C17 RESEARCH NETWORK

RESEARCH FUNDING

APPLICATION AND AWARD GUIDE

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C17 RESEARCH NETWORK GRANT COMPETITION OVERVIEW

The goal of C17 Research Network is to improve the treatment, care, quality of life and the outcomes of children with cancer, blood disorders, and stem cell transplants. The C17 Research Network supports research that is hypothesis driven, addresses a gap in knowledge, furthers our current understanding, or explores new ideas and areas.

The mandate of the C17 Research Network is to fund Canadian-led, preferentially collaborative research involving multiple pediatric oncology/hematology centres across Canada; multi-disciplinary research; and to encourage new research collaborations. The purpose of the C17 Grant Competition is to advance research with the potential to further C17's mission of improving health outcomes and quality of life for children and adolescents in Canada with cancer and blood disorders.

1. Call for Proposals

C17 Research Network will issue a call for proposals once a year via an email to the C17 Council, posted on the C17 website and blog, and communicated to the C17 community through the weekly C17 SODIDO digest. Past grant recipients also will be notified. Researchers can be added to the distribution list by contacting the C17 Research Network Office.

2. Letter of Intent / Grant Competition Timeline

The C17 Research Network is an annual competition with a two-stage application process beginning in the fall. All applicants must first submit an application package containing a 3-page Letter of Intent (LOI) that summarizes the intended research plan. This document will be used for the following purposes: 1) to ensure that the proposed project fits the C17 Research Network mandate; 2) to review applicant and grant eligibility; and 3) to engage reviewers with the goal of providing constructive commentary that the applicants may wish to consider in developing a full grant application should the LOI be accepted to go forward. All sections of the package must be completed and received by the indicated deadline date.

Applicants will be notified whether their LOI has been accepted or not. Applicants whose LOI is accepted will be invited to submit a full grant application package, that includes a 10-page research proposal. LOIs that are not accepted for grant submission, but are acknowledged to fit the C17 mandate, may choose to revise and re-submit the LOI for the next LOI application deadline.

Process	General Timeline for Annual Competition*
Call for Letters of Intent (LOI)	September/October
LOI submission deadline	mid-December
Applicants notified of LOI competition results	End of January
Grant submission deadline for accepted LOIs	April
Applicants notified of grant competition results	July/August
Distribution of funds	When agreement is signed (August/September)
Latest start date	March 1 of subsequent year
Annual report due	One year from award notification

Please refer to the call for applications and grant application form for competition-specific dates.

Applications must be sent by email before **4:00 pm Mountain Time** (C17 office local time) on the due date. If the submission deadline falls on a weekend or statutory holiday, deadlines for submissions will moved to the next business day.

***Dates and LOI requirements are subject to change. Targeted or special competitions may be run in addition to the annual fall competition; LOI requirements may be modified. Please refer to the official call for applications and C17.ca.**

LOI AND GRANT SUBMISSION GUIDELINES

All sections of the LOI and Grant application form are required to be completed and attached at the time of submission. Applicants will receive an email confirming receipt of the application.

Time permitting, the C[17] Research Office will review the applications for completeness and eligibility for competition, and will notify the applicant of any outstanding items. It is the PI's responsibility to ensure completeness of applications by the submission deadline, whether submitted by themselves, or someone on their behalf.

Applications must be received by competition deadline and must be submitted as follows:

1. One (1) electronic copy of the application sent via email.

- Administrative/signature form, application form, proposal, CVs, appendixes and any additional supporting documents must be assembled into a **SINGLE PDF file** in the order outlined below. Applications spread over multiple files will not be accepted.
- The first component of the file name should be the last name of the PI. If applicable, the funding partner for specific calls should be included in the file name (e.g., KNUDSON_Round 17 ECFC.pdf).
- Hardcopies of the application are not required. Keep the original signature page on file.

2. In addition to the PDF of the application, please send a **WORD document** containing the i) project title, ii) name and contact information of the ONE PI, iii) names and contact information any co-Investigators, iv) lay abstract (150-200 words) and v) scientific abstract (500 words). This document is for administrative purposes, and there are no formatting requirements.

All applications are to be submitted to: Leah.Young2@ahs.ca

Phone: 780-492-7048

A. FORMAT

To maintain the principle of fairness to all, application instructions must be strictly adhered to in the preparation of grant applications.

Application	Research Proposal Page Limit
Letter of Intent	3 pages
Grant application	10 pages

- Each research proposal has a maximum number of **pages of SINGLE-SPACED text**, not including tables, figures, or references. A reasonable list of acronyms and definitions is encouraged, and is not included in the page limit.
- Use only 8.5 x 11 inch (standard "letter size") settings.

- No single page may exceed **49 lines**.
- The preferred font size is **11 point, Calibri/Arial**. The use of condensed font and/or condensed character spacing is prohibited.
- Margins should be set at no less than 2.54 cm (1 inch); headers/footers and page numbering may be included within the margin.

B. ORDER OF APPLICATION PACKAGE

Assemble the application components into a **single PDF file** in the following order.

1. Response to reviewer comments on LOI or previous submission (if applicable)
2. Completed C^{17} Research Network LOI/Grant Application Form
3. Budget justification and supporting budget documents
4. Supporting documents for "other funding requested"
5. Research proposal
6. References
7. Figures and tables
8. The CV of the ONE Primary Investigator (PI) + proof of manuscript acceptance, if applicable
9. Co-Investigator CV(s) + proof of manuscript acceptance, if applicable
10. Collaborator letters, as required
11. Site collaborator letters, if applicable
12. Appendixes

LOI AND GRANT APPLICATION INSTRUCTIONS

A. ADMINISTRATIVE DETAILS

1. Title of project

Provide the full title of the research proposal being submitted.

2. Principal Investigator and Co-Investigators

Provide the name, position, affiliation, address, phone, fax, e-mail address of the ONE Principal Investigator and Co-Investigators (if applicable). Refer to Appendix A for definitions of Principal Investigator, Co-Investigator and Collaborator.

3. Submission type

Using the boxes provided, indicate if this is:

a. **New** - the application has not previously been submitted to C^{17}.

b. **Resubmission** - revised version of a submission that was unsuccessful in a previous competition. Applicants are encouraged to attach a cover letter addressing the reviewers' comments from the previous submission.

c. **Renewal** - a request for continued funding for a project that is currently or has been previously funded by C^{17} grant competition. If a renewal of the current funding is being requested, outline the project's progress to date and reasons for the renewal request.

If applicable, indicate if the submission is to the C^{17} Operating competition, or to a funding partner specific competition (e.g., ECFC, AAMAC).

4. Classification of study

Indicate at least one below, and a maximum of three, that best categorizes the proposed research. Please consult the call for applications each round for possible limits on the scope of study classification under consideration.

Basic laboratory and translational research - Basic research is directed towards attaining greater knowledge and understanding of fundamental principles of science and medicine. Translational research is the application of discoveries from basic biomedical and behavioral research toward the diagnosis, treatment or prevention of human disease, with the ultimate goal of improving public health.

Biological sample banks and registries - High quality banks and registries of uniformly collected information including specimens with validated clinical and outcome data will be essential for development and delivery of the new diagnostic and predictive tools. Applicants must establish policies to make appropriate patient demographic, clinical, outcome and treatment data available for use to other investigators of the specimen bank.

Phase I, II, III and pilot studies - A biomedical or behavioral research study of human subjects designed to answer specific questions about biomedical or behavioral interventions (drugs, treatments, devices, or new ways of using known drugs, treatments, or devices). Clinical trials are used to determine whether new biomedical or behavioral interventions are safe, efficacious, and/or effective.

Health outcomes & health services research - Changes in the health status of individuals, groups or populations which are attributable to a planned intervention or series of interventions. Interventions may include government policies and consequent programs, laws and regulations, or health services and programs including health promotion programs.

Quality of life & psychosocial research - Research that advances knowledge and understanding of the multitude of experiences, including medical and non-medical factors related to one's overall well-being. The goal is to improve the quality of life, health and functional status.

Prevention - Research that is aimed at identifying interventions which reduce cancer risk by reducing exposure to cancer risks and increasing protective factors. Interventions may target lifestyle or may involve drugs or vaccines.

Early detection, diagnosis and prognosis - Research focuses on identifying and testing cancer biomarkers and imaging methods that are helpful in detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence.

Relapse/refractory/progressive disease – Research targeted understanding and advancing the treatment of relapsed, refractor and/or progressive disease, as well as disease for which there are no, or limited, therapeutic options.

Genetics, including genetic biomarkers & precision medicine – Research that examines the genetics of a specific disease. The goal of the genetic analyses may vary between projects, and may include identifying/understanding causative genetics, identifying genetic biomarkers that predict refectory disease or poor outcomes, genetic identification of potential druggable targets and precision medicine.

Survivorship & late-effects – Research that addresses either medical or QoL aspects of survivorship, as well as the prevention and treatment of late-effects.

New therapies and druggable targets – Research that explores new therapies of all types (e.g., chemotherapy, immunotherapy, radiation), as well as the testing of novel druggable targets. The application of current therapies for new indication.

5. Signatures

- Date and signature of the Principal Investigator, and of the C[17] Director (Institution Hematology/Oncology Division Chief). If the C[17] Director is unknown, please contact the C[17] Research Office.
- If you are not at one of the C[17] institutions, please contact the C[17] Research Office. In most circumstances, it will be recommended that you follow the signature policy at the PI's University/Department or Institute.
- If the applicant is a Chief/ Director, signature of the Institutional Department Chair (or equivalent) should be obtained.
- It is the PI's responsibility to ensure that institutional signature requirements are fulfilled.
- Signatures are not required for co-investigators or collaborators.

6. Collaborators

Refer to Appendix A for definitions of Principal Investigator, Co-Investigator and Collaborator.

Provide the name, position, affiliation, address, phone, fax, e-mail address and project responsibilities of the Collaborators. Outline the specific role of the Collaborators with respect to the project. Include both duties and/or services to be provided by each individual.

Listing Site Collaborators indicates that they have read and understood the research proposal and have agreed to participate and enroll participants. Attach letters of support.

7. Multicentre feasibility

Describe the extent to which the proposed research is multicentre. For example:

- Comment on academic, clinical or research collaborations, sample collection and/or patient recruitment across Canada.
- Basic/translational researchers are encouraged to explore collaboration to fulfill this aspect of the C17 Research Network mandate; new collaborations are welcome and collaborations between senior and new investigators encouraged.
- Please justify if the proposed research is not a multicentre study, or if only one province in Canada included in the proposal.

8. Relevance & potential for practical application

Describe below the relevance/importance of this study to the focus areas and the potential of the study results to advance the treatment of pediatric or adolescent hematology/oncology patients.

- What is the potential importance of this study?
- If the proposed research is basic or translational in nature, what is the pathway to using the research results to advance patient treatment and/or improve outcomes?
- What is the potential to generate new or required knowledge?
- What is the potential application of this knowledge?
- Comment on innovation and/or originality.

9. Scientific abstract and lay summary

Please be cognizant of any intellectual property issues or other sensitivities when completing the summaries section.

Scientific Abstract – Provide a 500 word scientific abstract. This abstract will be used to select reviewers and to provide an overview of the application during the grant review process. Scientific abstracts will not be posted on the C[17] website,

but will be shared with the Canadian Partnership Against Cancer (CPAC) for purposes of tracking research investment in Canada and the world.

Lay Summary - Provide a 150-200 word summary of the proposal. It should be **simple, easy-to-understand, and use non-technical language.** This section is a "snapshot" of the proposed research; it should not resemble a scientific . Explain the why the study is important, what the research objectives are and the relevance to cancer, using language that does not infer a post-secondary education. Do not outline research aims or methodology in technical terms. Be sure to indicate how your proposed research can improve personal health, the health of populations and/or the health delivery system. The lay abstract will be reviewed by the C^{17} grant committee, and will be viewed by C^{17} funding partners and other lay organizations. Funded application summaries will be posted on the C^{17} website, submitted to research organizations (e.g. CPAC) and may be supplied to the media.

10. Health Canada CTA approval and Clinical Trial Protocols

Indicate whether a Health Canada Clinical Trial Application (CTA) is required for clinical trials. If applicable, the CTA "No Objection Letter" status will contribute to the 24-month study feasibility assessment during the review process.

Applicants/Sponsors must file a CTA for human drug clinical trials in Phases I through III of development and comparative bioavailability trials [Health Canada Division 5]. This includes trials involving marketed drugs, where the proposed trial is outside of the parameters of the approved NOC or DIN application, e.g., one or more of the following is different:

a. indication(s) and clinical use;
b. target patient population(s);
c. route(s) of administration; or
d. dosage regimen(s).

This also includes use of medical devices and natural health products.

Sponsors are *not* required to file a CTA for clinical trials involving marketed drugs where the investigation is to be conducted within the parameters of the approved NOC or DIN application. These trials are referred to as Phase IV clinical trials.

Clinical Trial Protocols: Awarded applicants can contact the C^{17} Research Office to help determine whether their proposed research requires a CTA or if assistance in filing the CTA is needed. If the applicant will be requesting C^{17} to sponsor the study, they will need to submit a "Study Sponsorship and Support Request Form", available from the C^{17} office.

11. Research Ethics Board and other approvals

Where there is more than one institution involved, it is the responsibility of the Principal Investigator to ensure that all of the participating institutions have the appropriate certification/approvals in place.

Research Ethics Board (REB) approval: Check this box if applicable; do not append documentation. Indicate in the table whether the coordinating centre and participating sites have received REB approval. REB approval status will contribute to the 24-month study feasibility assessment during the review process.

Animal Care Approval*:* Check this box if applicable; do not append documentation. **I**f this application involves the use of experimental animals, a certificate must be in place from each institutional Animal Care Committee guaranteeing that all animals will be cared for and studied under the appropriate regulations.

Biohazard Containment*:* Check this box if applicable; do not append documentation. If this application involves the use of biological materials, a certificate must be in place from each institutional Biohazards Committee guaranteeing that the project will be conducted under conditions which satisfy the appropriate regulations.

CTRNet— The Canadian Tumour Repository Network: C[17] supports the vision of CTRNet to "To enhance the capacity and quality of biobanking through standardization and improvement of biobanking processes and frameworks." Research proposing biospecimen banking should consider CTRNet registration or certification. Please see www.ctrnet.ca for additional information.

12. Curriculum Vitae

This section provides the biographical information for the Principal Investigator and Co-Investigator(s) directing the research project. Append a CV in the format of a NIH Biosketch or CV, **to a maximum of 5 pages for the ONE PI and each Co-Investigator**. Do not submit CVs for collaborators. If a collaborator will be contributing reagents, equipment or specific expertise, a letter of support should be included.

Education and Research Training: Include any formal training, degrees, or certifications received at any post-secondary institution such as a university, research institute or health care agency; month/year of completion. Education, training, degrees, or certifications that have not yet been obtained or completed may be added and specified as not complete in the month/year section.

Academic or Clinical Positions Held: Include the start and end dates, title of position, institution name, and department of any academic employment and working experience. This may include experience such as technician positions, professorships, research positions, and clinical appointments.

Academic Achievements: Include any prizes, honors, and/or scholarships that have been awarded to the applicant. Specify the month and year the award was received as well as the name of the award, the name of the institution that awarded it, and the name of the Candidate's supervisor at the time of receipt of the award.

Publications: Include a list published and accepted manuscripts from the past 5 years. For manuscript that are accepted or in press, provide proof of acceptance as a supplemental page. Do not include manuscripts that are under review or in preparation. Limit conference presentations to those directly applicable to the proposed research.

13. Potential reviewers

Applicants are requested to submit up to four potential reviewers with appropriate expertise in the proposed area of research, but without a conflict of interest with the PI or Co-Investigators. These individuals may be contacted to provide external scientific review when required by the committee. Provide contact information and area of expertise for each individual. Applicants may also wish to exclude potential reviewers due to personal or professional conflicts of interest.

B. RESEARCH PROPOSAL

This section should be stand alone, formatted and collated as follows:

- Research Proposal addressing the areas listed below. Please note the **maximum page limit (LOI is 3 pages, Grant is 10 pages).**
- Figures and tables are not included in page limit, but are limited to 5 pages. Figure and table legends must be limited to only the information necessary to understand the associated figure or table, and must not be used as a means of circumventing the proposal's page length limitations.
- List of references cited in the proposal. Include the names of all authors, the full title, and the full journal citation. The list of references should be single spaced and is not included in the page limit.
- List of definitions and acronyms used in the proposal (not included in page limit). Excessive use of abbreviations/acronyms is unacceptable.
- Do not include clinical trial protocols and informed consent documents in your application package. You may be requested to submit them at a later date for funded grants.

1. Purpose, specific objectives, hypothesis or study question.

Clearly outline the scientific merit the proposed research has by providing the following:

a. Clear statement of hypothesis or statement of research applicable to the research method.

b. Level of significance the proposed research has in regard to the current knowledge in the field and relevance to cancer.

c. Outline of primary and secondary objectives, aims and approaches to be used.

d. Description of results hoping to be achieved.

2. Background and rationale.

Provide a brief summary of current knowledge relative to the proposed research. Care should be taken to capture the current state of the field, including parallel and competing studies. Include the reasoning and justification for the proposed new application or therapy.

a. There should be a logical flow from background to proposed work.
b. Summarize previous work on this, or any closely related project, with reference to relevant publications, or new developments.
c. If the proposed research is an extension of previous research and the associated manuscript is accepted for publication, but not available online in any format, a pre-print can be included in the appendix.
d. Include any relevant preliminary data, pilot data or exploratory studies/results bearing on the study.

3. Study design and methodology

Overall design of proposed research should address the stated objectives, endpoints, summary of how the endpoints will be met and a description of statistical or data analysis. Capture this information by providing clear and concise descriptors addressing the following:

a. Experimental procedure is specified (e.g. collection and/or analysis of data, scientific research, demonstration with evaluation, preliminary development).

b. Relationship and connection between the individual components are adequately justified.

c. Proposed methodology suits the stated objectives and is adequate. Include randomization, blinding, study duration, study treatment, measurement tools, etc.

d. Do not include clinical study documents with the application package.

4. Study population

a. Sample sizes are adequate in terms of numbers, types of case, disease entities, behavioral habits, etc. and are adequately described and justified.

b. Eligibility criteria, case identification, anticipated case accrual and recruitment strategy is described.

c. Justify the proposed time required to recruit the required number of study subjects. **This calculation/justification will contribute to the 24-month study feasibility assessment during the review process.**

5. Study drug (if applicable)

a. List dosage regimen, rationale of dose selection and anticipated toxicities.

6. Data analysis

a. Measuring instruments are well known or clearly described.

b. Appropriate statistical methods of analysis have been included.
c. Appropriate qualitative methodology is used for data.

7. References (not included in page limit)

List of references used in the preparation of the proposal. For manuscripts available "Epub ahead of print" or advanced publication on the journal website, provide the link to the document as a reference. Include proof of acceptance as required. Manuscript(s) **directly** relevant to the rational of the proposed study that have been accepted for publication, but are not available online in any format, should be included as an appendix.

8. Tables and figures

Tables and figures are not included in research proposal page limit, but are limited to 5 pages, using at least a 10 point font. Captions should be limited to only the information required to interpret the figure or table. Be sure to label your figures. Figures and tables should be located directly after the research proposal and references.

9. Appendixes

Directly relevant manuscripts can be included in the appendix. However, the research proposal should not depend on any appendixes for clarity; reviewers are not required to read appendixes.

Study protocols and informed consent documents are not eligible appendixes (see page 8 for additional information), but may be specifically requested after the grant has been funded.

C. OTHER INFORMATION

This section is not part of the research proposal page limit.

1. Ethical issues and study limitations

Address any potential ethical, legal or social issues, and potential study limitations.

2. Timeline and feasibility

Provide a detailed timeline for the completion of the proposed research within 24-months of award notification. The timeline should contain sufficient details to enable study feasibility assessment during the review process.

- The 24-month timeline begins upon award notification, and not with the finalizing of the grant agreement or fund disbursement.
- The 24-month timeline should include any start-up activities, such as REB approval and contracts for sub-sites. Status updates after grant submission are permissible.
- If start-up activities progressed during the grant review period, the funded applicant will be given an opportunity to update the project timeline at the grant agreement stage.
- Care should be taken to develop a realistic project timeline as it will be used to measure grant progress; grant extensions will be limited to a total of 12-months (see page 18 for more information).
- The following will be used for feasibility assessment during the grant review process.
    - 24-month timeline
    - CTA and/or REB status, if applicable.
    - Patient recruitment numbers and strategies, as outlined in the research proposal.
    - Is the timeline for patient recruitment or obtaining biological samples realistic?
    - If research aims are dependent on a specific research method or model system, is preliminary data provided?

- If research aims are dependent on a specific non-commercially available research reagent (e.g, antibody, drug) is their confirmation that the reagent is available to the PI? Preliminary data preferred when applicable.

Applicants are discouraged from compressing a longer research program into a 24 month timeline in order to qualify for funding. Applicants may apply for two discrete years of funding within a longer study. In this situation, the budget and timeline should clearly reflect what is being proposed to C^{17}, how the proposed research fits into the longer study, and how the remainder of the study is funded. Please note, that the two years of C^{17}-funded research remains as starting on the date of award notification.

3. Target audience and knowledge mobilization (KMb)

The C^{17} Research Network works with its funding partners is to improve the treatment, care, quality of life and the outcomes of children with cancer, blood disorders, and stem cell transplants. The output from research must thus be put into hands of the prospective knowledge-users in an accessible format.

Knowledge mobilization (KMb) is a proactive process that leverages a 2-way relationship between the researcher and the knowledge-user, with the goal of putting research results into active use, in order to implement change and improved outcomes.

It is acknowledged that the need and scope for a KMb plan will be dependent on the output of the proposed research (e.g., target gene, candidate drug, QoL questionnaire/intervention, or a clinical trial). The KMb plan does not need to be *implemented* within the 24-month C^{17} grant period if no KMb funds are budgeted in the C^{17} grant. However, the KMb plan should be developed as part of the study design.

Please *briefly outline* (1 page maximum) a KMb plan that is suitable for the potential research output. If KMb is included in the budget, include additional details in the research proposal.

Some examples of items to comment on include:

- What is the output of the proposed research project?
- Who will be the knowledge-user?
- How have you included a knowledge-user in the study design?
- How have you incorporated patients/parents or the public into your research?
- Are presentation of research results to non-academic audiences planned?
- How will you communicate the research-output to the knowledge-user? What additional expertise will be required? Comments on products (e.g., a pamphlet, website), events and networks. This should not be restricted to scientific/medical journals and conferences.
- How will the research outputs and interaction with knowledge-users impact research design, collaborations and/or clinical care?

D. FUNDING INFORMATION

Provide the total dollar value of the budget for the research proposal. Also include funding from other sources that have been requested or received for this proposal including overlapping funding.

1. Proposed project duration

Indicate the time that is anticipated for the proposed project to be entirely completed, to a maximum of 24 months.

2. Is the project feasible with only C^{17} funding?

Please indicate if the research outlined in this application requires additional funds to complete all the proposed aims. Specify if these funds are secured or requested (see below). Other required funds should be included in the budget to provide perspective for the reviewers.

For secured funds, outline which aims are attributable to the secured funds and which aims are attributable to the requested C^{17} funds. It is acceptable to include the aims for the secured funding, but do not include any supporting information.

3. Is other matched funding dependent on C^{17} funding?

Please indicate whether securing C^{17} funding for this application will release other matched (or partially matched) funds from additional funders (institutional or external). Include these funds in your budget as outlined above. Please provide a letter of funding, or other pertinent information, with your application. If your grant is successful with C^{17} we can provide a conditional letter of funding commitment for matching funds. There should be no overlap between secured match funding and the requested funding in this application.

4. Have you <u>applied</u> for other funds for this proposal?

If funding has been applied/received for this project, indicate i) from whom, ii) expected award notification date for pending applications, iii) the funding period, and iv) the requested/awarded value (as funds/year). Attach a copy of the research aims and the budget summary/justification. Please indicate approximate percentage overlap. Overlap of funding will be addressed with C^{17} funding partners and the additional funding source prior to C^{17} awarding funds. Additional information may be requested.

5. Have you <u>secured</u> other funds for this proposal?

For larger projects multiple funding sources may be required. If you have SECURED additional funding for this project, please attach a copy of the research aims and the budget summary/justification. Include the funds in the table in Section E. Provided information should clarify the requirement for additional funds and which specific research aims/resources would utilize C17 funding. There should be no overlap between secured funding and funding requested in this application. Additional information may be requested.

E. BUDGET REQUEST & JUSTIFICATION

Indicate the breakdown of all requested funds, rounded to the nearest dollar. All budgets developed for research projects must accurately reflect the true costs of doing the research. Budget requests must be fully justified within the Budget Justification section of the application.

In addition to completing the budget form, applicants must attach a detailed budget justification, fully explaining the requirement of **<u>ALL</u>** requested items supplies, services and salaries in both the first and second years. It is mandatory that requested items are adequately and persuasively justified so that the Review Panel can properly evaluate the budget. Use as much space as necessary to ensure sufficient detail; it is acceptable to add additional rows to the table to expand budget categories. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences that need to be highlighted. Detailed justification for equipment items should be provided in this area. List all members of the proposed research team for whom support is requested. Give appropriate details regarding their specific qualifications, duties, proposed salaries, FTE or stipends. If any individuals will be supported on a part-time basis, indicate the amount of time to be spent on this work. If support is sought for an individual to be recruited, please indicate this clearly and provide the same level of detail and justification.

If there are individuals who are part of the research team and for whom expenses will be incurred, but for whom salary support is not requested (e.g. trainees being paid from other sources such as external scholarships or fellowships), ensure

that their participation is fully described so that their impact on the total budget request may be evaluated by the Review Panel.

If the proposed research is part of a longer study, the budget should clearly reflect what is being proposed to C^{17} and how the remainder of the study is funded. Please note, that the two years of C^{17}-funded research remains as starting on the date of award notification.

1. Eligible funding requests

Salaries: Graduate students, postdoctoral fellows, research associates, technical and professional assistants are among those eligible to receive salary support from a grant. All multiple year salary requests should consider applicable increments in compliance with institutional expectations. All salary requests must be broken down to identify the position title, role in the study, and FTE.

Employee Benefits: For salaried employees of the Host Institution, clearly indicate the budgeted amount for benefits, adhering to the policy of the Host Institution. Benefits will not be awarded for research trainees.

Supplies: Defined as consumable laboratory supplies, purchase of animals and general office supplies.

Equipment: All equipment requests are subject to approval. C^{17} will consider requests for funding for the purchase of permanent equipment **integral to the proposed research project**; items that are standard/general laboratory equipment are not eligible. The maximum amount for requested equipment is 10% of the budget. List each equipment item and the amount requested on the form, and include a quote. Care should be taken in formulating any equipment request; subsequent substitution of approved equipment items will not normally be permitted. The equipment request should anticipate equipment needs.

Computers are not eligible budget items. Highly specialized IT equipment mandatory for the proposed research may be considered for funding under the category of equipment. Requests for IT equipment should include a quote and a statement detailing the intent for the equipment upon completion of the study; **C^{17} retains the right to reallocate or recall IT equipment at the completion of the funding period.**

Travel: Travel will be *permitted only where it is an essential part of the conduct of the study* (e.g. to collect epidemiologic data, conduct interviews or focus groups). Please see page 19 for more information.

Other: The following are considered as "Other" expenses within the funding criteria. No other items will be accepted unless the items are integral to the proposal research project and are fully supported by justification for the requirement.

b. purchased services such as consultation fees, computing services, pathology reviews, sequencing, animal care, x-ray services, confocal imaging charges
c. patient reimbursement or parking relating to research

2. Ineligible funding requests

Overlap or Duplicate Funding: C^{17} will not support any requests for funding (salaries, operational costs, supplies, equipment, etc.) that have been granted funding from another granting agency - duplicate funding for the same project is not allowed. If an award from another agency is received, the C^{17} award will be reduced where duplicate budget lines exist. Applicants must identify within the application any pending or established overlap of funding. Failure to identify overlaps may result in the disqualification of the application, repayment of the overlap portion of the grant, or termination of an approved grant.

Incurred Expenses: Funding will **not** be provided for expenses incurred prior to the implementation of a grant. All grant Terms and Conditions must be satisfied prior to the release of grant funds. Any expenses incurred prior to the letter of

award notification of funding will be the sole responsibility of the individual/institution signing for and incurring the expenses.

Overhead Policy: **C^{17} funds cannot be used to pay overhead charges of any type, direct or indirect.** Overhead charges are a fee (percentage of the award) levied by an institution on externally funded research to cover the indirect costs of doing research or maintaining the research space. C^{17} funding partners are charitable organizations and most Canadian academic institutions will provide an overhead exemption for funding received from charitable organizations.

Salaries:

- Principal Investigator and Co-Investigators (who are not research associates or trainees cannot receive salary support from C^{17} grants;
- Any person holding an academic rank equivalent to Lecturer, Assistant Professor, or higher cannot be considered to be a professional assistant or research associate, and may not be paid from a C^{17} grant;
- Employees of the federal or provincial governments and investigators based outside of Canada are not eligible to receive salary support from a C^{17} grant;

Travel: Travel expenses for conferences, symposiums, meetings or presentations are ineligible.

Publication Costs: Publication costs are ineligible grant budget items. C^{17} has a publication policy, separate from research funding. Guidelines for requesting publication cost reimbursement under this policy can be found on page 18.

Other: The following items are ineligible:

- legal and patent fees;
- membership fees;
- academic fees;
- funding requests for secretarial support.

3. Budget Reporting

Financial statement are required as part of the annual report for funded grants (see page 16). C^{17} awarded funds are to be spent only on approved budget item attributable to C^{17} funds.

- It is not acceptable to spend C^{17} funds on parts of a larger study that are funded by a different agency or are unfunded, or to reallocate C^{17} funds. If there are C^{17} funds remaining at the completion/end of the proposed research, these funds cannot be used to extend research. Unused funds must be returned to the C^{17} Council (see page 18).
- If the experimental direction changes, or if the approved budget requires modification, consult with the C^{17} Research Network Coordinator.

RESEARCH FUNDING AWARD GUIDE

A. AWARD NOTIFICATION AND AWARD AGREEMENT

Following approval by C^{17} Council of the Research Network Committee's recommendations, an award notification letter will be sent to the successful applicant(s) outlining any conditions that must be met, the process for distribution of funds, and a request for the contact person for overseeing the grant agreement process. **The date on the award notification letter marks the start of year 1.**

Once these conditions are met by the PI, a draft agreement document will be sent to the PI and institutional contract person (provided by the PI). The agreement will contain a finalized budget and timeline. The institution will negotiate the agreement with the C^{17} Council office.

Lack of progress on agreements within 60 days of this award notification document will be interpreted as a refusal of the award.

B. DISBURSMENT OF FUNDS

Year one: A fully executed agreement with the Applicant and their institution must be signed prior to funds being distributed. If the PI or any Co-Investigator holds an active C^{17} research grant, that grant must be in good standing with the C^{17} Research Network.

Year two: The second annual payment will be made 1 year after the original **award notification**, and **after** the annual report and institution-generated financial statement is received, reviewed and approved by the C^{17} Research Network Chair (see page 16 for additional information).

The release of Year 2 funds will be postponed if ample Year 1 funds remain, and the grant will automatically be considered to be delayed (see page 17 for more information). In this scenario, the grantee can request fund disbursement before the next annual report. An interim report and financial statement will be required; annual reports will remain on schedule.

C. ANNUAL REPORTS

The deadline for the annual report is **1 year after the original award notification**, and every 12 months thereafter. Lack of compliance with reporting requirements within 60 days of the due-date may be interpreted as a refusal of second year funds, or that research has not progress and that a return of funds should be expected.

Annual reports are used to generate research updates for our funding partners, as well as to monitor study progress. Annual reports should report on completion of approved aims, as well as regulatory progress if applicable (e.g. CTA submissions, NOL, REB approval, site activation, study reports).

- The annual report form is attached to the agreement and also is available through the C^{17} Research Network Office.
- Reports are not complete until an institutional financial report is received at the C^{17} Research Network Office.
- If study delays have resulted in minimal expenditure of funds, an annual report is still required. The annual report should clearly document the study delays and what has been done to overcome these delays.
- The annual report should comment on the progress of the proposed research, as compared to the 24-month timeline.

Financial reporting: If Grantees do not submit the annual report with institutional issued financial statement by the deadline date, his/her second year of funding (if applicable) or future C^{17} funding may be affected. Grantees who anticipate that they may be unable to meet the deadline should contact the C^{17} Research Network Office as soon as possible.

Financial statements are required as part of the annual report for funded grants. C^{17} awarded funds are to be spent only on approved budget item attributable to C^{17} funds.

- It is not acceptable to spend C[17] funds on parts of a larger study that are funded by a different agency or is unfunded.
- If there are C[17] funds remaining at the completion/end of the proposed research, these funds cannot be used on extending the research. Unused funds must be returned to the C[17] Council (see below).
- If the experimental direction changes, or if the approved budget requires modification, consult with the C[17] Research Network Coordinator.
- If the official financial statement generated by the PIs institution does not contain sufficient detail, a more detailed spending breakdown will be requested from the PI
- In the event that C[17] funds are spent on non-budget items, the PI will be responsible for return of the off-budget funds to their C[17] grant account and documentation of the corrective actions provided to the C[17] Research Network Coordinator.

D. INTERIM STUDY UPDATES

In addition to regular annual reports, applicants may be contacted occasionally to inquire about the progress of the study. For grants in good-standing, these requests are used to generate newsletters and other updates for the funding partners for *your* specific project. Photos of your research team and eye-catching data images are always welcome.

You may be asked to give interviews or host visitors to help promote pediatric hematology/oncology research with the public and C[17] funding partners.

E. STUDY PROGRESS/DELAYS

Individuals anticipating or experiencing study delays are advised to contact the C[17] Research Office as soon as possible. C[17] is committed to supporting research in pediatric oncology/hematology/bone marrow transplantation and would value the opportunity to facilitate study initiation or progress.

1. Study start-up

The C[17] Research Network office may request an update for all new awards on March 1 of the following calendar year; delays in responding to this update will be regarded as an indication of study delay.

Studies that have not demonstrated progress within six months of receiving notice of award will be reviewed by the C[17] Research Network Chair, who may determine that the funding will be withdrawn. The purpose of this accountability mechanism is to ensure that our funding partners are supporting active research, and can communicate research updates to their supporters.

2. Study progress and interim study updates

Study progress detailed in the annual reports will be measured against the proposed 24-month timeline. In addition, applicants may be contacted occasionally to inquire about the progress of the study.

3. Study delay

Studies that are delayed significantly at the time of the year one annual report will be brought to the attention of the C[17] Research Network Chair. Depending on the nature of the delay and the probability of completing the proposed research within the 2-year grant period, an adjusted schedule of grant reporting and of grant fund disbursement may be required. An updated timeline may be requested.

Study delay will be brought to the attention of the Chair of the C[17] Research Network. Depending on the nature and extent of delay, the grant may be brought to the attention of the C[17] Council Executive to decide on the release of the remaining funds.

F. GRANT EXTENSION

A no-cost grant extension may be requested for those studies that are not completed at the end of year 2. However, the applicant should note that extensions are not guaranteed.

- The requested must be in the form of a signed letter that accompanies an annual report and justifies fully the requirement for an extension. An official institutional financial statement and an updated timeline are also required.
- The maximum total of all extensions will not exceed 12-months.

A second extension may be requested in *exceptional* circumstances. Common sources of study delays (e.g., in REB approval, site activation) are not exceptional.

Applicants are discouraged from compressing a longer research program into a 24 month timeline in order to qualify for funding. Applicants may apply for two discrete years of funding within a longer study. In this situation, the budget and timeline should clearly reflect what is being proposed to C^{17}, how the proposed research fits into the longer study, and how the remainder of the study is funded. Please note, that the two years of C17-funded research remains as starting on the date of award notification.

G. RETURN OF FUNDS

Occasionally a funded study cannot proceed for reasons outside of the control of the PI, or funds remain at the completion of the funded research. In this scenario the remaining funds must be returned to C^{17} Council, retaining remaining funds for related research is not permitted, as per the signed grant agreement. A final report and financial statement will be required.

The return of funds should be payable to "**C^{17} Council, c/o Alberta Health Services**" (all together on one line) and sent to:

Alberta Health Services, c/o C^{17} Council
3-590B ECHA, University of Alberta,
11405-87 Avenue
Edmonton, AB T6G 1C9

Phone: 780-248-5590
Email: Kathy.Brodeur-Robb@ahs.ca

H. ATTRIBUTION GUIDELINES

Applicants receiving grants must acknowledge support from C^{17} in all communications that typically recognize donors (e.g., posters, articles, annual reports, newsletters and websites). Each publication arising from the grantee's activities related to the grant shall include acknowledgment of funding from $C^{17}$and its co-sponsors/partners (as applicable). Grantees should refer to the original agreement for the partners to be acknowledged.

- Preferred wording is "This research project [or study] was conducted with support from C^{17} and funded [or partially funded] by Childhood Cancer Canada Foundation, Kids With Cancer Society and … [other partners as applicable]".
- Where possible, authors should include the logos of C^{17} and applicable funding partners. Logos can be obtained from the C^{17} Research Network Office.
- C^{17} Council and/or C^{17} Research Network may mention support of Grantees in reports, brochures, websites and similar materials. Such acknowledgment may include mentioning the Grantees in the aforementioned materials, and such website attribution may include displaying links to Grantees' websites, if applicable.

- The C[17] Research Network office reviews publications and periodically conducts PUBMED searches to ensure that researchers are complying with appropriate attribution guidelines. If there has been inappropriate or missing attribution, researchers will be asked to correct the error.

Awardees that do not comply with the above stated attribution guidelines will not eligible for future funding from C[17].

I. POLICY FOR STUDY-RELATED TRAVEL

Travel will be permitted only where it is an essential part of the conduct of the study (e.g., to collect epidemiologic data, conduct interviews or focus groups). Expenses should be budgeted as accurately as possible. If actual travel costs exceed the budget, please contact the C[17] Research Network Office.

- All receipts should be filed at the PI's research site. C[17] may request verification of study-related travel expenses.
- The following types of reasonable expenses may be budgeted:

  Transportation: air (see below); personal vehicle (mileage reimbursed according to institutional rates and policies, using Google map calculations of distance travelled, not to exceed lowest rate for return air fare); taxi; bus; train (not to exceed lowest rate for return air fare); parking; if justifiable, rented vehicle and fuel (no mileage).

  Airfare - a single economy ticket based on the most economically available, considering time or costs. Individuals are expected to book flights as early and efficiently as possible to take advantage of the lowest possible fares.

  Accommodation at a basic room rate at a comfortable, convenient hotel.

  Per diem according to institutional policies (e.g. C[17] 2017 rates are $47.50 CDN based on $10.50 for breakfast, $13.00 for lunch and for $24.00 dinner). On travel days, meals may reasonably be claimed for departure/arrival times within an hour of breakfast, lunch and/or dinner (e.g., ±1 hr of 7:30am, 1pm and 6:30pm). Meal allowances cannot be claimed when a meal is included in the registration, flight, meeting, or hosted dinner.
- C[17] does not permit reimbursement of the following: traffic or parking fines, seat selection, flight insurance, personal insurance, personal expenses, personal entertainment, or expenses of spouse or family.

J. PUBLICATION REIMBURSEMENT POLICY

Publication costs are not eligible budget expenses for C[17] Research Grants. However, funds may be available through the C[17] Council to support the publication of C[17]-funded research in the area of pediatric hematology/oncology/bone marrow transplantation.

- Individuals are encouraged to contact the C[17] Research Network Office in advance to determine whether the publication costs are reimbursable. A reimbursement form will be provided upon pre-approval.
- Publication of research results must be in the format of an article in a peer reviewed journal applicable to the area of research.
- Grantees may request reimbursement for publication to a maximum of two times (e.g. for two separate articles) totaling $1000 per grant award.
- Submission fees will not be covered.
- Reimbursement for the cost of preparing presentation materials, images, photographs, etc. is not allowable.

Reimbursement procedures: The C^{17} Reimbursement Form listing actual allowable costs, **with original receipts attached,** should be signed and forwarded to the C^{17} Research Network Office. Include a copy of the accepted publication. Cheques may take 5-7 weeks.

C^{17} Council anticipates that sufficient funds are available to cover all approved and budgeted costs as noted above. However, we cannot guarantee this. It will depend on the budget allocation and on the claims submitted. Every effort will be made to keep grant awardees informed if funding levels change.

APPENDIX A - DEFINITIONS

Principal Investigator

a) There is **ONE** Principal Investigator for each grant. Additional investigators sharing responsibility for directing the proposed research are termed Co-Investigators.

b) A Principal Investigator is:

   i. Responsible for the direction of the research study; and

   ii. Assumes the administrative and financial responsibility for the grant or award; and

   iii. Receives all related correspondence from C^{17} Research Network

c) A Principal Investigator does not need to have a faculty appointment nor an independent research program, but must have approval from the C^{17} Director and their program director if the individual does not report to the C^{17} Director and be able to receive the award following local institutional guidelines. Applicants need to check with their local institution as some institutions do not permit non-faculty members to receive grant funding.

d) The Principal Investigator must be based in, or formally affiliated with (but not necessarily receive salary support from), an eligible Canadian host Institution such as a university, research institute or health care agency.

Co-Investigator

a) The Co-Investigator shares the responsibility for the direction of the proposed activities. Often the Co-Investigator may take the responsibility for particular administrative and/or scientific aspects of the research project.

b) Co-Investigator may include independent researchers who may or may not have a faculty appointment or a formal affiliation with the Host Institution.

c) Graduate students, postdoctoral fellows, research associates, and technical support staff are eligible to be a Co-Investigator.

d) Co-Investigators are not eligible to receive salary support from a C^{17} Research Network grant.

Collaborator

a) The Collaborator contributes intellectually to the project, but is not responsible for the direction.

b) The Collaborator provides a specific service (e.g. access to equipment, provision of specific reagents, training in a specialized technique, statistical analyses, access to a patient population, etc.).

c) The Collaborator may be employed by, or be affiliated with, the applicant/grantee organization or another organization participating in the project.

d) The Collaborator does not need to have a faculty appointment nor an independent research program.

e) Collaborators are not eligible to receive salary support from the C^{17} Research Network grant.

Multi-disciplinary or Interdisciplinary

a) Involves drawing appropriately from multiple disciplines, and sub-specialties to research a hypothesis

b) Individuals can be from one site or several different sites.

Multi-site or Multi-centre

Involves enrolling participants at several different centres, preferentially C^{17} sites.