C$^{17}$ 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.

CALL FOR PROPOSALS

C17 Research Network will issue a call for proposals once a year via an email to the C17 Council, C17 members, Research Services Offices and on the C17 website. Researchers can be added to the distribution list by contacting the C17 Research Network Office.

LETTER OF INTENT / GRANT COMPETITION TIMELINE

The C17 Research Network is an annual competition with a two-stage process. 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 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 10-page grant 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.

<table>
<thead>
<tr>
<th>Process</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Call for Letters of Intent (LOI)</td>
<td>September/November</td>
</tr>
<tr>
<td>LOI submission deadline</td>
<td>To be announced</td>
</tr>
<tr>
<td>Applicants are notified of LOI competition results</td>
<td>End of January</td>
</tr>
<tr>
<td>Grant submission deadline for accepted LOIs</td>
<td>TBA (late April-early May)</td>
</tr>
<tr>
<td>Applicants are notified of grant competition results</td>
<td>July/August</td>
</tr>
<tr>
<td>Distribution of funds</td>
<td>When agreement is signed (August/September)</td>
</tr>
<tr>
<td>Latest start date</td>
<td>March 1 of subsequent year</td>
</tr>
<tr>
<td>Annual report due</td>
<td>One year from the award notification</td>
</tr>
</tbody>
</table>
Dates are subject to change. If the submission deadline falls on a weekend or statutory holiday, submissions will be accepted by 4:00 p.m. (MDT) the next business day. Applications must be sent by email before 4:00 pm MST on the due date.

LOI AND GRANT SUBMISSION GUIDELINES

Ensure that all required sections of the application form are complete and attached. Applicants will receive an email confirming receipt of the application. The C17 Research Office will review the applications for completeness and eligibility for competition, and will notify the applicant of any outstanding items.

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

1. One (1) electronic copy of the application sent via email.
   - Application, 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, KNUDSON_reviewer_response.pdf).

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.

3. Mail one (1) DOUBLE-SIDED hardcopy of the application with original signatures (may be postmarked up to 1 business day after the due date, not for adjudication). Do not include hardcopies of reprints or manuscripts.

All applications are to be submitted to:
C17 Research Network  
3-590B ECHA, University of Alberta,  
11405-87 Avenue  
Edmonton, AB  T6G 1C9  
Phone:  780-248-5590  
Email: Leah.Young2@albertahealthservices.ca

A. FORMAT

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

<table>
<thead>
<tr>
<th>Application</th>
<th>Research Proposal Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent</td>
<td>3 pages</td>
</tr>
<tr>
<td>Grant application</td>
<td>10 pages</td>
</tr>
</tbody>
</table>

- 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 also is not included in the page limit.
- Use only 8.5 x 11 inch (i.e. standard “letter size”) paper.
- No single page may exceed 49 lines.
- The preferred font size is 11 point, Calibri. The use of condensed font and/or condensed character spacing is prohibited.
• Margins that appear on the submitted proposal should be no less than 2.54 cm (1 inch); headers/footers and page numbering may be included within the margin.

B. ORDER OF APPLICATION PACKAGE
The application components will be assembled into a single PDF file in the following order.

1. Completed applications form.
2. Budget justification and supporting budget documents
3. Supporting documents for “other funding requested”
4. Optional: Response to reviewers’ comments on LOI or previous submission
5. Research proposal
6. References
7. Figures/tables. 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.
8. REB approval letters or NOL if applicable/available. Animal and biosafety certificates are not required at this stage.
9. The CV of the ONE Primary Investigator (PI) + proof of manuscript acceptance if applicable
10. Co-Investigator CV(s) + proof of manuscript acceptance if applicable
11. Collaborator letters as required
12. Site collaborator letters, if applicable
13. Study documents, if applicable
14. Appended manuscript – please see page Error! Bookmark not defined. for eligibility.

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. Add lines for 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:

a. New - the application has not previously been submitted to C17.

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 C17 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.
4. Classification of study
Indicate the primary and secondary classifications of the research proposal using the categories provided below. Please consult the call for applications each round for possible limits on the scope of study classification under consideration.

a. 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.

b. 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.

c. 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 effective.

d. 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.

e. 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.

f. 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.

g. 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.

5. Signatures
Date and signature of the principal investigator, and of the Institution Hematology/Oncology Division Chief or C17 Director. If the C17 Program Director is unknown, or if you are not at a children’s hospital, please contact the C17 Research Office. If the applicant is a Chief/Program Director, signature of the Institutional Department Chair (or equivalent) should be obtained.

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**
Briefly describe the capacity for the participating sites across Canada to recruit participants to the trial and the rationale for the study to be multicentre. Provide rationale if this study is not able to be conducted multi-centre.

8. **Relevance & potential for practical application**
Briefly describe the relevance of this study to the focus areas and the potential use of the study results to be applied to the other C17 centres.

9. **Lay summary and scientific abstract**

**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 abstract and is not for adjudication. Explain the rationale of the investigation, the overall research objective and the relevance to cancer using language that does not infer a post-secondary education. Do not outline research aims or methodology. Be sure to indicate how your proposed research can improve personal health, the health of populations and/or the health delivery system. Please be cognizant of any intellectual property issues or other sensitivities when completing the summaries section.

The lay abstract may be supplied to C17 funding partners and other lay organization, and for funded applications will be posted on the C17 website and may be supplied to the media.

**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.

10. **Health Canada CTA approval**
Indicate whether Health Canada Clinical Trial Application (CTA) approval is required. 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.

Awarded applicants can contact the C17 Research Office to help determine whether their application requires a CTA or if assistance in filing the CTA is needed. If the applicant will be requesting C17 to sponsor the study, they will need to submit a “Study Sponsorship and Support Request Form”, available from the C17 office.
11. Research Ethics Board and other approvals
Indicate in the table whether the coordinating centre and participating sites have received Research Ethics Board (REB) approval. Also indicate whether other certifications will be required.

**Animal Care Approval:** If 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:** 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.

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.

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.

**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.

C. 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. Be sure to label your figures.
• 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 are 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.
• Clinical protocols and informed consent documents should not be included as part of the application package. These documents will be required before the release of Year 1 funds.

The “Research Proposal” should capture all of the components listed below.

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.**
   a. Summarize previous work on this or any closely related project by the investigator(s) or other investigators with reference to relevant publications, or new developments. 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.
   b. Provide a brief summary of current knowledge relative to the proposed research, including any relevant preliminary data, pilot data or exploratory studies and results bearing on the study by other investigators. There should be a logical flow from background to proposed work.
   c. Include the reasoning and justification for the proposed new application or therapy.

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 analysis. Capture this information by providing clear and concise descriptors addressing the following:
   a. Experimental procedure is specified (i.e. 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.

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.

7. References (not included in page limit)
List of references used in the preparation of the proposal. Care should be taken to capture the current state of the field, including parallel and competing studies.

For manuscripts available “Epub ahead of print” or advanced publication on the journal website, provide the link to the document as a reference. 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, can be included at the end of the list of references (include proof of acceptance).

8. Tables, figures and other supplemental material
Not included in 10 page limit. Limit figures and tables to 5 pages, using at least a 10 point font. See page 5 for ordering in the final PDF.

D. OTHER INFORMATION

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

2. Timeframe, target audience and dissemination plans
   a. Proposed timeframe to perform the study.
   b. Knowledge dissemination plan if appropriate. Indicate plans for future endeavors and continuations and proposed means of dissemination of knowledge (publications, conference presentations, etc.) if applicable.

E. 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. Anticipated start date
Indicate the projected start date for the project. Adjustments to the start date may be made at the time of implementation for approved grants.

2. Proposed project duration
Indicate the time that is anticipated for the project proposed to be entirely completed.

Respond yes/no to the questions below:

3. Is the project feasible with only C17 funding?
Please indicate if the research outlined in this application requires additional funds to complete all the proposed aims. Please specify if there are research aims that are funded from a different source. These funds can be included in the budget to provide perspective for the reviewers.

4. Is other matched funding dependent on C17 funding?
Please indicate whether securing C17 funding for this application will release other matched (or partially matched) funds from additional funders (institutional or external). 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.

5. **Have you applied for other funds for this same 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 proposal summary and the budget summary/justification. Please indicate approximate degree of 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.

F. **BUDGET REQUEST & JUSTIFICATION**
In all applications 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 all 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 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 (i.e. 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.

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. The C$^{17}$ Research Network considers student and postdoctoral fellow salaries to be training awards as defined by section 56(1) (n) of the Income Tax Act.

**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; C17 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. Please see page 16 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.

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

2. Ineligible funding requests

Overlap or Duplicate Funding: C17 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 C17 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 award of funding will be the sole responsibility of the individual signing for and incurring the expenses.

Overhead Policy: C17 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. C17 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 C17 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 C17 grant;
- Employees of the federal or provincial governments and investigators based outside of Canada are not eligible to receive salary support from a C17 grant;

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

Publication Costs: Publication costs are ineligible grant budget items. C17 has a publication policy, separate from research funding. Guidelines for requesting publication cost reimbursement under this policy can be found on page 16.

Please refer to Attribution Guidelines on page 16 for instruction on the acknowledgment of C17 and funding partners.

Other: The following items are ineligible:
- legal and patent fees;
- membership fees;
- academic fees;
- funding requests for secretarial support.
C\textsuperscript{17} RESEARCH NETWORK

RESEARCH FUNDING

AWARD GUIDE
RESEARCH FUNDING AWARD GUIDE

A. DISTRIBUTION OF FUNDS
Following approval by C17 Council of the Research Network Committee’s recommendations, an award letter is sent to the successful applicants outlining any conditions that must be met, and the process for distribution of funds.

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 C17 research grant, that grant must be in good standing with the C17 Research Network.

The first award payment is made once the grant agreement is signed by all parties. 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 C17 Research Network Chair.

B. STUDY DELAYS
Individuals anticipating or experiencing study delays are advised to contact the C17 Research Office as soon as possible. C17 is committed to supporting research in pediatric oncology/hematology/bone marrow transplantation and would value the opportunity to facilitate study initiation or progress.

Studies that have not demonstrated progress within six months of receiving notice of award will be reviewed by the C17 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. The C17 Research Network office will 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.

C. ANNUAL REPORTS
The deadline for the annual report is 1 year after the original award notification, and every 12 months thereafter.

- The annual report form is attached to the agreement and also is available through the C17 Research Network Office.
- Reports are not complete until an institutional financial report is received at the C17 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 is required to release Year 2 funds, if applicable.
- The release of Year 2 funds will be postponed if ample Year 1 funds remain. 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.
- If the study is not completed by the end of year 2, a no cost extension can be requested (no longer that 12 months) in a cover letter accompanying the annual report.

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 C17 funding may be affected. Grantees who
anticipate that they may be unable to meet the deadline should contact the C17 Research Network Office as soon as possible.

D. STUDY PROGRESS
Applicants may be contacted occasionally to inquire about the progress of the study. You may be asked for reports, updates or to share information or host visitors to help promote pediatric hematology/oncology research with the public and C17 funding partners.

E. 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 a study. In this scenario the remaining funds must be returned to C17 Council. A final report and financial statement will be required.

The return of funds should be payable to “C17 Council, c/o Alberta Health Services” (all together on one line) and sent to:

C17 Council, c/o Alberta Health Services
3-590B ECHA, University of Alberta,
11405-87 Avenue
Edmonton, AB T6G 1C9

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

F. ATTRIBUTION GUIDELINES
Applicants receiving grants must acknowledge support from C17 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 C17 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 C17 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 C17 and applicable funding partners. Logos can be obtained from the C17 Research Network Office.

C17 Council and/or C17 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.

Awardees that do not comply with the above stated attribution guidelines will not eligible for future funding from C17.

G. 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). Expenses should be budgeted for as accurately as possible. However, if actual travel costs exceed the budget, please contact the C17 Research Network Office.

- All receipts should be filed. C17 may request verification of study-related travel expenses.
• The following types of reasonable expenses may be considered:
  o **Transportation**: air (see below); personal vehicle (mileage reimbursed at $0.505/ KM based on Google map calculation 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.

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

  o **Per diem** of $41.55 CDN based on $9.20 for breakfast, $11.60 for lunch and for $20.75 dinner. Please include meeting agenda for per diem meal payment. 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, C17 meeting, or hosted dinner.

• C17 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.

H. PUBLICATION REIMBURSEMENT POLICY

Publication costs are not eligible budget expenses for C17 Research Grants. However, funds may be available through the C17 Council to support the publication of C17-funded research in the area of pediatric hematology/oncology/bone marrow transplantation.

• Individuals are encouraged to contact the C17 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 (i.e. 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 C17 Reimbursement Form listing actual allowable costs, with original receipts attached, should be signed and forwarded to the C17 Research Network Office. Include a copy of the accepted publication. Cheques may take 5-7 weeks.

C17 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 were to 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 C17 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 C17 Director and their program director if the individual does not report to the C17 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 C17 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 C17 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 C17 sites.