

CANCERCARE MANITOBA FOUNDATION

PLEASE POST

A N N O U N C E M E N T & G U I D E L I N E S

2012/2013 FUNDING OPPORTUNITIES

INFRASTRUCTURE & RESEARCH OPERATING GRANTS

Note that these may be revised periodically and notification will be provided, however the website should be reviewed regularly.

Applications will be considered in the following categories:

1. Infrastructure Grants
 - ◆ Infrastructure Budgets for Research Institutes, Centres & Programs
 - ◆ Patient Support Related Services
 - ◆ Equipment
 - ◆ CCMB Infrastructure
 - ◆ Professional Development
2. Research Operating Grants
3. Multi-Disciplinary Operating Grants (Collaboration of Investigators from Different Departments)
4. Applied/Basic/Clinical Scientist Award

NOTE: The guidelines for Studentships and Fellowships are found on the MHRC website
<http://mhrc.mb.ca>

The deadline for 2012/2013 applications for Infrastructure, Research Operating, Multi-Disciplinary Operating, and Applied/Basic/Clinical Scientist is **January 25, 2012**. Please consult the Award Guidelines for terms, conditions and eligibility.

The 2012/2013 Award Guidelines and 2012/2013 application forms are available from the following:

- ◆ Wendy Bencharski (787-4983) or Jennifer Cabral (787-4170), Room ON5008 of CancerCare Manitoba;
- ◆ email: Wendy.Bencharski@cancercare.mb.ca or Jennifer.Cabral@cancercare.mb.ca;
- ◆ CancerCare Manitoba “J” Drive under ‘Forms’: <J:\Forms\Grants - CCMF Funding Requests>
- ◆ MICB Website- look under “Resources”:
http://www.umanitoba.ca/institutes/manitoba_institute_cell_biology/
- ◆ CCMB Website:
http://home.cancercare.mb.ca/home/cancercare_grants/

CANCERCARE MANITOBA FOUNDATION

2012/2013 AWARDS GUIDE

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CANCERCARE MANITOBA FOUNDATION

GRANTS AND AWARDS GUIDE

CancerCare Manitoba Foundation will provide support related to infrastructure, basic, clinical or applied scientific research for staff of CancerCare Manitoba and the Manitoba Institute of Cell Biology.

1. **Infrastructure Grants**
2. **Research Operating Grants**
3. **Multi-Disciplinary Operating Grants (Collaboration of Investigators from Different Departments)**
4. **Applied/Basic/Clinical Scientist Award**

Applications should be addressed to:

The Office of the Provincial Director, Research,
Room 5008 – 675 McDermot Ave.
R3E 0V9.

Applications will be assessed for scientific merit and/or organizational relevance by the appropriate peer review committee.

Applications for 2012/2013 must be on the CancerCare Manitoba grant application form which is available on the “J” drive, the CancerCare Manitoba website and the MICB website. Forms may also be obtained from the Office of the Provincial Director, Research, Room 5008, or by calling Wendy Bencharski at 787-4983 or Jennifer Cabral at 787-4170. The **original application** must be submitted **with 2 hard copies (total of 3 copies)**. The full application (*please keep the application form in .doc format*) must be submitted electronically as follows:

Infrastructure grants must be submitted to Wendy at Wendy.Bencharski@cancercare.mb.ca
Research operating, multi-disciplinary, and applied/basic/clinical scientist grants must be submitted to Jennifer at Jennifer.Cabral@cancercare.mb.ca

For an Operating Grant, Multi-Disciplinary Grant or Applied/Basic/Clinical Scientist Grant, the principal investigator can hold or apply for **only one grant at a time**. A principal investigator may be a co-investigator on other grants. Independent projects that require small equipment expenditures may be put into a research proposal – keeping in mind that \$60,000 is still the maximum.

Research Grants can also be peer reviewed prior to the grant competition and can be requested through the Provincial Director, Research Office. In order to allow time for the peer review process, applicants must submit the full application electronically to Jennifer Cabral by **December 9, 2011**. All other applications received after the December 9th deadline may be reviewed, but we cannot guarantee your reviews will be received in time for the grant submission deadline.

External Reviewers must not have a family link, and, for past six years must not:

- ◆ Have been in the same institution, department or research group as the Project Leader or any of the candidates;
- ◆ Have been a research supervisor or graduate student of the Project Leader or any of the candidates;
- ◆ Have been directly involved in collaborative activities or published with the Project Leader or any of the candidates.

Applications for Infrastructure, Research Operating Grants, Multi-Disciplinary Operating Grants, and Applied/Basic/Clinical Scientist Awards should be submitted on or before **January 25, 2012**.

Also note, no new information or paperwork will be accepted after the deadline date (with the exception being manuscripts submitted for publications).

1. INFRASTRUCTURE GRANTS

GUIDELINES & PROCESS OF EVALUATION

CancerCare Manitoba Foundation Grants are to be used to support strategically important activities that fall outside the scope funding from Manitoba Health. The following list provides examples of applications that would be considered for funding.

- ◆ Infrastructure Budgets for Research Institutes, Centres & Programs
- ◆ Patient Support Related Services
- ◆ Equipment
- ◆ CCMB Infrastructure
- ◆ Professional Development

CRITERIA FOR FUNDING:

Priority for funding will be given to those applications that meet one or more of these criteria:

1. Helps address one or more specific goals identified in Strategic Plans which may be viewed on CancerCare Manitoba website:
2. Helps leverage further funds or reduces our reliance on internal funding.
3. Evaluates technology, tools, data and processes in order to improve organizational effectiveness.
4. Maintains or develops programs of strategic importance to CCMB but which fall outside Manitoba Health's funding envelope.
5. Is a feasibility study or is a request for bridge funding and the applicants have a clearly elucidated strategy as to how/where any further funding that may be required will be obtained. Such application is not eligible for support under the CCMB Research Operating or Multi-Disciplinary Operating grant support.

APPLICATION

1. Funds will be awarded for a one year period only. Re-application for additional funding is required every year.
2. Where new space or additional infrastructure is required, a detailed plan indicating how this space will be funded and acquired must be provided. This is in addition to the detailed budget information required explicitly for the grant application.
3. If more information is provided than asked for, it will not be reviewed (example if only one page is requested and more than one page is appended, it will not be reviewed).

NOT CONSIDERED FOR FUNDING

1. Travel expenses may not constitute a part of the grant application.

ACKNOWLEDGEMENTS & PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the award within 30 days of notification.
2. Applicants must submit a progress report to the Provincial Director, Research, CancerCare Manitoba, on or before the date specified on the award notice letter or may be deemed ineligible for future funding.
3. To support fundraising efforts of the CancerCare Manitoba Foundation, and to inform the public on how their dollars are being spent, it is critical that, whenever appropriate, the recipient acknowledge funding received from CancerCare Manitoba Foundation Inc.

PROCESS OF EVALUATION:

Grants will be rated on the basis of merit and relevance under the aegis at CancerCare Manitoba and will follow the process stipulated.

1. Prior to preparing the applications, applicants must send a one-page ***“Letter of Intent” (LOI)*** of the proposed application to their Provincial Director, and must obtain approval from his/her relevant Provincial Director to go forward to prepare and submit a full application. A meeting of the Senior Management Team (SMT) will be held to review and prioritize LOIs and decide whether the LOIs are in harmony with the organizational strategic plan. Only LOIs approved by SMT will go forward to full application. The Provincial Director will advise the Section Heads/applicants of the decision in writing. LOIs not approved will go no further. ***The “approval letter” must accompany the application.*** Completed applications will be signed by the relevant Provincial Director and CEO. The application will then be forwarded to the office of the Provincial Director, Research, CancerCare Manitoba.
2. Applications received by the Provincial Director’s office will be separated into research and non-research applications.
3. All applications will be evaluated by the Senior Management Team who will recommend a ranked order of funding to the CEO.
4. The CEO will submit the ranked applications to the CCMB Finance Audit Committee and the CCMB Board.
5. The CCMB Board will review all funding requests and forward a recommendation to CCMF Inc. for consideration by the:
 - ◆ CCMF Programs, Grants and Awards Committee (PGAC)
 - ◆ CCMF Finance Committee
 - ◆ CCMF Board
6. The Executive Director of the CCMF will advise the President and CEO of CCMB of the funding results.
7. The Provincial Director, Research, CancerCare Manitoba on behalf of the President and CEO of CancerCare Manitoba will notify the applicants regarding funding.
8. **The full application must also be submitted electronically in .doc format to Wendy.Bencharski@cancercare.mb.ca**

2. RESEARCH OPERATING GRANTS

GUIDELINES & PROCESS OF EVALUATION

1. To be eligible, the principal investigator must have an appointment with CCMB or MICB and a Faculty appointment with the University of Manitoba. Principal investigators must have a professional degree preferably with research training and expertise or a doctorate or postdoctoral research experience or equivalent research experience (graduate degree with appropriate level of experience). This **excludes** Research Associates, Post Doctoral Fellows and Graduate Students.
2. Grants in aid of research are designed to defray the normal direct costs of research including personnel costs, applied and expendable materials, experimental animals, equipment items totalling less than \$5,000.00, computer costs and publication costs. These monies do not cover expenditures for students or postdoctoral salaries and such applications are to be made separately.
3. The maximum amount awarded for a Grant-In-Aid of research in the 2012/2013 competition will be **\$60,000/annum**.
4. Grants will be awarded for a 12 month or 24 month period. The term requested must be specified on the application.
5. Grants will be rated on the basis of merit and relevance to both basic and clinical programs operating under the aegis at CancerCare Manitoba.
6. Travel expenses, unless as part of the project, will not constitute a part of the grant application.
7. Although some latitude in the use of funds within categories is permissible, major departures from submitted or approved budgets and transfers between the categories of personnel and equipment supplies and materials on the other are **not** permitted without prior written approval of the Provincial Director, Research, CancerCare Manitoba.
8. Applicants for research operating grants should include the names, addresses, phone, fax and email of a **minimum** of three potential external reviewers (refer to criteria on page 3). External Reviewers are **NOT** to be contacted by applicant(s).
9. All clinical research projects typically should have notified the appropriate Disease Site Group Chair.
10. Applicants must acknowledge acceptance of the award within 30 days of notification.
11. Applicants must submit a progress report to the Provincial Director, Research on or before the date specified on the award notice letter or they may be deemed ineligible for future funding. If funding a two year award continuation, all funding will be based on approval of a satisfactory progress report (refer to timelines for date).
12. Publications and presentations arising from the grant should acknowledge the support of CCMF, Inc. and the appropriate fund when applicable.

13. Applicants re-applying for continuation of a project that was previously funded must show, if the opportunity is available, that they have applied for external funding. Evidence of such application must accompany the request.
14. Only one grant application per principal investigator, however, a principal investigator can be a co-investigator on a second grant.
15. If the application is funded, monies will not be released until the principal investigator has completed the “CCMB Research Standards Compliance Form” and forwarded all applicable approval forms and/or certificates to the office of the Provincial Director, Research, CCMB.
16. Research proposal summary of grant being received or applied for must be added or grant will not be considered.
17. For re-application of a project a Progress Report MUST be attached.
18. **The full application (including the application form in .doc format) must also be submitted electronically to Jennifer.Cabral@cancercare.mb.ca** (*images may be submitted separately from the application form in .pdf format*).

3. MULTI-DISCIPLINARY OPERATING GRANTS

This is a separate fund designed to bring about the collaboration of investigators from different departments within CCMB/MICB. This program is intended to produce closer collaboration between departments. Collaboration between clinical scientists and basic scientists is to be encouraged.

THE TERMS AND CONDITIONS OF THE GRANTS

1. The grant applications are typically to initiate a new collaborative project.
2. Grant applications for this award must include both Principal Investigators (PIs) from different departments as co-investigators.
3. The maximum amount available per year will be **\$60,000/annum** per application for two years.
4. Combined grants will be awarded for a 12 month or 24 month period. The term requested must be specified on the application.
5. Grants in aid of research are designed to defray the normal direct costs of research including personnel costs, applied and expendable materials, experimental animals, equipment items totalling less than \$5,000.00, computer costs and publication costs. These monies do not cover expenditures for students or postdoctoral salaries and such applications are to be made separately.
6. All clinical research projects typically should have notified the appropriate Disease Site Group Chair.
7. Applicants must submit a progress report to the Provincial Director, Research on or before the date specified on their award notice letter or they may be deemed ineligible or future funding. If funding a two year award continuation, all funding will be based on approval of a satisfactory progress report (refer to timelines for date).
8. Applicants re-applying for continuation of a project that was previously funded must show, if the opportunity is available, that they have applied externally for funding. Evidence of application to other agencies must be supplied in a covering letter.
9. Only one grant application per principal investigator, however, a principal investigator can be a co-investigator on a second grant.
10. Publications and presentations arising from the grant should acknowledge the support of CCMF, Inc. and the appropriate fund when applicable.
11. If the application is funded, monies will not be released until the principal investigator has completed the "CCMB Research Standards Compliance Form" and forwarded all applicable approval forms and/or certificates to the office of the Provincial Director, Research, CCMB.
12. Research proposal summary of grant being received or applied for must be added or grant will not be considered.

13. For continued support a Progress Report MUST be attached.
14. **The full application (including the application form in .doc format) must also be submitted electronically to Jennifer.Cabral@cancercare.mb.ca (images may be submitted separately from the application form in .pdf format).**

4. APPLIED/BASIC/CLINICAL SCIENTIST AWARD

Applications for Applied/Basic/Clinical Scientist Awards must be submitted on or before **January 25, 2012** for funding July, 2012.

1. For independent investigators who hold a University faculty appointment and who show promise in their field.
2. The Applied/Basic/Clinical Scientist Award is contingent upon the applicant having or receiving operating funds for their research program at the commencement of the salary award.
3. Applied/Basic/Clinical Scientist Awards are intended to allow eligible candidates to focus on their research programs, which support the CCMB Strategic Plan. The relevance of the project to the CCMB Strategic and/or Research Strategic Plan must be demonstrated. The Strategic Plans are posted with these guidelines, and are also available by calling 787-4983.
4. Each award provides up to \$125,000 annually to a maximum of two years.
5. The award is to be used for salary. The successful applicant is expected to devote at least 50% of his/her time to research.
6. To be eligible, the principal investigator must have an appointment with CCMB or MICB. Principal investigators must have a professional degree preferably with research training and expertise or a doctorate or postdoctoral research experience or equivalent research experience (graduate degree with appropriate level of experience).
7. Applicants must be recommended by the appropriate Department/Service Head and Portfolio Leader.
8. Candidates must arrange to have three (3) referees send supporting letters directly to CCMB. One of these letters must be from the Director of MICB or the Head of the CCMB Service Department in which the applicant proposes to carry out the research and at least one of the remaining letters must be from outside CCMB/MICB. Supporting letters must be received by February 3, 2012.
9. Names/Addresses/Phone /Email of 3 External Reviewers must be provided with the application (refer to criteria on page 3). These individuals must be experts in the chosen field to which the application refers. The External Referees **must not** be contacted by the applicant.
10. Applications must be on the current year's form and instructions must be followed.
11. Applicants who apply for an Applied/Basic/Clinical Scientist Award are eligible to concurrently apply for a CCMB Research Operating Grant or a Multi-Disciplinary Grant (consult CCMB Research Operating Grants guidelines). These Operating Grants cannot be used for salary support of the investigator.
12. Publications or presentations should acknowledge the support of the CancerCare Manitoba Foundation Inc.

13. For applicants requesting two year support, a Progress Report **MUST** be submitted to the Provincial Director, Research on or before the date specified on their award notice letter.
14. **The full application (including the application form in .doc format) must also be submitted electronically to Jennifer.Cabral@cancercare.mb.ca** (*images may be submitted separately from the application form in .pdf format*).