



- STATEMENT OF WORK -

Task Authorization (TA) – 61

1. NUMBER – TITLE OF TASK AUTHORIZATION

TA 61 – Improving Canadian Armed Forces mental health and resilience training: understanding trainee preferences for the Road to Mental Readiness (R2MR) Program.

2. VALIDATION OF SCOPE OF CONTRACT

- 2.1 The following task(s), as written in the SOW of the main contract (W7714-145967/001/SV) apply to this Task Authorization (TA):
- a) **Experimental and Clinical Studies** - Design and conduct of experiments involving both human and animal studies.
 - b) **Data Analysis** - Perform state of the art analysis of data from experimental studies, clinical trials, field studies or trials, and existing databases.
 - c) **Educational Programs** - Develop and deliver educational programs for stakeholders involved in the delivery of health care to military members, Veterans, and their families.
 - d) **Advice** - Provide recommendations on peer review research proposals, publications, experimental studies, surveys and scientific evidence.
 - e) **Expert support** - Provide personnel support to military and veteran health research projects through education, dissemination of research findings or knowledge translation.

3. ACRONYMS

CAF	Canadian Armed Forces
CIMVHR	Canadian Institute for Military and Veteran Health Research
DND	Department of National Defence
DRDC	Defence Research and Development Canada
HREC	Human Research Ethics Committee
R2MR	Road to Mental Readiness
SA	Scientific Authority
SOW	Statement of Work
TA	Task Authorization

4. REQUIREMENT

Based upon the primary data collection findings derived from W7714-145967/001/SV Task 52, there is a requirement for a Sub Contractor to design an empirical study that identifies the relative importance of Road to Mental Readiness (R2MR) training characteristics (i.e., content, delivery method, and accessibility) that correspond with optimal preferences from the perspective of a Canadian Armed Forces member/trainee. Further, the Sub Contractor will analyze the study data and provide recommendations for prioritized targets that can be used to improve the perceived satisfaction and training value of mental health and resilience training in the CAF.

5. BACKGROUND

Maintaining the psychological health and resilience of military personnel is imperative for the CAF as it ensures its personnel can adapt to and overcome high-stress environments. CAF personnel may minimize the negative psychological impact of military operations by taking part in relevant and effective training geared to prepare them for potentially stressful experiences during military operations. Currently, little is known about current CAF members' perceptions of, and satisfaction with mental health and resilience training. In W7714-145967/001/SV Task 52, using



National Défense
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- STATEMENT OF WORK -

Task Authorization (TA) – 61

a large survey of actively serving CAF members, subjective effectiveness and qualitative feedback from CAF members about resilience training were collected. Gaps in the existing training program were identified (as perceived by CAF members).

6. OBJECTIVE

In order to provide informed decision-making related to the prioritization of mental health and resilience training improvements and enhancements, DRDC is requiring a study to evaluate the relative importance of improvement targets that were previously identified as part of W7714-145967/001/SV Task 52.

7. APPLICABLE DOCUMENTS & REFERENCES

N/A

8. TASKS TO BE PERFORMED

The Sub Contractor must perform the following tasks:

- 8.1 Design a primary data collection study that will identify the relative importance of features (current and recommended) of mental health and resilience training from active CAF personnel:
 - a. Provide study protocol and prepare ethics documentation which will be shared with the Scientific Authority (SA) and DRDC Human Research Ethics Committee (HREC);
 - b. Assist SA and DRDC members in implementing the study using existing data collection infrastructure provided by DRDC;
 - c. Test and confirm that data collection medium is functioning appropriately and is ready for data collection;
 - d. Troubleshoot and recommend recruitment methods to effectively collect data from active CAF personnel;
 - e. Receive all required ethics approvals to conduct the study.

- 8.2 Conduct analysis on the data resulting from the study:
 - a. Identify appropriate statistical analysis to identify hierarchy of preferences related to parameters/characteristics of mental health/resilience training;
 - b. Provide documentation for all scripts/analytical processes;
 - c. Identify prioritized list of parameters.

- 8.3 Produce a draft manuscript intended for peer-reviewed publication describing the findings of the study:
 - a. Joint selection of journal with SA;
 - b. Joint contribution from appropriate collaborators;
 - c. Provide recommendations on how and when to implement identified improvements effectively.

- 8.4 Attend bi-weekly update meetings to report on progress to date, to include drafts of documentation in 8.1, 8.2, and 8.3.

9. DELIVERABLES

The Sub Contractor must prepare and submit the following deliverables by the Task end-date of 16 March, 2022.



- STATEMENT OF WORK -

Task Authorization (TA) – 61

Number	Task reference	Description of the Deliverables	Quantity and Format	Delivery Date
9.1	8.1	Submit the design of an empirical, primary data collection study suitable for publication in the open literature.	Presented via teleconference with the SA and Electronic format, MS Word document	06 weeks after issuance of Task Authorization.
9.2	8.2	Submit summary of results of the data, as well as all figures and tables describing those results.	Presented via teleconference with the SA and Electronic format, MS Word document	20 weeks after issuance of Task Authorization
9.3	8.3	Submit draft manuscript intended for peer-reviewed publication. SA will review and provide feedback within 5 business days.	Electronic format, MS Word document	Due by 01 March 2022.
9.4	8.3	Submit final manuscript incorporating feedback of SA from draft manuscript.	Electronic format, MS Word document	Due by 14 March 2022.
9.5	8.4	Attend an initial project meeting, and bi-weekly update meetings to report on progress to date on drafts of documentation in Tasks 8.1, 8.2, and 8.3, and a final close-out meeting.	Presented via teleconference with the SA and Electronic format, MS Word document	Monthly up to 16 March 2022.

10. MANDATORY SELECTION CRITERIA

The successful team will collectively have the following minimum qualifications:

- a) A post graduate or graduate degree in neuroscience or psychology, specifically in mental health studies.
- b) Previous experience working with CAF members or para-military organizations.
- c) Past experience and extensive knowledge of CAF training, including the R2MR, for consulting on how to effectively develop and evaluate resilience training under simulated stress.
- d) Have conducted and published systematic literature reviews and/or research reports on mental health, mental health training, and resilience training interventions (specifically R2MR).
- e) Have at least one of the following: publications, research grants, awards or projects, as a proven record of carrying out mental health research in the CAF.
- f) Composed of a research team with access to a variety of databases online.
- g) Strong expertise in experimental design, as demonstrated by peer-reviewed publications

11. PUBLICATIONS

The Sub Contractor will not be restricted from presenting publications at symposia, national or regional professional meetings, or from publishing in journals or other publications, accounts of the work pertaining to this contract. Publications, conference presentations, symposia and all other dissemination of material pertaining to the work of this task must acknowledge that the work was performed under Contract with Canada, a copy of which shall be provided to the SA 30 days in advance.



National Défense
Defence nationale

- STATEMENT OF WORK -
Task Authorization (TA) – 61

12. LANGUAGE OF WORK

Documentation and deliverables must be submitted in the English language.

13. LOCATION OF WORK

The work will be performed at the Sub Contractor's site.

14. TRAVEL

The Sub Contractor is not required to travel.

15. MEETINGS

The Sub Contractor must attend project meetings as described in Section 9.5. All meetings will be held through teleconferences unless mutually agreed otherwise between the Sub Contractor and the SA.

16. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

17. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

18. SPECIAL CONSIDERATIONS OR CONSTRAINTS

None

19. SECURITY

The Sub Contractor will not require access to PROTECTED and/or CLASSIFIED information or asset, nor to restricted access areas.

Not applicable

20. INTELLECTUAL PROPERTY (IP) OWNERSHIP

The Sub Contractor will own any Foreground IP created by virtue of the main contract (W7714-145967/001/SV).

21. CONTROLLED GOODS

Not applicable

22. BASIS OF PAYMENT REQUESTED

Limitation of expenditure



National Défense
Defence nationale

- STATEMENT OF WORK -
Task Authorization (TA) – 61

23. METHOD OF PAYMENT REQUESTED

X Progress payments

24. BUDGET

The Sub Contractor will be paid by CIMVHR as per the terms of Contract # W7714-145967 between Defence Research and Development Canada and CIMVHR. The amount of funding available is allocated by fiscal year (April 1 - March 31st) and is approximately \$70,000.00 for this Task for the 2021/22 fiscal year. Details on full budget allocations are TBD upon award.

A draft budget must be submitted with the proposal along with a budget justification. A detailed budget will be developed post award in consultation with CIMVHR. Interested parties should request budget documents and information on creating their budget from Jocelyne Halladay.