher affiliated with a Manitoba university.	The research team <i>includes</i> a researcher affiliated with a Manitoba university.
At least 50% of the data must be collected in Manitoba (i.e., with Manitoba residents).	Data collection can occur outside of Manitoba, where justified.

Please note the Manitoba involvement criteria above identify the minimum requirement to be eligible to apply. Preference will be given to projects that go beyond meeting the minimum criteria above by demonstrating a higher level of Manitoba involvement (i.e., meeting the requirements for both Option 1 and Option 2).

B 2. Project Scope

Background

To date, very little research has looked at health care providers in relation to problem gambling. Health care providers, for the purposes of this document, are those not specialized in or focused on gambling, and include such examples as doctors, nurses, nurse practitioners, counsellors, and pharmacists. Research suggests that health care providers have not yet embraced screening for gambling as part of their routine practices. Afifi et al.¹ conducted a study looking at physical and mental health correlates of problem gambling identified in the Canadian Community Health Survey. They found that problem gambling is often associated with poor physical health and functioning, as well as mental disorders, suggesting that health practitioners are likely to be in contact with problem gamblers. Sullivan et al.² found that only one out of 28 problem gamblers in New Zealand who had seen a doctor for another medical issue had actually divulged that they also had a gambling problem. Abbott et al.³ also suggested that the majority of health and related professionals who have contact with problem gamblers are probably unaware of patient gambling problems. General population surveys (world-wide) indicate that the vast majority of people identified as having gambling problems do not report them to, or receive assistance from, professionals of any kind.

¹ Afifi (2010) Afifi, T. O., Cox, B. J., Martens, P. J., Sareen, J., & Enns, M. W. (2010). Demographic and social variables associated with problem gambling among men and women in Canada. *Psychiatry research*, 178, 2, 395-400.

² Sullivan, S., Arroll, B., Coster, G., & Abbott, M. (1998). Problem gamblers: A challenge for GPs. *New Zealand Family Physician*, 25, 1, 37-42.

³ Abbott, M., Volberg, R., Bellringer, M., & Reith, G. (2004). A review of research on aspects of problem gambling. *London: Responsibility in Gambling Trust*.

Wiebe et al⁴, in a survey of problem gambling amongst older (over age 60) adults in Ontario (n=1,500), found that over a quarter (26.7%) of participants suggested that they would consult a family doctor if they developed a gambling problem, making the doctor the second most reported choice for help seeking, with a gambling counsellor (36.4%) being the most popular choice.

Sullivan et al⁵ conducted a survey study of doctors in New Zealand (n=80) and found that three-quarters (75%) supported inquiring about their patients' gambling behaviours although less than one in five believed they were sufficiently trained to identify and help those patients with gambling problems. Furthermore, over one-third suggested that they would not know what to do and almost half of general practitioners did not know where to refer problem gamblers for help.

Project Goals

There is an overall lack of knowledge about the extent to which patients consult with health care providers about gambling problems. Furthermore, we know very little about whether health care providers feel that it should be their responsibility to enquire about patients' gambling and if they feel sufficiently qualified or well-informed to adequately respond. Therefore, the Research Council of the Manitoba Gambling Research Program is interested in exploring the knowledge, interest and needs of health care providers in identifying and offering support and referrals to patients with gambling concerns or problems. Examples of research questions might include, but are not limited to:

- What is a suitable role for health care providers to undertake in relation to patient gambling (e.g., direct treatment, referral to specialized treatment, screening for problems, etc.)?
- To what extent do health care providers believe that enquiring about gambling is appropriate and/or beneficial for overall patient well-being?
- Do health care providers feel qualified or well informed enough to confidently respond to patients who divulge that they have a gambling problem or gambling-related concerns?
- What training and/or resources might health care providers require to effectively identify and respond to patients with gambling-related issues?
- What are the barriers that could prevent health care providers and patients from engaging with each other on matters related to gambling and how might these barriers be overcome?

Proponents must clearly explain how the proposed research will have practical application for health care providers and findings must, at minimum, provide guidelines from which an application, strategy, resource or tool for health care providers could be produced or developed.

Proponents are welcome to enhance the research they propose with additional perspectives, such as how patients might be encouraged to approach a health care provider if they have concerns about their gambling behaviour.

⁴ Wiebe, J., Single, E., Falkowski-Ham, A., & Mun, P. (2004). *Gambling and problem gambling among older adults in Ontario*. Ontario Problem Gambling Research Centre.

⁵ Sullivan, S., Arroll, B., Coster, G., Abbott, M., & Adams, P. (2000). Problem gamblers: Do GPs want to intervene?.

Methodology

The methods employed could be qualitative, quantitative or a combination of both. Proponents must propose the research design and methods, along with a thorough description and rationale for their choice. The proposed study should include the following:

- Clearly indicate the portion of the data (or number of participants) that will be from Manitoba.
 - If the research team *does not include* a researcher affiliated with a Manitoba university, then at least 50% of the data must be collected in Manitoba (i.e., with Manitoba residents). For data collected outside of Manitoba, the sample must be applicable to a Manitoba context (e.g., relevant demographic or other variables) and the research findings must be applicable to Manitoba.
 - If the research team *includes* a researcher affiliated with a Manitoba university, then there is no minimum amount of data that must be collected in Manitoba. For data collected outside of Manitoba, justification must be provided and the research findings must be applicable to Manitoba.
- Ethical considerations, including the process through which an ethics review will occur, must be clearly identified.
- A description of the data and measures to be used and the method and timing in which the data will be collected.
- A description of the data analyses that will be performed.
- Identification of the limitations associated with the proposed methodology and analyses.

B 3. Proposal Submission

Proposals are accepted through the Manitoba Gambling Research Program website, manitobagamblingresearch.com. Proponents are required to create a user profile and complete an on-line application form prior to submitting a proposal. Proposals must be received no later than the Closing Date and Time; no proposal will be considered which is received after the Closing Date and Time. The website provides proponents with an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their proposal.

Items or requirements identified as “must”, “shall” or “will” are mandatory requirements and items or requirements identified as “should” or “may” are those that are preferable. The proposal submitted must meet all mandatory requirements; please ensure your proposal features the mandatory requirements prominently.

The proposal should not exceed fifteen pages (including Proponent Certification page) with a maximum of fifteen pages of appendices (30 pages total maximum).

Appendices may include references, completed budget template, curriculum vitae, etc.

All proposals should use:

- Single spacing
- Black, 11-point Arial font
- 2 cm margins (all sides)
- No headers or footers (footnotes exempted)
- Page numbers in bottom, right hand corner of each page (excluding title page)
- No hyperlinks
- Correct spelling and grammar

The proposal should be submitted as **one** file in PDF format (max.15 MB), and should include the following sections in this particular order:

- Proponent Certification (Appendix B of this document)
- Proposal (include Budget - Appendix C of this document)
- Appendices

Note: The scanned Proponent Certification form should be dated and signed by the appropriate individuals. Proponents may provide their own project title on the first page of their proposal as well as on their on-line application form, if they choose.

B 4. Questions and Inquiries

Proponents are solely responsible for obtaining all information that may be necessary in order to understand the requirements of this project. No allowance shall be made for the failure of a proponent to obtain such information or to make such investigations. Should a proponent discover any errors or omissions, or require clarification or additional information, they should notify Carly Sacco via email at carly.sacco@mbl.ca prior to the closing date for questions (August 2, 2017).

Requests should include the following:

- Solicitation Reference # and Title
- Proponent name and address
- Reference to specific area in question

By no later than the addenda deadline, clarifications, amendments or additional information related to this Project Guide will be issued as written addenda on manitobagamblingresearch.com.

B 5. Proposal and Assessment Criteria

Proponents should organize their research proposal according to the following headings. Included for each heading is the assessment criteria in the form of questions peer reviewers will be asked.

1. Rationale and Literature Review (20%)

Introduce the research objectives and indicate which of the project goals these objectives will address. Clearly explain how the proposed research meets the project goals and fits within the research priority(s). Provide an overview of the literature that is most relevant to the research question(s) and/or hypothes(es). Discuss practical applications of the research and clearly explain how the findings may be implemented.

Assessment Criteria: To what extent does the proposed research address the goals of this Project Scope? Is the literature review comprehensive and relevant? Is the research supported and justified by the literature review? Are the research questions clear and appropriate in scope? Are the results likely to have practical applications?

2. Methodology (45%)

- a) Describe the methodological approach, specific design and features of the proposed research and justify their appropriateness.

Assessment Criteria: Is the research design and methodological approach appropriate and clearly described?

- b) Describe and justify the approach for obtaining information. This includes the sampling strategy to recruit participants, the use of existing data sources, all measurement instruments and other tools, or any other approaches to gather information. Clearly indicate what portion of the data will be collected within Manitoba.

Assessment Criteria: Are the study population and sampling procedures well-specified and adequately justified? Are measurement tools and protocols justified and appropriate to the design of the study?

- c) Describe the proposed data analysis procedures and their relevance to the research question(s).

Assessment Criteria: Are data analysis procedures clearly presented and appropriate to the research question(s)?

- d) Identify any ethical considerations from the proposed research and how they will be addressed.

Assessment Criteria: To what extent have salient ethical issues been identified and addressed?

- e) Describe the limitations to the proposed design, approach for obtaining information and data analysis procedures, and any other foreseeable challenges to the project. Explain how you propose to address these issues.

Assessment Criteria: Are the limitations to the proposed methodology and foreseeable challenges to the project identified and appropriately addressed?

3. Qualifications (20%)

Describe the qualifications and experience of the key members of the research team in relation to their ability to conduct the proposed research. Researchers are encouraged to include student research assistants where possible.

Assessment Criteria: To what extent does the research team have the necessary skills and expertise to successfully conduct the research project?

4. Timelines and Budget (15%)

Timelines

Describe the proposed work plan, including specific milestones for each phase, team member assignments and timelines aligned with successful implementation of the research.

Assessment Criteria: To what extent does the proposed work plan and timelines align with successful implementation of the research?

Budget

Identify total budget for the proposed research project. The budget template is provided in Appendix C, and the Excel version should be downloaded from the website and completed as part of the proposal. You may also include a narrative budget justification as part of the proposal. Copies of quotes should be provided for work that is not being conducted by the research team (e.g., data collection undertaken by research firms) and for equipment or supplies which cost over \$15,000.

The following categories are included in the budget template:

- Personnel Compensation
- Data Collection
- Equipment and Supplies
- Knowledge Transfer/Dissemination
- Other Expenses
- Overhead (up to 20% of the total)

Budgets are reviewed carefully and should include only those expenses as outlined in the Eligible and Ineligible Expenses description (Appendix C) and necessary for the proposed research. Further detail or justification for expenses may be requested. All purchases, reimbursement for services and travel costs must follow guidelines and rates set by the sponsoring organization and must be undertaken in accordance with the sponsoring organization's standard procedures. Where sub-contracting is proposed, researchers are strongly encouraged to use Manitoba-based companies.

Note: Overhead is part of the total project budget which cannot exceed the maximum funding amount.

Assessment Criteria: Are all expenses appropriate and justified?

B 6. Evaluation and Selection

The selection procedure will be finalized through the following steps:

1. Proponents submit proposals on-line to *manitobagamblingresearch.com*.
2. Proposals are screened to eliminate submissions which do not meet the mandatory requirements. Proposals not meeting the mandatory requirements will be disqualified and will receive no further consideration. If any aspect of a submission is unclear, clarification may be sought from the proponent. Items or requirements identified as “must”, “shall” or “will” are mandatory requirements and items or requirements identified as “should” or “may” are those that are preferable.
3. Proposals meeting mandatory requirements are evaluated by three peer reviewers who are not proponents. Peer review is universally recognized as the most impartial and effective way to allocate research funds. Proponents will not be advised of the names of reviewers.

Proposals are rated on the following four key areas. Assessment Criteria are outlined clearly in section B5.

1. **Rationale & Literature Review:** Supporting literature, justified research questions (20%)
 2. **Methodology:** Adequacy, appropriateness and feasibility of the research design (45%)
 3. **Qualifications:** Required expertise and skills (20%)
 4. **Timeline & Budget:** Appropriate budget and feasible work plan (15%)
4. Following peer review, the Research Review Committee, a subcommittee of the Manitoba Gambling Research Program’s Research Council, will meet to further evaluate those proposals meeting the mandatory requirements. In judging the comparative merits of the proposals, the following will be considered:
 - Peer reviews of the proposals;
 - Practical application of the research;
 - Manitoba involvement;
 - Preference will be given to projects that go beyond meeting the minimum criteria identified in section B1 by demonstrating a higher level of Manitoba involvement (i.e., meeting the requirements for both Option 1 and Option 2).
 - Diversity of disciplines and approaches;
 - Annual program budget.
 5. The Research Review Committee will make award recommendations to the Research Council which is responsible for the final award decision. The Research Council may select one or more proposals, or it may select none at all.

All decisions on the degree to which a proposal meets the stated criteria and whether a proposal is accepted will be determined by the Research Council. The Research Council’s determinations in this regard are final and may not be appealed by a proponent.

B 7. Acceptance of a Proposal

If the Research Council decides to accept one or more proposals, it will accept the proposal(s) that, in its sole opinion, offer(s) the best solution to the project goals identified in the project scope of this document.

B 8. Negotiations

Any proponent whose proposal has been selected must be prepared to proceed in good faith to negotiate and enter into an agreement with Manitoba Liquor & Lotteries. Notwithstanding any other provision contained in their solicitation or in a proponent's proposal, selection of a proposal does not guarantee an agreement with Manitoba Liquor & Lotteries; rather, selection of a proponent's proposal is expected to initiate a process of negotiation which may lead to one or more agreements with Manitoba Liquor & Lotteries.

B 9. Notification of Outcome

Proponents will receive written notification in regard to the outcome of their proposal once the process has been closed.

PART C - PROJECT MANAGEMENT

C 1. Role of Sponsoring Organization

The sponsoring organization is the Canadian university, company or other type of organization of which the principal investigator is affiliated.

The sponsoring organization is responsible for:

- Establishing a separate research account for each research project.
- Managing the research account and ensuring the timely flow of funds to researchers.
- Submitting to Manitoba Liquor & Lotteries a statement of expenditures signed by the principal investigator as soon as practical after the close of the sponsoring organization's fiscal year.
- Notifying Manitoba Liquor & Lotteries immediately if the principal investigator is unable, for any reason, to carry out or to complete the research for which funds are provided.
- Monitoring the research project to ensure that the research is being conducted in accordance with the research proposal and the sponsoring organization's professional and usual research standards and protocols.

Manitoba Liquor & Lotteries may, in its sole discretion, independently monitor and/or conduct progress reviews and/or an audit. This may include meetings with the principal investigator and research team to review the progress or with the sponsoring organization in connection with the administration of the research project.

C 2. Ethics and Required Approvals

Proposals for research involving humans must ensure that subjects are protected from research risks, and that ethical considerations have been addressed.

The ethics review process must comply with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*⁶. In the event that a university based Research Ethics Board is not utilized, the sponsoring organization is required to complete an ethics review with a professional, independent, established research ethics board.

The sponsoring organization is responsible to withhold research project funds until the required ethics approvals have been provided to Manitoba Liquor & Lotteries.

⁶ Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, December 2014.

C 3. Intellectual Property

Manitoba Liquor & Lotteries, in its capacity as administrator of the Manitoba Gambling Research Program, shall own all right, title and interest in and to the data, compilation of data, analysis, research and intellectual property that is the subject of all research projects funded under this Program (the “Research”).

Subject to the provisions of Sections C4 and C5 hereof, the proponent shall have a non-exclusive, perpetual, fully-paid and royalty-free licence to use the Research for further research and other academic purposes, including the publication of technical data, journal articles, presenting at symposia and professional meetings, and other non-commercial uses, which includes those resulting from any further research.

In addition to the final report, the proponent will provide Manitoba Liquor & Lotteries with copies of the data gathered as part of the research. This may include:

- Copies of any interview and/or focus group recordings and/or transcripts;
- Clean datasets in SPSS or equivalent formats;
- Any aggregate dataset built from analysis of the raw data; and
- Any other data systems or intellectual property developed as part of this project.

C 4. Release of Information and Publication Rights

Any public announcement regarding the award must be withheld until the research agreement has been signed by all parties. Any such announcement must be made in accordance with the terms of the agreement. Failure to withhold public announcement could result in agreement delays.

The proponent agrees that no proprietary or confidential information shall be disclosed as part of any publication. The sponsoring organization or proponent shall not publish or otherwise release the final report, in whole or in part for at least sixty (60) days following the final report being accepted by Manitoba Liquor & Lotteries.

Any preliminary research findings that have not been previously provided in an interim report must be provided to Manitoba Liquor & Lotteries at least thirty (30) days prior to any publication or release of findings (including conference presentations) by the sponsoring organization or the proponent.

Unless the proponent first complies with the provisions of this Section C4, the proponent shall not publish or present the final report or any portion thereof.

C 5. Acknowledgements

Proponents will be expected to acknowledge the Manitoba Gambling Research Program of Manitoba Liquor & Lotteries in any publications and presentations that arise, in whole or in part, as a result of the Research using the following statement: “This research was funded by the Manitoba Gambling Research Program of Manitoba Liquor & Lotteries; however, the findings and conclusions of this paper are those solely of the author(s) and do not necessarily represent the views of Manitoba Liquor & Lotteries”.

C 6. Payment and Reporting

Upon signing the agreement, 40% of the research funds will be distributed to the sponsoring organization, and the proponent will be required to provide a summary of the research project suitable for posting on the Manitoba Gambling Research Program website. Payments of remaining project funds will be made on a regular basis, subject to agreed progress and timeframes in the approved work plan in the agreement. The principal investigator will be required to provide an interim report(s) on the progress of the project, including milestones reached and/or issues that may adversely affect the outcome relating to timeframes, budgets or other aspects of the project.

Manitoba Liquor & Lotteries will send the draft final report to two peer reviewers for comment, and the principal investigator will be required to address any comments from reviewers. Once comments have been considered, the final report is submitted to Manitoba Liquor & Lotteries for acceptance prior to the release of the final report.

Final payment will occur after all final reports (final research report, summary report, budget report, dissemination plans, and copies of data collected) have been formally accepted by Manitoba Liquor & Lotteries. The final research report will be provided to the Research Council and may be posted on the Manitoba Gambling Research Program website.

PART D – PROPOSAL TERMS AND CONDITIONS

A proponent should clearly understand, and by submitting a proposal, agrees that its proposal is subject to the following conditions, in addition to any other terms and conditions set out in this solicitation.

D 1. Disqualification

No proposal will be considered which is received after the Closing Date and Time. No proposal will be considered which does not meet the mandatory requirements. No proposal will be considered from a proponent where the Research Council, in its sole discretion, determines that a potential conflict of interest exists. No proposal will be considered that is in any way conditional or that proposes to impose conditions on Manitoba Liquor & Lotteries that are inconsistent with the requirements as outlined in this solicitation and the terms and conditions stipulated herein.

D 2. Right of Rejection

The submission of a proposal, the receipt of a proposal by the Manitoba Gambling Research Program, and the opening of a proposal; or any one of those, does not constitute acceptance of a proposal in any way whatsoever.

The Research Council reserves the right to waive deficiencies in any proposal. The decision as to whether a deficiency will be waived or will require that a proposal be rejected will be made by the Research Council in its sole discretion.

The Research Council reserves the right to request clarification in any proposal to enable the Research Council to determine whether the proponent's proposal merits further consideration. The right to clarify does not impose upon the Research Council a requirement to clarify any part of a proposal where the proposal is unclear or otherwise not acceptable in any aspect.

D 3. Right to Reissue Solicitation

The Research Council reserves the right to reissue the solicitation where, in the Research Council's sole opinion, none of the proposals submitted in response to the solicitation warrant acceptance or where it would be in the best interest to do so.

D 4. Ownership and Cost of Proposal

All proposals submitted before the Closing Date and Time become the property of Manitoba Liquor & Lotteries and will not be returned to the proponent. All costs and expenses incurred by proponents in the development, preparation, submission or presentation of proposals in response to this solicitation will be borne by the proponent.

The selection of any proposal, the rejection of any or all proposals, the termination of this solicitation process, or initiation of a new solicitation process shall not render Manitoba Liquor & Lotteries liable to pay or reimburse any such costs or damages incurred by any proponent or any partner or associate of such proponent participating in this solicitation process.

2015–2018 RESEARCH PRIORITIES



Responsible Gambling Strategies:
Advance strategies designed to support key responsible gambling priorities including prevention, harm minimization and problem gambling support and referral.

Informed Decision Making:

1. Explore ways to meet the information needs of individuals across the range of gambling risk behaviours in order to assist players in making informed decisions.
2. Explore ways to assist players to apply responsible gambling information/knowledge (e.g. erroneous beliefs, randomness, odds of winning) to gambling behaviour.
3. Investigate how attitudes about money and the value of money impact gambling decisions from a psychological, sociological, educational, economic, business, cultural, etc. perspective.
4. Increase understanding about the responsible gambling and problem gambling information needs of different population segments and how best to reach them (e.g. by age cohort, gender, ethnic or cultural group, physical/mental health status, socioeconomic status, etc.).
5. Explore the utility and effectiveness of pre-commitment strategies and feedback tools in helping players maintain control over their gambling.

Voluntary Self-Exclusion:

6. Identify effective practices and processes that will encourage individuals who have enrolled in a voluntary exclusion program to connect with support and assistance services.
7. Identify effective practices and processes to minimize the number of voluntary exclusion breaches.

Preventing & Reducing Gambling-Related Harm:

8. Determine effective approaches for identifying and interacting with players who may be exhibiting signs of at-risk or problem gambling.
9. Explore what game types and characteristics contribute to the appeal and/or increase the potential for harm.
10. Identify what responsible gambling policies/practices/programs are effective in preventing and/or reducing gambling-related harm (e.g. alcohol controls, signage, pop-up warnings, employee training, etc.).

Gambling Behaviours: Understand what influences gambling behaviour, and/or the movement and stability across the range of problem gambling risk levels.

11. Explore what risk and protective factors (e.g. behavioural, psychological, cultural/social, environmental, health, demographic, etc.) influence the movement back and forth between no risk

and problem gambling risk levels and examine the resulting implications for prevention, harm minimization and/or treatment of gambling problems.

12. Examine what constitutes non-problem gambling and what key factors (e.g. behavioural, psychological, cultural/social, environmental, health, demographic, etc.) keep gambling at a non-problem or low risk level.
13. Investigate how economic, cultural/social, or jurisdictional factors influence gambling behaviour and what the implication may be for preventing and/or reducing gambling-related harm.

Problem Gambling Risk & Program Responses: Effectively respond to the needs of individuals and families faced with gambling problems.

14. Identify factors (e.g. behavioural, psychological, cultural/social, environmental, health, demographic, etc.) that increase or decrease an individual's motivation to seek and commit to treatment and/or change.
15. Examine the relationship between co-occurring disorders and at-risk/problem gambling, and explore the implications for treatment.
16. Identify ways of linking individuals and families who could benefit from intervention/support with the effective treatment modalities and/or approaches best suited to their needs.

17. Examine effective strategies for transferring knowledge about preventing and/or reducing gambling-related harm to practitioners.

Emerging Technologies & Responsible Gambling: Understand technological developments in gambling and their potential to improve responsible gambling tools and problem gambling responses.

18. Examine the potential of technological features or tools (e.g. online feedback systems, smartphone apps, social media, etc.) in assisting players in managing and monitoring their play.
19. Examine the effectiveness of online information and interventions in preventing, assisting and/or treating individuals with gambling problems.
20. Identify whether there is a pathway between social gaming and online gambling and what the implication may be for preventing and/or reducing gambling-related harm.



Appendix B

PROPONENT CERTIFICATION

Solicitation #: FR-17-1
Name: Role of Health Care Providers

Submitted To: Carly Sacco,
Manitoba Liquor & Lotteries

Submitted By:

Sponsoring Organization

Street

City

Province

Postal Code

First Name

Last Name

Email

Telephone

Principal Investigator:

First Name

Last Name

Email

Street

City

Province

Postal Code

Telephone

Co- Investigator (if applicable):

First Name

Last Name

Email

Street

City

Province

Postal Code

Telephone

The proponent hereby certifies and acknowledges the following:

1. The proponent is familiar with the requirements as stating in the solicitation document and will be able to perform the services to satisfy those requirements.
2. The proponent has read the solicitation document and understands the terms and conditions thereof and the full nature and extent of the work involved.
3. All of the information provided in this proposal is true and complete. The sponsoring organization authorizes the Research Council and Manitoba Liquor & Lotteries to publically release its name and name of the principal investigator if the proposal is accepted.

Signed and Submitted:

Sponsoring Organization
Individual authorized to sign on behalf
of Sponsoring Organization

Principal Investigator

Co-Investigator

Date

Date

Date

Appendix C: Budget Template and Timeframe

PERSONNEL COMPENSATION

Non-Student Compensation		Hours	Rate	Budget
Personnel	Task Description & Timeframe	0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
			Subtotal	\$0.00
Student Compensation		Hours	Rate	Budget
Personnel	Task Description & Timeframe	0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
			Subtotal	\$0.00
Total Personnel Compensation				\$0.00

DATA COLLECTION

		Quantity	Rate	Budget
Personnel Travel		0	0	0
Communication		0	0	0
Participant Compensation		0	0	0
Other		0	0	0
			Subtotal	\$0.00

EQUIPMENT & SUPPLIES

			Budget
Computer Software			0
Electronic Equipment			0
Photocopying, Printing, Lab Supplies			0
Subtotal			\$0.00

KNOWLEDGE TRANSFER/DISSEMINATION

		Quantity	Rate	Budget
Transportation		0	0	0
Accommodation		0	0	0
Food Allowance		0	0	0
Conference Registration		0	0	0
Communication				
Other		0	0	0
Subtotal			\$0.00	

OTHER EXPENSES

Type of Expense	Task Description	Quantity	Rate	Budget
		0	0	0
		0	0	0
		0	0	0
		0	0	0
Subtotal			\$0.00	

OVERHEAD (20%)

		Budget
		\$0.00
		Overhead
		\$0.00

SUMMARY INFORMATION

Category	Amount
Personnel Compensation	\$0.00
Data Collection	\$0.00
Equipment & Supplies	\$0.00
Knowledge Transfer/Dissemination	\$0.00
Other Expenses	\$0.00
Budget (not including overhead)	
	\$0.00
Overhead (max. 20%)	\$0.00
Total Budget	
	\$0.00

Eligible and Ineligible Expenses

1. Personnel

Eligible Expenses

For Investigators:

- Proponents employed full-time at an academic institution are eligible for a course buyout, with justification and appropriate task detail. Only one course per year is allowed at a maximum of \$10,000 per course, provided that the course in question will be offered with substitute academic personnel.
- For proponents who are **not** employed full-time at an academic institution or a publicly funded agency, a per diem is calculated as salary plus benefits divided by 261 to a maximum of \$800 CAD per day. Adequate justification should be provided for both the time allocated and the required level of expertise in relation to the assigned tasks. The per diem per day should include any and all obligations including any applicable taxes.
- Proponents who are employed full-time at a publicly-funded agency are not normally entitled to a per diem. Exceptions may be made under certain circumstances.

NOTE: Above policy is subject to consistency with the consulting fee policy of the sponsoring organization.

For Research support:

- Salary for support staff, research assistants and student assistants in accordance with standard rates at the university, sponsoring organization, or particular locale where the work is being carried out.

For Consultants:

- Consulting fees may be included in the budget only if it can be demonstrated that expert advice is needed to resolve highly technical problems. These fees must be justified in the proponent's Research Plan. Where reasonable, key project personnel are expected to have the full qualifications and experience necessary to carry out the research for which they are funded, or to obtain the help of fellow scholars/practitioners as part of reciprocal collaboration.

Ineligible Expenses

Proponents employed full-time at an academic institution are not permitted to receive direct personal payment for their time allocated to the research.

Costs related to staff awards and recognition.

Fees for informal consultation with colleagues.

Supplements to salaries / stipends are not allowed for the following activities:

- Salary for individuals registered in a degree/program related to this research project
- Indirect payroll costs (e.g. medical insurance)
- Preparation of teaching materials
- Curriculum development
- Severance pay and separation packages
- Administrative charges and fees

2. Personnel Travel

Eligible Expenses

Only Canadian and Continental US travel is eligible.

Travel and subsistence costs directly related to:

- The conduct of the research activities (e.g. for data collection, team meetings)
- Knowledge translation (i.e. the presentation of research results)

For air travel, proponents must obtain the lowest rate available, not to exceed full economy fare. If an advance purchase excursion (APEX) fare is the least expensive option, subsistence costs may be included for the additional days the traveler may be required to stay in order to take advantage of the fare, provided that the total cost of the APEX fare and subsistence is less than the cost of a full economy fare.

Subsistence costs must be justified by the requirements of the programs and activities and may be applied only to time spent away from home.

Rental or mileage costs are allowed only if the use of a car is essential.

Subsistence and mileage costs will be calculated using the sponsoring organization's rate(s).

Ineligible Expenses

Any expenses for overseas travel.

Alcoholic beverages.

Commuting costs between the residence and place of employment or between two places of employment of the proponent and/or his/her research personnel.

Reimbursement for airfare purchased with personal frequent flyer point programs.

Child care or babysitting expenses while a parent is travelling.

3. Communication

Eligible Expenses

The following items may be included in the budget only if they are directly related to the research activities: disposable supplies (such as stationery), postage, long distance telephone calls and purchase of books, documentation, and duplicated material, workshops, seminars, round tables, conferences, public lectures directly related to the research activities (the cost of meals for workshop participants may be included in the budget, but alcoholic beverages will not).

Knowledge transfer activities may vary; conference travel is limited to an annual maximum of \$2,000 (e.g., a maximum of \$4,000 for conference travel can be budgeted for a two year project and may be utilized at any time). Please note researchers affiliated with a Manitoba university are eligible to apply for conference grants.

Page charges for articles published, including costs associated with ensuring open access to the findings (e.g., costs of publishing in an open access journal or making a journal article open access).

Preparing a publication (e.g., preparing a camera-ready manuscript, preparation and/or purchase of illustrations, figures, maps, drawings and photographs).

Preparing primary data to make them accessible to other researchers/practitioners.

Sending copies of data, reports or publications in Canada or abroad.

Research activities leading to publication: salaries of office staff (including editorial assistants) and travel and subsistence related to preparing a publication.

Preparation of materials for mass media and other audiences (e.g., digital media, Website maintenance fees, etc.).

Ineligible Expenses

Standard monthly connection or rental costs of telephones.

Connection or installation of lines (telephone or other links).

Voice mail.

Cellular phone, smartphone, tablet computer (e.g., iPad), personal digital assistant (PDA) (e.g., Blackberry, Palm Pilot, Pocket PC), or similar electronic device rental or purchase, including service plans, long distance or local charges, unless they are necessary for data collection.

Library acquisitions, computer and other information services provided to all members of the institution.

Professional training or development, including computer and language training.

Requests for translation, unless specifically included for a research instrument (e.g., questionnaire), or for communications of research results.

4. Equipment and Supplies

Eligible Expenses

The sponsoring organization should supply computer equipment; however, purchase or rental of laptop computers and printers for fieldwork and/or data collection may be eligible with approval from Manitoba Liquor & Lotteries.

All computer services or licensing for which user fees must be paid. Sponsoring organizations are expected to offer researchers "most-favoured-user" rates for computer services, where available.

Other non-disposable equipment: purchase or rental of equipment such as cameras, video equipment, laboratory equipment are allowed only if proponents do not have access to such items through the university or sponsoring organization and with approval from Manitoba Liquor & Lotteries

Ineligible Expenses

Insurance costs for equipment.

Costs for the construction, renovation or rental of laboratories or supporting facilities.

Purchases or rental of standard office equipment such as desks, chairs, filing cabinets, photocopiers, facsimile machines and answering machines.

Field vehicles.

5. Participant Compensation

Eligible Expenses

Fees paid to or incentives purchased for research subjects, as incentives for participation, where ethically acceptable.

6. Other

Eligible Expenses

The cost of the project's ethical review through a professional, independent, established research ethics board, which complies with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* if the sponsoring organization is *not* a university.

Recruiting costs for research personnel, such as advertising.

The purchase of specialized services not formally provided by the sponsoring organization and directly related to the research activities may be eligible with approval from Manitoba Liquor & Lotteries.

Ineligible Expenses

Any expenses incurred before the project start date (defined as the commencement date of the agreement).

Costs of entertainment, hospitality and gifts.

Sales taxes for which an exemption or rebate applies.

Any research expenses related to work being carried out by the researcher under contract to a public or private agency or firm for their own purposes, with the exception of work commissioned by a non-governmental publisher.

Monthly parking fees for vehicles unless specifically required for field work.

Cost of memberships in professional associations.

Purchase of land.

Contingency allowances.

7. Overhead

Eligible Expenses

Overhead is calculated in addition to the direct costs of the proposed research project, to a maximum of 20% of the direct costs. Overhead is expected to cover the costs of normal research support, including office space, administrative supports, computers, etc.

Note: Overhead is part of the total project budget which cannot exceed the maximum funding amount.