

# 2015/2016 Grants and Awards Guide

July 2015

## **CYSTIC FIBROSIS CANADA**

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*The terms of Cystic Fibrosis Canada's grants and awards are outlined in this Guide. Additional information, and application forms, may be obtained online at <http://www.cysticfibrosis.ca/research/information-for-researchers/> or by contacting Joanna Valsamis, Program Director, Research Funding at [jvalsamis@cysticfibrosis.ca](mailto:jvalsamis@cysticfibrosis.ca) or 416-485-9149 x 230.*

## Summary Table of Cystic Fibrosis Canada Grants and Awards<sup>1</sup>

TYPE OF GRANT/AWARD	PURPOSE OF GRANT/AWARD	ELIGIBILITY	GRANT/AWARD AMOUNT (\$)	MAXIMUM TOTAL TRAVEL ALLOWANCE	MAXIMUM TERM (Years)	RENEWABLE
<b>Clinical Grants and Awards</b>						
<i>Clinic Incentive grant</i>	To enhance the standard of clinical care available to Canadians with CF, by providing funds to initiate a comprehensive program for CF patient care and teaching; or to strengthen an existing program.	Canadian hospitals and/or medical schools are eligible to apply.	Calculated based on the size of the CF population being served.	Calculated based on the size of the CF population being served.	1	Yes, renewable annually.
<i>Transplant Centre Incentive grant</i>	To enhance the quality of care available to CF transplant candidates by providing eligible centres with supplementary funding.	Any Canadian lung transplant centre which currently has one or more individuals with CF listed for transplant may apply.	Calculated based on the size of the CF population being served.	Calculated based on the size of the CF population being served.	1	Yes, renewable annually.
<i>Clinical Fellowship award</i>	To train physicians to become CF specialists, so that they may provide on-going clinical care to individuals with CF in Canada.	Canadian citizens or permanent residents who have an MD degree, have recently completed their clinical training, are exam eligible, and have obtained medical licensure in Canada, are eligible to apply.	\$75,000	N/A – apply through Special Travel Allowance program	1	Non-renewable.
<b>Research Grants and Awards</b>						
<i>Basic Science Research grant</i>	To support innovative basic science research projects that (i) improve our understanding of CF and/or (ii) have a significant impact on the concepts, methods, treatments, and/or technologies applicable to CF.	An <a href="#">independent researcher</a> who holds a full-time academic or research appointment relevant to CF at a Canadian university or hospital.	The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget.	Per year of the grant: \$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL	3	Yes, 1-3 years.
<i>Clinical Research grant</i>	To support clinical research projects that (i) improve the health and quality of life of CF patients and/or (ii) bridge the gap between research and clinical care.	An <a href="#">independent researcher</a> who holds a full-time academic or research appointment relevant to CF at a Canadian university or hospital.	The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget.	Per year of the grant: \$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL	3	Yes, 1-3 years.

<sup>1</sup> All Cystic Fibrosis Canada grants and awards must address the organization's [mission](#) and our Core Principles of funding the best science that has highest probability of making an impact for CF patients.

<i>Early Career Investigator award</i>	To provide early career investigators an opportunity to develop outstanding CF research programs and build a team through operating grant support without having to compete against established investigators.	An <a href="#">independent researcher</a> who has not held a Cystic Fibrosis Canada grant in the past and has held his/her first full-time academic or research appointment for a period no longer than 60 months at the time of applying.	The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget.	Per year of the award: \$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL	2  (Note: only one Early Career Investigator award is granted annually.)	No. Applicants may apply for further funding through the Basic Science and Clinical Research Grant programs.
<i>Research Fellowship award</i>	To build capacity in CF research in Canada by supporting highly qualified fellows who are undertaking full-time research training in areas relevant to cystic fibrosis.	Individuals who hold MD or PhD degrees are eligible to apply. Fellowship (initial) applicants who will have completed four or more years of training as of the October 1 <sup>st</sup> application deadline, following their PhD or MD (post-MD clinical training), are not eligible to apply.	\$35,000	N/A – apply through Special Travel Allowance program	2	Yes, 1 year. No one may receive more than three years of support under a Cystic Fibrosis Canada Fellowship.
<i>Doctoral Studentship award</i>	To attract students to the CF field by supporting highly qualified graduate students who are undertaking full-time research training in areas relevant to cystic fibrosis.	Enrolled in a full-time PhD or MD/PhD program at a Canadian institution.	\$15,000	N/A – apply through Special Travel Allowance program	2	Yes - 1 or 2 years, up to a maximum of six years total under a Cystic Fibrosis Canada Studentship.
<i>Masters Studentships award</i>	To attract students to the CF field by supporting highly qualified graduate students who are undertaking full-time research training in areas relevant to cystic fibrosis.	Enrolled in a full-time Masters or MD/MSc program at a Canadian institution.	\$10,000	N/A – apply through Special Travel Allowance program	2	No
<i>Summer Studentship award</i>	To provide support to students engaged in summer research projects in areas relevant to cystic fibrosis, under the direction of an <a href="#">independent researcher</a> based at a Canadian institution.	Enrolled in a full-time undergraduate degree program at a Canadian institution.	\$4,000	N/A	3 months	No
<i>Special Travel Allowances for Fellows and Students</i>	To encourage Cystic Fibrosis Canada-supported Fellows and Students to attend and participate in scientific meetings related to cystic fibrosis OR acquire new CF knowledge by visiting another laboratory and/or clinic.	Must hold a Cystic Fibrosis Canada Fellowship or Studentship award.	Up to a maximum of \$750.	\$750/year of the Fellowship or Studentship.	N/A	N/A

## ***Application schedule<sup>2</sup>***

<b>Type of grant</b>	<b>Deadline</b>	<b>Notification</b>
<b>Clinical Grants and Awards</b>		
Clinic Incentive grants	1 October	1 March
Transplant Centre Incentive grants	1 October	1 March
Clinical Fellowships	1 October	1 March
<b>Research Grants and Awards</b>		
Basic Science Research grants – Notice of Intent to Apply	4 August	17 August
Basic Science Research grants – Full Application (based on Notice of Intent to Apply)	1 October	1 March
Clinical Research Grants – Notice of Intent to Apply	4 August	17 August
Clinical Research Grants – Full Application (based on Notice of Intent to Apply)	1 October	1 March
Early Career Investigator Awards	1 October	1 March
Research Fellowship Awards	1 October	1 March
Research Studentship Awards (Doctoral and Master's)	1 October	1 March
Research Summer Studentships	1 March	1 April
Special Travel allowances for fellows and students	Application by letter year round	Within six weeks

<sup>2</sup> If an application deadline falls on a weekend or statutory holiday, the deadline will be 5:00 PM ET on the following business day.

## ***Granting process***

Applications received by the date indicated in the application schedule will be assessed by Cystic Fibrosis Canada's scientific review panel. Incomplete applications and applications which are not received by the deadline will be returned to the applicant.

All applications are subject to rigorous internal review by the members of the scientific review panel. Applications for Basic Science and Clinical Research grants are also evaluated by at least two external reviewers with expertise in the appropriate area.

The recommendations of the scientific review panel are presented to Cystic Fibrosis Canada's Board of Directors for approval in late February. Applicants are then notified, usually by the beginning of March, of the outcome of the competition. If an application is successful, a copy of the award letter is sent to the appropriate supervisor or head of department, and to the financial officer of the institution concerned.

### **All grants and awards are offered subject to the availability of funds.**

Grants are administered by Cystic Fibrosis Canada's office, to which all correspondence should be directed.

## ***Cystic Fibrosis Canada policies***

### (i) Research involving human subjects

Approval from the appropriate institutional review board is a condition of funding for any research projects involving human subjects. Cystic Fibrosis Canada does not endorse the payment of subjects for the purposes of human experimentation, or the payment of honoraria to persons enrolling or examining human subjects. However, reasonable reimbursement for costs of participation will be considered. All investigators must submit all required institutional approvals for experiments involving human subjects by February 1<sup>st</sup> the following year in which the application for a Research grant is submitted.

### (ii) Research involving animal subjects

Cystic Fibrosis Canada requires strict adherence to the policies of the Canadian Council on Animal Care. Approval from the appropriate institutional review board is a condition of funding for any research involving the use of animals. All investigators must submit all required institutional approvals for experiments involving animal subjects by February 1<sup>st</sup> of the following year in which the application for a Research grant is submitted.

### (iii) Research involving human pluripotent stem cells

The Federal [\*\*Act Respecting Assisted Human Reproduction and Related Research\*\*](#) (the "Act") regulates, among other things, the use and creation of human pluripotent stem cells. Details may be found on the website of Canada's Parliament <http://www.parl.gc.ca/> or the Canadian Institutes of Health Research website <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/> (Chapter 12). This Act dictates, at a minimum, the regulations incumbent on applicants, host institutions, and Cystic Fibrosis Canada regarding stem cell research.

Any applicant to Cystic Fibrosis Canada who proposes the creation or use of human pluripotent stem cells, or proposes any research that would fall under the Act, must clearly indicate this fact

and disclose all relevant details in the proposal. It is the applicants' and the host institutions' joint responsibility to ensure that all local ethics approvals have been obtained.

(iv) Research involving biohazardous materials

Cystic Fibrosis Canada requires that applicants provide the appropriate certificates of approval for the use of biohazardous materials. All investigators must submit all required institutional approvals for experiments involving biohazardous materials by February 1 the following year in which the application for a Research grant is submitted.

(v) Patents and royalties

- a. In this policy "Invention" refers to new and useful tools, technology, processes or objects arising out of research funded in whole or in part by Cystic Fibrosis Canada ("Cystic Fibrosis Canada"), for example, diagnostic tools, proteins and genes, drugs, and methods of treatment.
- b. The Institution and the Principal Investigator shall within 10 days provide Cystic Fibrosis Canada with a copy of any Invention disclosure statement or record of like effect prepared by one or both of them, and with a copy of all patent applications and patents pertaining to Inventions made by one or both of them. In the event that none of the foregoing documents has been prepared, the Principal Investigator shall provide Cystic Fibrosis Canada with a statement of the results of research funded in whole or in part by Cystic Fibrosis Canada upon conclusion of such research.
- c. Cystic Fibrosis Canada does not claim intellectual property ownership of Inventions, and Cystic Fibrosis Canada's name need not appear on patent applications. Therefore, title to any Invention shall belong to the Institution, the Principal Investigator, or to any other individual or organization designated by the Institution according to the Institution's established obligations at the date of grant (the "Owner"). The Institution and Principal Investigator may transfer ownership of the intellectual property only to persons agreeing to be bound by the terms of this Policy.
- d. The Institution and the Principal Investigator shall acknowledge the contributions of Cystic Fibrosis Canada, by name, to their research in all non-commercial publications and broadcasts respecting Inventions. None of the Institution, the Principal Investigator and the Owner shall use the name of Cystic Fibrosis Canada or any Cystic Fibrosis Canada trademark or official mark in any communication in a manner which states or implies an endorsement by Cystic Fibrosis Canada of any business, commercial product or service.
- e. Cystic Fibrosis Canada expects that the Owner will seek patent protection for all commercially valuable Inventions in at least the United States of America, and that Cystic Fibrosis Canada will participate in all proceeds to the Owner arising from the transfer, licensing or exploitation of the Inventions (the "Proceeds") while the patents remain pending or in force. The "Proceeds" shall include all monies and other benefits received less the direct out-of-pocket costs associated with patenting the Invention. Cystic Fibrosis Canada will consider waiving all or part of its share of the Proceeds where appropriate to promote the treatment, cure and control of cystic fibrosis.
- f. Cystic Fibrosis Canada's share of the Proceeds shall be determined by the mutual agreement of the Owner and Cystic Fibrosis Canada. If the parties are unable to agree, Cystic Fibrosis Canada's share of the Proceeds will correspond with the proportion of Cystic Fibrosis Canada's financial contribution to the overall costs of the research leading to and commercialization of the Invention. If Cystic Fibrosis Canada and the Owner are unable to reach an agreement as to the calculation of such proportion, the matter shall be referred for final resolution to arbitration, in accordance with the *Arbitration Act*, S.O. 1991, as amended.
- g. Cystic Fibrosis Canada may require the Owner or any successor in title to the Invention, and patents pertaining to it, to grant licences to make, use or sell the Invention on a non-exclusive, royalty-free basis for academic, non-commercial research which in Cystic Fibrosis Canada's sole judgement may lead to a treatment, cure or control for cystic fibrosis.

- h. The Owner shall require that any transfer or exclusive license of the Invention or patents pertaining thereto reserve the rights in paragraph “G” above and the rights in paragraph “I” below.
- i. Cystic Fibrosis Canada shall have the right to cancel or amend any licenses which have been granted, and to grant exclusive or non-exclusive licenses to the Invention, where an Owner or licensee subject to cancellation has (i) taken no steps to towards making the invention generally available for the past year, or (ii) not made the Invention generally available within five years of the date of making the invention, or within such further time as may be required to complete necessary antecedent steps such as clinical trials. Cystic Fibrosis Canada will consider waiving or revising its rights under this section in appropriate circumstances.
- j. The Owner shall report in writing to Cystic Fibrosis Canada annually, on the anniversary date of the first patent application respecting an Invention, as to all Proceeds received or expected by the Owner respecting the Invention. Cystic Fibrosis Canada shall have the right to audit the books and records of the Owner and those of any licensees of the Invention to verify the accuracy of the reports.

(vi) Maternity/Parental leave

Upon review by Cystic Fibrosis Canada’s Research Advisory Council, the Maternity/Parental leave policy has been terminated effective June 26, 2014.

(vii) Support of personnel

The support of graduate students and post-doctoral research fellows from Cystic Fibrosis Canada research grant proceeds will be permitted, at the discretion of the applicant, however the organization highly encourages these individuals to apply to the applicable Cystic Fibrosis Canada stipend award programs and other funding agencies. The organization should be contacted regarding the recommended guidelines for the amount that may be deducted for fellows and students supported on a Research grant.

(viii) Publications by grantees and awardees

The organization requests your assistance in publicizing support of your research, as donations from the public make it possible. Any scientific communication, publication, presentation or exhibit arising out of research funded in whole or in part by Cystic Fibrosis Canada, must contain an acknowledgement of the organization’s support. By communicating about your work and highlighting the value and impact of CF research, you will be actively helping to increase the profile of Cystic Fibrosis Canada as a research funding organization.

(ix) Publicity

Information conveyed to the media with respect to the program and activities of Cystic Fibrosis Canada should be met with the prior approval of the organization, and of the institution where the program is in operation.

(x) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.



## II. CLINICAL GRANTS AND AWARDS

### ***CLINIC INCENTIVE GRANTS***

#### ***Purpose***

Clinic Incentive grants are intended to enhance the standard of clinical care available to Canadians with cystic fibrosis, by providing funds to initiate a comprehensive program for CF patient care and teaching; or to strengthen an existing program. Basic support for clinical care is the responsibility of provincial governments, and Clinic Incentive grants are not intended to supplant public funding. Cystic Fibrosis Canada Clinic Incentive grants are based on the size of the CF population being served, and are under the jurisdiction, and allocated at the sole discretion of the CF clinic director.

#### ***Eligibility***

Canadian hospitals and/or medical schools are eligible to apply for Clinic Incentive grants.

#### ***Term***

Clinic Incentive grants are awarded for a term of one year, and are renewable on an annual basis.

#### ***Criteria***

Applicants must demonstrate:

- (a) the regional need for specialized clinical care for cystic fibrosis;
- (b) the need of the institution for assistance, and its plans to attract complementary funding from other sources to develop a complete CF program;
- (c) the potential for the development of a comprehensive program for CF care, clinical research, and teaching;
- (d) the desire to collaborate with Cystic Fibrosis Canada and with other Canadian CF clinics, in a collective effort to advance the objectives of CF treatment, research, and teaching.

#### ***Application requirements***

Applications must be received by the organization no later than 1 October. Electronic submission of applications is required and should be sent to [imcintosh@cysticfibrosis.ca](mailto:imcintosh@cysticfibrosis.ca). Late applications will be subject to a penalty equal to 10% of the value of the award.

#### ***Use of funds***

- (a) Payment of personnel

Requests may be made for salary support for non-physician clinic personnel. All personnel compensated under a grant shall be considered employees of the institution in receipt of the grant, not of Cystic Fibrosis Canada. Please note that these are incentive grants, and are not intended to provide full funding for clinic personnel.

- (b) Travel

A component of Clinic Incentive grants is allocated to travel, to encourage clinic directors and other clinic personnel to attend CF-related meetings in Canada or elsewhere. The amount of the travel grant is determined by the organization, and specified in the award notification.

- (c) Outreach clinics

Requests will normally be considered for clinics which sponsor outreach programs in distant areas where no other CF clinic exists. Clinics requesting such funds should submit a detailed

description of their outreach programs, and a detailed rationale for the funding request. Please note that funds are not available in this category to cover overhead costs, and/or the costs of photocopying, telephone expenses, pamphlets, etc.

(d) CF camps

In light of the risk of cross-infection with pathogenic bacteria, Cystic Fibrosis Canada does not endorse CF camps, or participate in the funding of such camps. Funds awarded as part of a Clinic Incentive grant may not be used for this purpose.

(e) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups, such as Kin Canada, directly to a Cystic Fibrosis Canada-funded clinic, or to the hospital organization in the clinic's name, an equal amount will be deducted from the Clinic Incentive grant for the following fiscal year.

***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, beginning 1 April, through the CF clinic's host institution. Cystic Fibrosis Canada Clinic Incentive grants are under the jurisdiction, and allocated at the sole discretion of the CF clinic director.

(b) Cancellation of grants

Cystic Fibrosis Canada reserves the right to cancel a grant and to request the return of any unexpended funds, for appropriate cause. A grantee institution also may cancel a Clinic Incentive grant. In either case, 90 days written notice is required.

(c) Unexpended funds

Clinic Incentive grant funds which remain unexpended at the end of each grant year must be returned to the organization.

(d) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Clinic Incentive grant is not the responsibility of Cystic Fibrosis Canada. Also, a deficit against a Clinic Incentive grant may not be carried forward from one year to the next.

(e) Accreditation Site Visits

The organization's Healthcare department conducts an on-going program of Accreditation Site Visits, whereby each Cystic Fibrosis Canada-funded clinic is required to host a site review periodically, extenuating circumstances notwithstanding. Site reviewers are appointed by the Program Director, Healthcare. The full cooperation of clinic directors and other personnel will be sought in arranging and conducting these Accreditation Site Visits. Clinics which have hosted a site visit since submitting their last Clinic Incentive grant application are requested to comment on the resulting site visit report, and its recommendations.

(f) Canadian Cystic Fibrosis Registry

Participation in the Canadian Cystic Fibrosis Registry is a requirement for recognition as an accredited CF clinic, and for the renewal of Cystic Fibrosis Canada Clinic Incentive grants.

(g) Financial reports

Clinics in receipt of Clinic Incentive grants must provide an accounting of expenditures by 1 June. Financial reporting forms are sent to CF clinics at the appropriate time each year. The organization reserves the right to request interim statements.

It is expected that expenditures will be consistent with the approved budget. Flexibility within categories is permitted; shifting funds from one category to another is not. Any significant deviation from the approved budget must be authorized in advance by Cystic Fibrosis Canada .

Each year unexpended funds must be returned to the organization.

(h) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant grants do not provide for institutional overheads and/or indirect costs of research or clinical care.

## ***TRANSPLANT CENTRE INCENTIVE GRANTS***

### ***Purpose***

Transplant Centre Incentive grants are intended to enhance the quality of care available to CF transplant candidates by providing eligible centres with supplementary funding for the following purposes:

1. support for personnel, excluding licensed physicians
  - (a) directly involved in the provision of patient services;
  - (b) to liaise with referring CF clinics, regarding pre- and post-transplant care;
2. administrative costs associated with:
  - (a) providing data annually to Cystic Fibrosis Canada\*;
  - (b) ensuring that CF patients who are accepted as lung transplant candidates will have access to information and assistance with respect to accommodation, transportation, and oxygen;
  - (c) administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts;
3. travel to scientific meetings on lung transplantation, or related to CF care.

\* As with the organization's Clinic Incentive grant program, as a condition of acceptance and renewal of a Transplant Centre Incentive grant, submission of data will be mandatory.

### ***Eligibility***

Any Canadian lung transplant centre which currently has one or more individuals with cystic fibrosis listed for transplant may apply for a Transplant Centre Incentive grant. (Please note that under no circumstances will funding be provided to more than one transplant centre in the same city).

### ***Term***

Transplant Centre Incentive grants will be renewable on an annual basis.

### ***Value***

The value of Transplant Centre Incentive grants will be determined in accordance with a formula which takes into account the number of patients assessed for transplantation; transplanted; and followed post-operatively in a given centre, based on an average of three years' activity, ending 31 December of the year preceding the application.

### ***Criteria***

Applicants must demonstrate how any funds awarded would serve to enhance the quality of care available to CF patients in their centre.

Applicants must document that CF patients, who are accepted as lung transplant candidates, will have access to information and non-financial assistance with respect to accommodation, transportation, and oxygen; and assist with administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts.

Applicants must provide a rationale for the funding request, and a detailed report on patient care and research within the lung transplant program.

### ***Application requirements***

Applications must be received at the organization's office no later than 1 October. Electronic submission of applications is required, and should be sent to [imcintosh@cysticfibrosis.ca](mailto:imcintosh@cysticfibrosis.ca). Late applications will be subject to a penalty equal to 10% of the value of the award.

### ***Use of funds***

- (a) Payment of personnel

Transplant Centre Incentive grant funds may be used for the support of personnel, excluding licensed physicians, (a) directly involved in the provision of patient services; (b) to liaise with referring CF clinics, regarding pre- and post-transplant care. All personnel compensated through a Transplant Centre Incentive grant will be considered employees of the institution in receipt of the grant, not of Cystic Fibrosis Canada.

(b) Travel

A component of Transplant Centre Incentive grant is allocated to travel, to encourage members of the transplant centre team to attend scientific meetings on lung transplantation, or related to CF care.

(c) Administrative expenses

Funds are also awarded (a) to facilitate data submission to Cystic Fibrosis Canada; (b) to ensure that CF patients who are accepted as lung transplant candidates will have access to information and non-financial assistance with respect to accommodation, transportation, and oxygen; and (c) to help in the administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts.

***Terms and conditions***

(a) Accreditation Site Visits

Centres which hold a Transplant Centre Incentive grant will be subject to a Cystic Fibrosis Canada Accreditation Site Visit periodically. Site reviewers will be designated by the Program Director, Healthcare, of Cystic Fibrosis Canada, and the full cooperation of transplant centre personnel will be sought in arranging and conducting these site reviews. Centres that have hosted a site visit since submitting their last grant application are requested to comment on the resulting site visit report, and its recommendations.

(b) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, beginning 1 April, through the transplant centre's host institution. Cystic Fibrosis Canada Transplant Centre Incentive grants are under the jurisdiction, and allocated at the sole discretion of the Program Director (Applicant)

(c) Financial reports

Centres holding a Transplant Centre Incentive grant will be required to submit an annual financial report by 1 June. Centres that do not comply with the reporting deadline will have the 1 October grant payment withheld until the financial report has been received.

(d) Cancellation of grants

Cystic Fibrosis Canada reserves the option to cancel a grant and to request the return of any unexpended funds, for appropriate cause. A grantee institution also may cancel a Transplant Centre Incentive grant. In either case, 90 days written notice is required.

(e) Unexpended funds

Transplant Centre Incentive grant funds which remain unexpended at the end of each grant year must be returned to the organization within 90 days.

(f) Over-expenditure

Any commitment incurred by a transplant centre in excess of the amount of the Cystic Fibrosis Canada Transplant Centre Incentive grant is not the responsibility of Cystic Fibrosis Canada.

(g) Submission of data

As with the organization's Clinic Incentive grant program, as a condition of acceptance and renewal of a Transplant Centre Incentive grant, submission of data will be mandatory.

(h) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.

## ***CLINICAL FELLOWSHIPS***

### ***Purpose***

The number of people with cystic fibrosis in Canada continues to grow each year and there are inadequate numbers of CF clinicians to provide patient care. In order to address this physician shortage, the organization has created the Cystic Fibrosis Canada Clinical Fellowship.

Cystic Fibrosis Canada Clinical Fellowships are intended for those physicians who have already obtained their residency training and who wish to pursue additional clinical training in CF care. The purpose is to train physicians to become CF specialists, so that they can provide on-going clinical care to individuals with CF in Canada. This training would include developing competence to allow them to participate in clinical trials. This fellowship is not intended to train individuals from other countries who will not stay in Canada. Up to two highly-ranked competitive Clinical Fellowships will be offered by Cystic Fibrosis Canada each year.

### ***Eligibility***

Canadian citizens or permanent residents who have an M.D. degree, have recently completed their clinical training, are exam eligible, and have obtained medical licensure in Canada, are eligible to apply.

Clinical Fellowships will not be awarded to individuals who have not completed residency training.

Clinical Fellowships are tenable in Canada or abroad and it is intended that this experience will directly benefit the Canadian CF community.

### ***Term***

Clinical Fellowships will be awarded for a period of one year. Applications must be submitted to the 1 October competition.

Tenure of a Clinical Fellowship will commence on 1 July. Subject to the approval of the organization, the start of a Clinical Fellowship may be delayed up to twelve months upon written request.

### ***Value***

The value of a Cystic Fibrosis Canada Clinical Fellowship is \$75,000; award levels are reviewed on an annual basis, and will correspond with prevailing Canadian rates.

### ***Criteria***

Clinical Fellowships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record, clinical experience, and references. The suitability and excellence of the proposed institutional environment, along with the intrinsic value and feasibility of the proposed clinical/research program, will be important criteria in the evaluation process. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial Clinical Fellowship applications to any one competition. The supervisor should not rank the applications submitted.

### ***Application requirements***

The organization sponsors a Clinical Fellowships competition in October. Like all Cystic Fibrosis Canada grants, Clinical Fellowships are subject to the availability of funds.

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

An application is considered to be a joint effort of the applicant and the supervisor with whom he or she intends to study.

It is essential that the application describes the clinical training program. A clinical research component

to the fellowship is optional, but if included, should be described. In addition, an intention to spend time in a CF lung transplant centre is encouraged.

Applicants must arrange to have three letters of recommendation submitted to the organization, one of which should be from the applicant's current or most recent supervisor. These one- to two-page letters should indicate the period of time and in what capacity the supervisor has known the applicant, and should elaborate on academic and clinical capabilities and competence, and should address the following: background preparation, motivation, organizational ability, demonstrated skill in clinical activity, and communication and interaction within multidisciplinary teams, etc. Also required in the application form is a description of the proposed clinical training program, including a clinical research component if applicable, and official transcripts of the applicant's complete academic record. Applications that do not include these documents will be rejected.

### ***Use of funds***

Cystic Fibrosis Canada Clinical Fellowships are salary awards, and the payment, in addition to benefits to Cystic Fibrosis Canada Clinical Fellows, is a matter of host institutional policy.

### ***Terms and conditions***

(a) Payment of grants

Grant payments will be made in one installment, on 1 July, through the institution at which the award is being held.

(b) Institutional affiliation

Clinical Fellows are normally expected to remain with the same supervisor for the period of the award. If the Clinical Fellow leaves the university, he or she is expected to relinquish the Clinical Fellowship.

If the Clinical Fellow transfers to another supervisor and/or university, and is continuing the same type of research and clinical activity, the award may be continued, at the discretion of Cystic Fibrosis Canada. Authorization must be sought in advance of such a transfer.

(c) Increases

Clinical Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates.

(d) Earnings from other sources

Fellows may be remunerated for other work but may not hold a second major award.

(e) Progress reports

Clinical Fellows should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

(f) Leaves of absence, maternity/paternity and sickness

The organization must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).



## **III. RESEARCH GRANTS AND AWARDS**

### ***BASIC SCIENCE RESEARCH GRANTS***

#### ***Purpose***

Basic Science research grants support innovative basic science research projects that (i) improve our understanding of cystic fibrosis and/or (ii) have a significant impact on the concepts, methods, treatments, and/or technologies applicable to cystic fibrosis.

#### ***Eligibility***

Applicants must be [independent researchers](#) who hold a full-time academic or research appointment relevant to CF at a Canadian university or hospital. Under exceptional circumstances, and at the discretion of the Research Advisory Council, research grant applications from other individuals may be evaluated on a case-by-case basis, with significant emphasis placed on the degree of independence of the applicant, and on the institutional commitments to this individual. Such applications must include a statement from the applicant addressing the issue of salary support during the term of the grant, and the availability of laboratory space; and letters from the Departmental Chair and Dean of Faculty, clarifying the nature and extent of the institutional commitment to the applicant. This same eligibility criterion regarding a faculty appointment applies to any named co-investigator.

There are no limits on the number of co-investigators or collaborators that can be listed. The investigators must have clearly defined roles which are justified. The institution receiving funds indicates where the ultimate responsibility for the grant lies.

Generally, the organization funds research which is carried out in Canada, and the principal investigator must be based at a Canadian institution. While the organization will fund a collaboration from outside of Canada, funds must be directed through a Canadian institution and [Canadian](#) investigators intending to collaborate with individuals from outside of Canada should contact the organization.

#### ***Term***

Basic Science research grants are awarded for a term of one-three years. They are renewable for one-three years.

#### ***Value***

The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget.

#### ***Criteria***

All applications must address Cystic Fibrosis Canada's Core Principles of funding the best science that have the highest probability of making an impact for CF patients.

Decisions concerning the amount and term of any given award are made on the basis of the following considerations:

- The quality and scientific merit of the research proposal;
- The relevance of the proposal to cystic fibrosis;
- The impact of the research for CF patients;
- The qualifications of the principal investigator, along with any co-investigator(s) and/or collaborator(s) named in the application, to conduct the proposed research;
- The availability to the applicant(s) of the resources necessary to conduct the proposed research;
- The degree of overlap with other operating grants held by the applicant(s);
- The potential of the proposed work to produce significant results.

### ***Application requirements***

Application forms are available on [the organization's website](#) and are updated annually.

All applicants, for initial and renewal grants, must advise the organization's office, by August 4, of their intent to apply for funding by completing [a notice-of-intent to apply form](#) and submitting the following information:

- Name and address of principal investigator;
- Name(s) and address(es) of co-investigator(s) and collaborator(s);
- Title of grant application;
- Keywords and a 250-word proposal summary; and
- Suggested external reviewers and name(s) of any external Reviewer(s) to whom you would prefer that the application not be sent to.

Full applications must be received by the organization no later than October 1. Incomplete and/or late applications will be returned to the applicant. All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1 of the following year in which the application for a Research grant is submitted.

Investigators are eligible to hold more than one research grant. It is a requirement that the focus of a second grant application be clearly delineated from an existing one. The specific aims of a second grant should represent new approaches to the CF problem, and not an expansion of an existing research program.

### ***Use of funds***

#### (a) Guidelines for expenditure

Grants are awarded in global annual amounts. Minor reallocations between budget categories are permitted, provided that the global budget is not exceeded.

Research grants may be allocated, in accordance with the approved budget, to:

- Personnel (research assistant(s), technicians, fellows, students, specified other personnel);
- Materials and supplies (expendables, animals, services);
- Equipment (total not to exceed \$10,000, once per term grant);
- Travel (\$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL).

Research grants do not provide support for:

- Construction costs;
- Institutional overheads for laboratory facilities;
- Institutional overheads and/or indirect costs of research;
- Purchase of equipment in excess of \$10,000;
- Severance pay/packages.

#### (b) Clinical Trials

Cystic Fibrosis Canada recognizes the importance of strong support for clinical trials of new drugs or treatments for cystic fibrosis.

In most instances, particularly where new products are involved, funding will emanate from the manufacturer, as a normal component of the drug or product development process. In cases where such funding is not available or appropriate, the organization will entertain applications for limited support.

In no instance will Cystic Fibrosis Canada provide financial support to trials which, by their nature, should be assumed by pharmaceutical companies or equipment manufacturers.

Clinical trial funding from Cystic Fibrosis Canada will be considered for scientific merit, within the context of the overall medical/scientific budget. Given the significant costs associated with clinical trials, and the limited resources of the organization, Cystic Fibrosis Canada support for such initiatives will, of necessity, be of relatively modest proportions and, generally, will be directed to the research component of the study. In most cases, support will also be contingent upon the identification of at least one additional funding partner.

The following components of single- and multi-centre clinical trials will be considered allowable budget items in grant applications: (a) salary support for personnel involved in study design, coordination, monitoring, and analysis, including supplies and equipment needed for sample analysis; (b) meeting and travel expenses associated with study design and the data safety monitoring committee.

Funding should be requested using Cystic Fibrosis Canada's standard *Research Grant* application form. In addition, the principal investigator must submit a cover letter which includes a detailed budget for the entire project, in order that the support requested from Cystic Fibrosis Canada can be placed in context; and the details of requests submitted or pending to other funding agencies, and the date on which decisions are expected.

(c) Travel

Research grants include a travel component. The organization encourages investigators to attend CF-related meetings in Canada or elsewhere, to report on their own research and to remain abreast of significant developments in CF research. Presentation of a paper at a reputable scientific meeting, or attendance at a major symposium or conference related to the grantee's research are considered legitimate uses of travel funds.

(d) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

**Terms and conditions**

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March.

(b) Unexpended funds

An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada support period does not lapse. Grantees will have an additional one fiscal year to use unspent funds. Any funds remaining at the end of this additional one fiscal year period must be returned to Cystic Fibrosis Canada. Additional extensions will not be considered.

(c) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Research grant is not the responsibility of Cystic Fibrosis Canada. In the case of multi-year, renewal and terminal grants, over-expenditures may be applied to the budget of the following year(s), up to a ceiling of 10%.

(d) Financial reports

Grantees must provide an annual financial report within 60 days of the termination of the grant period.

(e) Budget increases

The organization does not provide funds for unanticipated increases in cost, or for the expansion of a research project during the term of a grant.

For multi-year grants, and subject to the availability of funds, a cost-of-living allowance may be added to Research grants.

(f) Termination of funding

In the event of a renewal application failing in the annual competition and subject to the availability of funds, the scientific review panel may, on a discretionary basis, award terminal funding. Terminal funding, if awarded, would be equivalent to three months at the existing level of support.

(g) Progress reports

Grantees may be requested to submit interim progress reports, in addition to the report which is required on renewal applications. If a grantee chooses not to renew his/her research project, he/she must complete and submit the organization's progress report form, with attached publications that relate to his/her Cystic Fibrosis Canada-funded research. The progress report form will be sent, in advance, to those grantees.

(h) Experimental approvals

All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1 of the following year in which the application for a Research grant is submitted.

(i) Patents and royalties

All grantees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see page 8.

(j) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.

(k) The Robbie Award for Most Promising New Research Project

On the recommendation of the organization's scientific review panel, an applicant for an initial research grant in the October competition receiving the highest ranking will be awarded the Robbie Award. This annual award is for a one-year term. The award does not carry any supplementary monetary value.

(l) Senior Scientist Research Award

On the recommendation of the organization's scientific review panel, this award recognizes the outstanding contributions of an established cystic fibrosis investigator. This annual award is for a one-year term. The award does not carry any supplemental monetary value.

## **CLINICAL RESEARCH GRANTS**

### ***Purpose***

The objective of this program is to support clinical research projects that (i) improve the health and/or quality of life of CF patients and/or (ii) bridge the gap between research and clinical care.

### ***Eligibility***

An applicant must hold a full-time academic or research appointment relevant to CF at a Canadian university or hospital. Under exceptional circumstances, and at the discretion of the Research Advisory Council, clinical research grant applications from other individuals may be evaluated on a case-by-case basis, with significant emphasis placed on the degree of independence of the applicant, and on the institutional commitments to this individual. Such applications must include a statement from the applicant addressing the issue of salary support during the term of the grant; and letters from the Departmental Chair and Dean of Faculty, clarifying the nature and extent of the institutional commitment to the applicant. This same eligibility criterion regarding a faculty appointment applies to any named co-investigator.

There are no limits on the number of co-investigators or collaborators that can be listed. The investigators must have clearly defined roles which are justified. The institution receiving funds indicates where the ultimate responsibility for the grant lies.

Generally, the organization funds research which is carried out in Canada, and the principal investigator must be based at a Canadian institution or hospital. While the organization will fund a collaboration from outside of Canada, funds must be directed through a Canadian institution and Canadian investigators intending to collaborate with individuals from outside of Canada should contact the organization.

### ***Term***

Clinical research grants are awarded for a term of one-three years. They are renewable for one-three years.

### ***Value***

The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget.

### ***Criteria***

All applications must address Cystic Fibrosis Canada's Core Principles of funding the best science that has the highest probability of making an impact for CF patients.

Decisions concerning the amount and term of any given award are made on the basis of the following considerations:

- The quality and scientific merit of the research proposal;
- The relevance of the proposal to cystic fibrosis;
- The qualifications of the principal investigator, along with any co-investigator(s) and/or collaborator(s) named in the application, to conduct the proposed research;
- The availability to the applicant(s) of the resources necessary to conduct the proposed research;
- The degree of overlap with other operating grants held by the applicant(s);
- The potential of the proposed work to produce significant results and demonstrate a national benefit for CF patients.

### ***Application requirements***

Application forms are available on [the organization's website](#) and are updated annually.

All applicants, for initial and renewal grants, must advise the organization's office, by August 4, of their intent to apply for funding by completing [a notice-of-intent to apply form](#) and submitting the following

information:

- Name and address of principal investigator;
- Name and address(es) of co-investigator(s) and collaborator(s);
- Title of grant application;
- Keywords and a 250-word proposal summary; and
- Suggested external reviewers and name(s) of any external Reviewer(s) to whom you would prefer that the application not be sent to.

Full applications must be received by the organization no later than October 1. Incomplete and/or late applications will be returned to the applicant. All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1 of the following year in which the application for a Research grant is submitted.

Investigators are eligible to hold more than one research grant. It is a requirement that the focus of a second grant application be clearly delineated from an existing one. The specific aims of a second grant should represent new approaches to the CF problem, and not an expansion of an existing research program.

### ***Use of funds***

#### (a) Guidelines for expenditure

Grants are awarded in global annual amounts. Minor reallocations between budget categories are permitted, provided that the global budget is not exceeded.

Research grants may be allocated, in accordance with the approved budget, to:

- Personnel (research assistant(s), technicians, fellows, students, specified other personnel);
- Materials and supplies (expendables, animals, services);
- Equipment (total not to exceed \$10,000, once per term grant);
- Travel (\$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450 – BC; \$2,313-PEI/NS/NB; \$2,720-NL).

Research grants do not provide support for:

- Construction costs;
- Institutional overheads for laboratory facilities;
- Institutional overheads and/or indirect costs of research;
- Purchase of equipment in excess of \$10,000;
- Severance pay/packages.

#### (b) Clinical Trials

Cystic Fibrosis Canada recognizes the importance of strong support for clinical trials of new drugs or treatments for cystic fibrosis.

In most instances, particularly where new products are involved, funding will emanate from the manufacturer, as a normal component of the drug or product development process. In cases where such funding is not available or appropriate, the organization will entertain applications for limited support.

In no instance will Cystic Fibrosis Canada provide financial support to trials which, by their nature, should be assumed by pharmaceutical companies or equipment manufacturers.

Clinical trial funding from Cystic Fibrosis Canada will be considered for scientific merit, within the context of the overall research budget. Given the significant costs associated with clinical

trials, and the limited resources of the organization, Cystic Fibrosis Canada support for such initiatives will, of necessity, be of relatively modest proportions and, generally, will be directed to the research component of the study. In most cases, support will also be contingent upon the identification of at least one additional funding partner.

The following components of single- and multi-centre clinical trials will be considered allowable budget items in grant applications: (a) salary support for personnel involved in study design, coordination, monitoring, and analysis, including supplies and equipment needed for sample analysis; (b) meeting and travel expenses associated with study design and the data safety monitoring committee.

Funding should be requested using Cystic Fibrosis Canada's standard *Clinical Research Grant* application form. In addition, the principal investigator must submit a cover letter which includes a detailed budget for the entire project, in order that the support requested from Cystic Fibrosis Canada can be placed in context; and the details of requests submitted or pending to other funding agencies, and the date on which decisions are expected.

(c) Travel

Research grants include a travel component. The organization encourages investigators to attend CF-related meetings in Canada or elsewhere, to report on their own research and to remain abreast of significant developments in CF research. Presentation of a paper at a reputable scientific meeting, or attendance at a major symposium or conference related to the grantee's research are considered legitimate uses of travel funds.

(d) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

**Terms and conditions**

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March.

(b) Unexpended funds

An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada support period does not lapse. Grantees will have an additional one fiscal year to use unspent funds. Any funds remaining at the end of this additional one fiscal year period must be returned to Cystic Fibrosis Canada. Additional extensions will not be considered.

(c) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Research grant is not the responsibility of Cystic Fibrosis Canada. In the case of multi-year, renewal and terminal grants, over-expenditures may be applied to the budget of the following year(s), up to a ceiling of 10%.

(d) Financial reports

Grantees must provide an annual financial report within 60 days of the termination of the grant period.

(e) Budget increases

The organization does not provide funds for unanticipated increases in cost, or for the expansion of a research project during the term of a grant.

For multi-year grants, and subject to the availability of funds, a cost-of-living allowance may be added to Research grants.

(f) Termination of funding

In the event of a renewal application failing in the annual competition and subject to the availability of funds, the scientific review panel may, on a discretionary basis, award terminal funding. Terminal funding, if awarded, would be equivalent to three months at the existing level of support.

(g) Progress reports

Grantees may be requested to submit interim progress reports, in addition to the report which is required on renewal applications. If a grantee chooses not to renew his/her research project, he/she must complete and submit the organization's progress report form, with attached publications that relate to his/her Cystic Fibrosis Canada-funded research. The progress report form will be sent, in advance, to those grantees.

(h) Experimental approvals

All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1 of the following year in which the application for a Research grant is submitted.

(i) Patents and royalties

All grantees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see page 8.

(j) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.



## ***EARLY CAREER INVESTIGATOR AWARD***

### ***Program details***

Cystic Fibrosis Canada's Early Career Investigator award provides investigators who are early in their career establishment grant funds to develop and demonstrate their independence for initiating and conducting outstanding cystic fibrosis (CF) research. The award aims to build the capacity of emerging leaders in CF research in Canada and increase the impact on Cystic Fibrosis Canada's mission to find a cure or control for CF. Applicants may apply for this award in addition to Cystic Fibrosis Canada's Basic/Clinical Research grants, however, they may only accept one grant/award.

An early career investigator is defined as an independent researcher who has held his/her first full-time academic or research appointment for a period no longer than 60 months (five years) at the time of applying.

### ***Purpose***

Cystic Fibrosis Canada's Early Career Investigator award provides support to a limited number of exceptional investigators, who intend on making a career in CF research. The goal of this award is to provide early career investigators an opportunity to develop outstanding CF research programs and build a team through operating grant support without having to compete against established investigators.

### ***Eligibility***

At the time of application, candidates must:

- a) hold a health professional degree at a doctoral level (e.g. M.D.) or a Ph.D. degree;
- b) be within five years (60 months) of, or have a formal documented commitment to, their first full-time academic or research appointment at the time of application;
- c) never have held an operating grant from Cystic Fibrosis Canada in the past;
- d) have a written commitment from the Dean of Faculty or Research Director:
  - Guaranteeing a minimum of 0.50 FTE (full-time equivalent) protected research time for individuals with a health professional degree at a doctoral level (e.g. M.D.) who hold a licence to practice in a province or territory in Canada, or a minimum of 0.75 FTE protected research time for individuals with a Ph.D. degree or health professional degree at a doctoral level who do not hold a licence to practice in a province or territory in Canada (the remaining 0.25 or 0.50 FTE may be devoted to teaching and/or clinical activities).
  - Detailing the appointment, including teaching load, clinical and administrative duties, adequate research/office space, resources (equipment and/or staff), start-up funds, etc.
- e) be sponsored by a Canadian research institution or medical school;
- f) exhibit exceptional potential, and demonstrate the ability to initiate and conduct independent research.

### ***Term***

The award will be for a one or two-year period, and is non-renewable. Applicants may apply for further funding through Cystic Fibrosis Canada's Basic Science or Clinical Research grant programs.

### ***Value***

The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget.

### **Criteria**

All applications must address Cystic Fibrosis Canada's Core Principles of funding the best science that has the highest probability of making an impact for CF patients.

Decisions concerning the amount and term of any given award are made on the basis of the following considerations:

- Academic background, research background and future potential of the applicant;
- Institutional support, including research environment, career path, and start-up operating/salary support;
- Quality and originality of the research program;
- Relevance to Cystic Fibrosis Canada's mission to find a cure or control for cystic fibrosis.

### **Application requirements**

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant. If three (3) unsuccessful applications have been made, a subsequent application will be considered only in unusual circumstances. Multiple submissions for any given competition are not permitted. At the time of application, applicants may apply to other Cystic Fibrosis Canada grants (e.g. Basic Science Research grants, Clinical Research grants), but they may only accept one grant/award.

### **Use of funds**

#### (a) Guidelines for expenditure

Early Career awards may be allocated, in accordance with the approved budget, to:

- Personnel salaries/benefits (research assistant(s), technicians, fellows, students, specified other personnel);
- Materials and supplies (expendables, animals, services);
- Equipment (total not to exceed \$10,000, once per term grant);
- Travel (\$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL).

Research grants do not provide support for:

- Construction costs;
- Institutional overheads for laboratory facilities;
- Institutional overheads and/or indirect costs of research;
- Purchase of equipment in excess of \$10,000;
- Severance pay/packages.

#### (b) Clinical Trials

Cystic Fibrosis Canada recognizes the importance of strong support for clinical trials of new drugs or treatments for cystic fibrosis.

In most instances, particularly where new products are involved, funding will emanate from the manufacturer, as a normal component of the drug or product development process. In cases where such funding is not available or appropriate, the organization will entertain applications for limited support.

In no instance will Cystic Fibrosis Canada provide financial support to trials which, by their nature, should be assumed by pharmaceutical companies or equipment manufacturers.

Clinical trial funding from Cystic Fibrosis Canada will be considered for scientific merit, within the context of the overall medical/scientific budget. Given the significant costs associated with

clinical trials, and the limited resources of the organization, Cystic Fibrosis Canada support for such initiatives will, of necessity, be of relatively modest proportions and, generally, will be directed to the research component of the study. In most cases, support will also be contingent upon the identification of at least one additional funding partner.

The following components of single- and multi-centre clinical trials will be considered allowable budget items in grant applications: (a) salary support for personnel involved in study design, coordination, monitoring, and analysis, including supplies and equipment needed for sample analysis; (b) meeting and travel expenses associated with study design.

Funding should be requested using Cystic Fibrosis Canada's standard *Early Career* application form. In addition, the principal investigator must submit a cover letter which includes a detailed budget for the entire project, in order that the support requested from Cystic Fibrosis Canada can be placed in context; and the details of requests submitted or pending to other funding agencies, and the date on which decisions are expected.

(c) Travel

Early Career awards include a travel component. The organization encourages investigators to attend CF-related meetings in Canada or elsewhere, to report on their own research and to remain abreast of significant developments in CF research. Presentation of a paper at a reputable scientific meeting, or attendance at a major symposium or conference related to the awardee's research are considered legitimate uses of travel funds.

(d) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

**Terms and conditions**

(a) Payment of award

Award payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March.

(b) Unexpended funds

An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada support period does not lapse. Awardees will have an additional one fiscal year to use unspent funds. Any funds remaining at the end of this additional one fiscal year period must be returned to Cystic Fibrosis Canada. Additional extensions will not be considered.

(c) Over-expenditure

Any commitment incurred by a awardee in excess of the amount of the award is not the responsibility of Cystic Fibrosis Canada. In the case of multi-year, renewal and terminal grants, over-expenditures may be applied to the budget of the following year(s), up to a ceiling of 10%.

(d) Financial reports

Awardees must provide an annual financial report within 60 days of the termination of the grant period.

(e) Budget increases

The organization does not provide funds for unanticipated increases in cost, or for the expansion of a research project during the term of a grant.

(f) Progress reports

Awardees may be requested to submit interim progress reports, in addition to the final progress report due 90 days after the end-date of the award.

(g) Experimental approvals

All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1 of the following year in which the application is submitted.

(i) Patents and royalties

All awardees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see page 8.

(j) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants and awards do not provide for institutional overheads and/or indirect costs of research or clinical care.

## **RESEARCH FELLOWSHIPS**

### ***Purpose***

A limited number of competitive Fellowships are offered by the organization each year for basic or clinical research training, in areas relevant to cystic fibrosis. The goal of Fellowship awards is to build capacity in CF research in Canada.

### ***Eligibility***

Individuals who hold M.D. or Ph.D. degrees are eligible to apply.

Medical graduates should have already completed basic residency training, and must be eligible for Canadian licensure.

Fellowship (initial) applicants who will have completed four or more years of training as of the October 1st application deadline, following their PhD or M.D. (post-M.D. clinical training), are not eligible for Cystic Fibrosis Canada Fellowships. Cystic Fibrosis Canada does offer flexibility on calculating years of training post-PhD or post-M.D. given parental leave, medical leave or exceptional circumstances. Applicants must contact Cystic Fibrosis Canada in advance, and before submitting an application, if applying given parental leave, medical leave or exceptional circumstances.

Fellowships are tenable at approved universities, hospitals and research institutes in Canada. Canadian Fellowship applicants of exceptional quality requesting funding to study abroad will be considered. Applicants will be expected to demonstrate that comparable training is not available in Canada. In addition, applications will be strengthened by indication of an intention to return to Canada upon the completion of training.

Equitable consideration will be given to Fellowship applicants from outside of Canada, who intend to return to their own country on completion of a Fellowship.

### ***Term***

Initial Fellowships will be awarded for a period of two years. Fellows may apply for a one-year renewal. No one may receive more than three years of support under a Cystic Fibrosis Canada Fellowship.

Applications for renewal will compete on equal terms with initial applications, and if a renewal application fails to indicate that satisfactory progress has been made, the organization reserves the right to terminate support.

Applications must be submitted to the 1 October competition.

Tenure of a Fellowship will commence on 1 April. Subject to the approval of the organization, the start of a Fellowship may be delayed up to twelve months upon written request. Routine notification will be required from the supervisor by the following 1 February that the Fellow plans to proceed through the second year.

### ***Value***

The value of a Cystic Fibrosis Canada Fellowship is dependent upon academic qualifications, and research experience. Award levels are reviewed on an annual basis, and will correspond with prevailing Canadian rates.

### ***Criteria***

Fellowships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record, research ability, and references. The suitability and excellence of the proposed research environment, along with the intrinsic value and feasibility of the proposed research program, will be important criteria in the evaluation process. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial fellowship applications to any one competition. The supervisor should not rank the applications submitted. Only one application is permissible per applicant.

### ***Application requirements***

The organization sponsors a Fellowship competition in October. Like all Cystic Fibrosis Canada grants, Fellowships are subject to the availability of funds.

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

Applications are considered to be a joint effort of the applicant and the supervisor with whom he or she intends to study.

Applicants must arrange to have three letters of recommendation submitted to the organization, one of which should be from the applicant's current or most recent supervisor. These one to two page letters should indicate the period of time and in what capacity you have known the applicant, elaborate on academic capabilities, competence and research potential and address the following: background preparation, motivation, organizational ability, demonstrated skill at research, etc. Also required, in the application form, are a description of the proposed research and training program, and official transcripts of the applicant's complete academic record. Applications that do not include these documents will be rejected.

### ***Use of funds***

Cystic Fibrosis Canada Fellowships are salary awards, and the payment, in addition, of benefits to Cystic Fibrosis Canada fellows is a matter of host institutional policy.

### ***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held.

(b) Institutional affiliation

Fellows are normally expected to remain with the same supervisor for the period of the award. If the Fellow leaves the university, he or she is expected to relinquish the Fellowship.

If the Fellow transfers to another supervisor and/or university, and is continuing the same type of research, the award may be continued, at the discretion of Cystic Fibrosis Canada. Authorization must be sought in advance of such a transfer.

(c) Increases

Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates. In addition, subject to the availability of funds, a cost-of-living allowance may be added to the value of a Fellowship.

(d) Allocation of time

During the tenure of the award, the Fellow must devote his or her full-time attention to the research training and Fellowship program.

(e) Earnings from other sources

Cystic Fibrosis Canada Fellowships may be held in conjunction with another award. If the second award is less than the total value of the Cystic Fibrosis Canada Fellowship, Cystic Fibrosis Canada will top-up the award to the full value. If the second award is greater than the value of the Cystic

Fibrosis Canada award, Cystic Fibrosis Canada will provide top-up funding in an amount determined by the scientific review panel.

(f) Kin Canada Research Fellowship

On the recommendation of the organization's scientific review panel, an applicant for an initial Fellowship in the October competition receiving high standing will be named the Kin Canada Research Fellow. This award does not carry any supplementary monetary value. Only applicants to the October competition are eligible.

(g) Progress reports

Fellows should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

(h) Leaves of absence, maternity/paternity and sickness

The organization must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

## **RESEARCH STUDENTSHIPS**

### ***Purpose***

For those undertaking full-time research training in areas relevant to cystic fibrosis, a limited number of competitive Master's studentships are offered by the organization each year to 1) highly qualified students who will be registering for a Master's programme in the coming academic year or 2) highly qualified graduate students who are already registered for a higher degree. As well, a limited number of competitive PhD studentships are offered by the organization each year to 1) highly qualified graduate students who will be registering for a PhD in the coming academic year or are already registered for a higher degree, and who are undertaking full-time research training in areas relevant to cystic fibrosis or 2) highly qualified students who are registered in a joint MD/MSc or MD/PhD program.

### ***Eligibility***

Studentships are awarded for studies at the master's or doctoral level. If a Student receiving support for studies leading to a master's degree elects to continue to a doctorate degree, he or she must reapply for an initial Cystic Fibrosis Canada Studentship at the doctoral level.

Students are expected to spend at least 75% of their time on the research training described in their application. It is recognized that for joint MD/MSc or MD/PhD programs the percentage of time spent on research training may vary.

Awards are tenable only at Canadian universities.

Equitable consideration will be given to Studentship applicants from outside of Canada, who intend to return to their own country on completion of a Studentship.

### ***Term***

Initial Studentships are awarded for a term of two years. Routine notification will be required from the supervisor by 1 October indicating that the Student has taken up the award and that he or she plans to proceed through the second year.

A renewal application at the master's level will not be permitted. A renewal application at the doctorate level may be approved for one or two years, up to a maximum of five years. No one may receive more than six years of support under a Cystic Fibrosis Canada Studentship. Further, a Cystic Fibrosis Canada Student who has not yet received the maximum six years of funding will be deemed ineligible for further support if that applicant has already been enrolled in a post-graduate program for six or more years, as of this award's April 1<sup>st</sup> start date.

Applications for renewal will compete with initial applications, and if a renewal application fails to indicate that satisfactory progress has been made, the organization reserves the right to terminate support.

Applications must be submitted to the October competition.

Studentship funding will commence on 1 April.

### ***Value***

The value of a Cystic Fibrosis Canada Studentship is reviewed on an annual basis, and will correspond with prevailing Canadian rates. Studentships awarded for joint MD/MSc or MD/PhD programs will be prorated based on the time available for research in each year of the program.

### ***Criteria***

Studentships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record and references. The suitability and excellence of the proposed research environment, along with the intrinsic value and feasibility of the proposed research,



will also be considered. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial studentship applications to any one competition. The supervisor should not rank the applications submitted. Only one application is permissible per applicant.

### ***Application requirements***

The organization sponsors a Studentship competition in October. Like all Cystic Fibrosis Canada grants, Studentships are subject to the availability of funds.

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

Applicants must arrange to have official transcripts and two letters of recommendation forwarded directly to the organization. One of the letters of recommendation should be from the applicant's current or most recent supervisor. These one to two page letters should indicate the period of time and in what capacity you have known the applicant, elaborate on academic capabilities, competence and research potential and address the following: background preparation, motivation, organizational ability, demonstrated skill at research, etc. Also required, in the application form, are a description of the proposed research and training program. Applications that do not include these documents will be rejected.

### ***Use of funds***

Cystic Fibrosis Canada Studentships are salary awards, and the payment, in addition, of benefits to Cystic Fibrosis Canada students is a matter of host institutional policy.

### ***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held. In addition, funding through the joint MD/MSc or MD/PhD programs may be carried over a maximum of seven years, including all renewals.

(b) Institutional affiliation

Students are normally expected to remain with the same supervisor for the period of the award. If the Student leaves the university, he or she is expected to relinquish the Studentship. Students wishing to transfer to a different supervisor must seek the approval of Cystic Fibrosis Canada in advance of the transfer.

(d) Earnings from other sources

Cystic Fibrosis Canada Studentships may be held in conjunction with another award. If the second award is less than the total value of the Cystic Fibrosis Canada Studentship, Cystic Fibrosis Canada will top-up the award to the full value of the Cystic Fibrosis Canada Studentship. If the second award is greater than the value of the Cystic Fibrosis Canada award, Cystic Fibrosis Canada may provide top-up funding in an amount determined by the scientific review panel.

(e) Leaves of absence, maternity/paternity and sickness

The organization must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

(f) Progress reports

Students should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

## **RESEARCH SUMMER STUDENTSHIPS**

### ***Purpose***

Cystic Fibrosis Canada Summer Studentships are intended to provide support to students engaged in summer research projects in areas relevant to cystic fibrosis, normally under the direction of CF clinic directors or principal investigators based at a Canadian host institution. The research project should be attainable within the three-month term of the award.

### ***Eligibility***

Full-time students pursuing an undergraduate degree in an appropriate discipline are eligible to receive this award. Under certain circumstances, other special academic situations may be considered for a Summer Studentship.

The proposed supervisor need not be in receipt of a Cystic Fibrosis Canada grant.

### ***Term***

Cystic Fibrosis Canada Summer Studentships are intended to provide financial support for the three-month period June to August, and are awarded for a single summer. Summer Students are eligible to apply for an award in successive years.

### ***Value***

The value of a Cystic Fibrosis Canada Summer Studentship is reviewed on an annual basis, and will correspond with prevailing rates.

### ***Criteria***

Summer Studentships will be awarded on the basis of the demonstrated merit and potential of the applicant; the suitability and excellence of the proposed research environment; and the intrinsic value and feasibility of the proposed research.

One supervisor cannot submit more than two summer studentship applications to any one competition. The supervisor should not rank the applications submitted. Only one application is permissible per applicant.

### ***Application requirements***

Applications must be made by the proposed supervisor on behalf of a student. Applications directly from students cannot be accepted.

Applications, official transcripts and a letter of support from the proposed supervisor must be received by the organization on or before the 1 March deadline. Incomplete and/or late applications will be returned to the applicant.

### ***Use of funds***

Cystic Fibrosis Canada Summer Studentships are stipend awards.

### ***Terms and conditions***

#### (a) Payment of grants

Summer Studentship awards will be paid, through the institution concerned, in a single payment on 1 June.

#### (b) Earnings from other sources

Summer Studentship awardees may not hold a second major award.

#### (c) Reports

All students participating in this program must agree to complete the summer studentship award form and submit a report, written by the student, describing their summer project, no later than September 30. This report is not to exceed four (4) pages with figures to be inserted, and should include: a brief statement of the purpose of the project; methods and materials used; results and their interpretation; conclusions; and a declaration that the student performed the necessary experimentation and wrote the report. A list of appropriate references should be included following the 4-page report.

It is the responsibility of the supervisor to ensure that the student submits the completed form and written report. If a report is not submitted, the supervisor will not be permitted to submit a summer student application the following year.

(d) Transfer of awards

Summer studentship awards may not be transferred from the student in whose name the application was submitted.

(e) Karen Lackey Award

The application for a Summer Studentship that receives the highest ranking in the annual competition will be awarded the Karen Lackey Award, a \$250 book allowance.

To accept the award, the Summer Student must submit a one-page biography and a brief statement of his or her career goals. The \$250 book allowance is payable at the conclusion of the grant, upon receipt of the four-page report on the research project, and a letter of thanks to Mrs. Gladys Lackey written c/o Cystic Fibrosis Canada.

Subject to the availability of funds and under certain circumstances, the recipient of the Lackey Summer Studentship award may also be eligible to apply, in writing, for a Special Travel allowance to assist with travel expenses that are related to the presentation of their research at a scientific meeting.

(f) William J. Skelly Award

Each year, all Summer Students are considered for this \$500 cash award, initiated by the Kinsmen of District 8. The Skelly Award is granted to the Summer Student who is deemed, on the basis of his or her report, to have conducted the most outstanding work that summer. The award is made on the recommendation of the organization's scientific review panel. If, in the opinion of the panel, no project is considered worthy in any one year, the prize need not be awarded.

Subject to the availability of funds and under certain circumstances, the recipient of the Skelly Summer Studentship award may also be eligible to apply, in writing, for a Special Travel allowance to assist with travel expenses that are related to the presentation of their research at a scientific meeting.

## **IV. OTHER GRANTS AND AWARDS**

### ***SPECIAL TRAVEL ALLOWANCES FOR FELLOWS AND STUDENTS***

#### ***Description***

The organization encourages Cystic Fibrosis Canada-supported Fellows and Students to attend and participate in scientific meetings related to cystic fibrosis. In addition, allowances may be utilized to acquire new knowledge (i.e. visit another lab).

Special Travel allowances are intended to cover travel costs not to exceed the lowest applicable advance booking airfare, and reasonable accommodation and meals, up to a maximum determined annually by the organization.

An allocation to support travel is normally included in Cystic Fibrosis Canada Research grants, in Clinic Incentive grants and in Transplant Centre Incentive grants. For this reason, additional travel funds for principal investigators and clinic directors are not normally considered under this program.

#### ***Eligibility***

Special Travel allowances may be awarded to Cystic Fibrosis Canada-supported Fellows and Students, for each year of their award, upon written application and pending the availability of funds. No Cystic Fibrosis Canada -supported Fellow or Student may receive more than one special travel allowance per year. Subject to the availability of funds and under certain circumstances, Cystic Fibrosis Canada-supported physicians who are not CF clinic directors but who specialize in the clinical care of adults with cystic fibrosis at Canadian CF clinics, and recipients of the Skelly and Lackey Summer Studentship awards, may also be eligible.

#### ***Term***

Fellows and Students are eligible to apply for Special Travel allowances during each year of tenure of their award (subject to the availability of funds) and, in the event that no Special Travel allowance was made during the final year, for a six-month period following the completion of their award.

#### ***Value***

The amount of the travel allowance for 2015/2016 is up to a maximum of \$750 CDN annually.

#### ***Application requirements***

Applications should be made in the form of a letter, and must be submitted prior to the proposed travel. The letter must indicate the conference or meeting for which the allowance is requested and must include a proposed travel and accommodation budget, along with the supervisor's signed endorsement. Proof of active participation (i.e. abstract acceptance, etc.) is also required.

Applications may be submitted at any time, but the organization must be consulted in advance of the proposed travel. Please direct your completed application, all required supporting documentation and questions relating to travel allowances to Joanna Valsamis, Program Director, Research Funding at [jvalsamis@cysticfibrosis.ca](mailto:jvalsamis@cysticfibrosis.ca).

An itemized breakdown of expenses incurred and the original receipts must be submitted to the organization upon return from the conference or meeting, and any unexpended funds returned to the organization.

## ***OTHER CYSTIC FIBROSIS CANADA INITIATIVES AND PARTNERSHIPS***

From time to time, Cystic Fibrosis Canada will fund special research initiatives in line with our mission and strategic directions. Expert panels will be convened to evaluate these initiatives.

Furthermore, Cystic Fibrosis Canada may partner with other Canadian granting agencies and charities to offer additional research funding opportunities.