November 8, 2026

Re: Request for Proposals - Wendy Porter Memorial Research Grant for Early Career Investigators in Collaboration with the Canadian Chiropractic Research Foundation

The Wendy Porter Memorial Research Grant Fund

The Wendy Porter Memorial Research Grant (WPMRG) Fund was established with the Foundation for the Royal College of Chiropractic Sports Sciences (Canada) (RCCSS(C)) in 2023 by friends and colleagues of Wendy Porter.

With matching monetary and in-kind support from The Canadian Chiropractic Research Foundation (CCRF), the Wendy Porter Memorial Research Grant Fund is excited to announce its third Request for Proposals (RFP) for the Wendy Porter Memorial Research Grant (WPMRG) for Early Career Investigators.

Wendy Porter was a leader, entrepreneur, researcher, and advocate. She worked to champion the fields of sports and athlete development, healthcare, and healthcare technology. She innovated in these areas and exemplified inspirational leadership as she sought to enable the talents of those she worked with.

Her insights, energy, and passion for research created a legacy which these Grants will leverage by **supporting early career investigators** in the areas of:

- Sports and athlete development
- Healthcare
- Healthcare technology

The total grant pool for this call is $10,000 CAD. Grants for individual projects will start at $1,000 CAD with a maximum amount of $5,000 CAD per project. Applications with co-funding arrangements with other funding sources is encouraged, but not a requirement.

*Please note: WPMRG grants are intended to support the direct costs of research. No funding is to be used for the indirect costs of research such as general operation, university or institutional overhead/administration and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).

All submissions will be assessed by a review committee comprised of a consortium of donors to the WPMRG, volunteers from the scientific community, and representatives from the Foundation for the RCCSS(C) and the Canadian Chiropractic Research Foundation.

Who Can Apply?

To be considered for funding from the WPMRG in this submission cycle, your project must:

- Include at least one Canadian early career researcher listed as the primary or secondary investigator. For the WPMRG, an early career researcher is defined as a graduate student

(masters or PhD), resident of a health profession specialty fellowship program, or researcher within 5 years of receiving their PhD qualifications.

- Conduct research within one or a combination of the WPMRG targeted research areas of: sports and athlete development, healthcare, and/or healthcare technology.
- Provide appropriate academic and scientific rigor
- Adhere to the parameters set out in this Request for Proposal (RFP)
- Be received by the WPMRG by 11:59pm Eastern Time on Friday, December 11, 2026
- Be conducted in accordance with Canadian legal, regulatory, and ethical guidelines

How To Apply?

To ensure equal access for submitters and support timely grant awards, the WPMRG uses the CCRF's three-step application process. Before applying, please make sure to review this Request for Proposal (RFP) and its eligibility criteria thoroughly.

Step One: Letter of Intent (LOI)

- Grant seekers submit a brief Letter of Intent (LOI) to provide a succinct overview of their proposal, including a summary of the project concept, the anticipated output and the amount of funding requested
- LOIs must follow the submission format and instructions below
- LOIs must be received by 11:59pm Eastern Time on Friday, December 11, 2026

LOI Submission Format

- English language on your organization's letter head
- LOI should be no more than two pages in length, single-sided, single-spaced, Calibri 11-point font, and 1-inch margins with page numbers at the bottom
- Page one should include:
    - Project title
    - General research design
    - Applicant name(s), degree(s), contact information and academic affiliation(s)
    - Amount of grant requested
- Page two should include:
    - Research abstract, which describes the scope, purpose, methodology, hypothesis of your project and content of the proposed work. Please indicate the anticipated impact of this research and why it is important to further knowledge within one or more of the research areas targeted in this grant (sports and athlete development, healthcare, and/or healthcare technology)
- Supporting materials, such as peer reviewed publications and biographic information, are optional and can be provided as attachments (maximum two pages)
- Proposals must be dated and signed by the principal applicant
- Signed proposals must contain the following declarations: *"We/I confirm, that to the best of our/my knowledge, this LOI submission is accurate. We/I also certify all identified investigators will fully participate in the proposed work. We/I have read and understood the most recent Request for Proposal and Letter of Intent Guidelines."*

Submission Instructions

- A single PDF file containing the LOI and all supporting documents should be emailed to wendyportermemorialgrantfund@gmail.com no later than 11:59 pm Eastern Time on Friday, December 11, 2026
- PDF files should be saved as "LOI_lead submitter last name_institution_year." (e.g., LOI_Harris_University of Toronto_2026)

Step Two: Evaluation

- Proposal evaluation is overseen and administered by the WPMRG Committee
- Every LOI is evaluated by the Committee
- Grant applications are provided only to selected projects that align with the areas of focus outlined in the current Request for Proposals (RFP)
- All submitters will be notified of the status of their project. Those who do not receive an application will be notified that a grant will not be offered this cycle.

Step Three: Grant Application

Based on the LOI, the WPMRG Committee will provide selected applicants with a grant application.

- Grant applications include a cover letter, project overview, phases and timeline, monetary request, submitter background/qualifications, references, other funding sources (projected and confirmed) and multimedia components (if any)
- Grant applications and LOI budgets are usually identical. If an increase is requested during the grant application stage, it should be justified by the submitter
- Applicants will be informed about proposal status with a letter indicating:
    - A grant will not be offered during this cycle
    - A grant is approved contingent on certain terms and conditions of the WPMRG

When to expect to hear back about your application?

- Decisions on Step one LOI are scheduled to be determined on or before January 20, 2027. Applicants with successful LOIs will be invited to submit a full grant application.
- Full grant applications are due by 11:59 PM (EST) on February 19, 2027
- Final grant decisions are scheduled to be determined on or before March 19, 2027

Have a question?

- Please email Dr. Alex Lee, Chair of the Wendy Porter Memorial Research Grant, at dr.alexdlee@gmail.com