The Innovation Research Program

**Application Form**

Please review the Innovation Research Program Guidelines prior to completing this application form.

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| --- |
| The deadline to submit the full application package to [info@stemcellnetwork.ca](mailto:info@stemcellnetwork.ca) is **Wednesday**, **April 1, 2020 at 11:59 PM Pacific Time**.  A confirmation email will be sent within 48 hours of SCN receiving the submitted application package. If a confirmation email is **NOT** received from SCN within 48 hours of submission **it is the responsibility of the lead applicant** to contact SCN and ensure that the application package has been received by SCN. |

**The complete application package should include the following documents:**

**The Application Form (document 1)**

Must be submitted as a single Word document that includes completed Sections 1 to 13 in single-spaced, Calibri size 12 font, with 1-inch margins. Please enter the Project Leader’s name in the headings of the document and in the title of the file (i.e. Joe Smith.docx). You may delete the specific section instructions but do not delete section headings. Please submit this document as a Word document (do not format into a PDF).

**Investigator CVs (document 2)**

Must be submitted as a single PDF file including a full Canadian Common CV in the CIHR format (Academic CV Type) <http://www.cihr-irsc.gc.ca/e/45641.html> for each investigator requesting funding from SCN. Do not submit CVs and publications for collaborators or trainees. Do not submit your CV online to CIHR, instead view it (through print function) and save as a PDF file. See Section 2 of the application form for details.

**Letters of Support (document 3)**

Must be submitted as a single PDF file that includes eligible partners’ letters of support for the 18-month funding period (August 1, 2020 to January 31, 2022). See Section 7 of the application form for details.

**Project Budget for SCN Funds (document 4)**

Please use the SCN Excel budget template file to provide a detailed budget for the funding requested from SCN. This current competition is based on an 18-month funding period (August 1, 2020 to January 31, 2022). Budget expenditures should follow [Tri-Agency guidelines](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp). Budget justifications should be included in Section 10 of the application form. See Section 10 of the application form for more details.

**Supporting Documents (document 5)**

Where appropriate, please attach relevant approved Animal Utilization Protocol, Stem Cell Oversight Committee (SCOC) approvals for the use of human cells and tissues, approval to use biohazard agents and any relevant provisional patent filings as separate PDF documents.

**Institution and Investigator Signatures Form (document 6)**

Signatures are required from any investigator directly requesting funds from SCN for this project, and their sponsoring research institute. Please submit a single PDF file with investigator and institutional signatures, and use the form supplied by SCN. Once both parties sign the document, it may be scanned as a PDF and submitted electronically along with the rest of the application.

Please adhere to word/page counts where stated, content that exceeds these counts will not be reviewed. The maximum size of each email submission of documents **should not exceed 8MB**. If an email submission exceeds 8MB, please submit as two emails, labeled Part I and Part 2. If Document 1 (Word application form) exceeds 8MB, please contact Rebecca Cadwalader ([rcadwalader@stemcellnetwork.ca](mailto:rcadwalader@stemcellnetwork.ca)) to discuss file transfer.

**Please direct questions about the application process or criteria** to Jon Draper ([jdraper@stemcellnetwork.ca](mailto:jdraper@stemcellnetwork.ca))

**Application Form (document 1)**

### **Section 1: Project Overview**

**Project Title** (max. 15 words)

**Plain Language Project Title** (max. 15 words)

For successful proposals, this title may be used in press releases/website content.

**Project Leader and Institution**

Identify **one** early career investigator who will be responsible for managing the project (allocation of project budgets and progress reporting to SCN). Co-leaders are not accepted. Also indicate the host institution.

**Project Keywords**

Please provide up to seven keywords that identify the research focus of the project

**Value Statement**

In no more than two sentences, identify the potential value that your research project will have for furthering knowledge and a longer-term translational stem cell or regenerative medicine research program.

**Milestones**

Identify the milestones (timepoints that delineate key phases in a project schedule) of your project within the 18-month funding period (August 1, 2020 to January 31, 2022).

Use bullets and one or two sentences for each milestone. Please insert additional bullets if needed.

* #1
* #2
* #3

**Project Deliverables**

Identify three to five key project deliverables (**final outputs**) for the proposed project to be achieved within the funding term (August 1, 2020 to January 31, 2022). Deliverables may include, but are not limited to, development of new models, knowledge generation, publications and other knowledge mobilization activities, technical advancements, provisional patents filed etc.

Use bullets and one or two sentences for each deliverable. Please insert additional bullets if needed.

* #1
* #2
* #3

**Strategic Plan** (max. 1 page)

Provide a clear description of the longer-term strategic plan for the proposed research; how the proposed deliverables will serve as a foundation for a translational program.

**Executive Summary** (max. 350 words)

Provide a lay summary of the proposal that highlights research excellence, innovation, project objectives and deliverables. In addition, please describe how the research has the potential to be developed and potentially translated for health, economic or social benefits. Please describe the project team and partners who are essential to delivering on the research. Please note, this summary may be used for background in press releases/website content.

**Section 2: Project Team**

**Investigator CVs (document 2)**

**Team Members** - In the tables below, list all proposed investigators and project collaborators. Investigators are those requesting SCN funding, while project collaborators are those who are not requesting SCN funding but who will be collaborating on the project. Provide the name, position, organization affiliations and email addresses for all investigators and collaborators. Please note that the affiliation for each investigator must match the institution that will receive the project funding. Provide a two- or three-line description of the role of each team member in the proposed project, clearly identifying their expertise and strengths. Finally, explain how the combined expertise of the proposed multi-disciplinary, multi-institutional team will benefit the proposed research project.

A single PDF file of a full Canadian Common CV <http://www.cihr-irsc.gc.ca/e/45641.html> is required for each investigator requesting funding. Collaborator or trainee CVs are not required, unless they are playing a central role in delivering the project. Do not submit your CV online to CIHR, instead, view it (through print function) and save as a PDF file.

**Investigators** requesting funds from SCN must be based at a Tri-Council eligible institution and must themselves be eligible to receive Tri-Council funding.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Position & Institution | | | Phone & Email | |
| 1. |  | | |  | |
| Role in project: | | | | | |
| Please select Investigator career stage\*: | | ECR | MCR | | SCR |
| 2. |  | | |  | |
| Role in project: | | | | | |
| Please select Investigator career stage\*: | | ECR | MCR | | SCR |
| 3. |  | | |  | |
| Role in project: | | | | | |
| Please select Investigator career stage\*: | | ECR | MCR | | SCR |
| 4. |  | | |  | |
| Role in project: | | | | | |
| Please select Investigator career stage\*: | | ECR | MCR | | SCR |
| 5. |  | | |  | |
| Role in project: | | | | | |
| Please select Investigator career stage\*: | | ECR | MCR | | SCR |

*Please insert rows as needed.*

\*Career stage definitions:

ECR = Early-Career Researcher (within 5 years of first independent research appointment;

MCR = Mid-Career Researcher (within 5-15 years of first independent research appointment)

SCR = Senior-Career Researcher (started first independent research position 15+ years ago)

**Lead Investigator: Please confirm that all investigators are eligible to receive Tri-council funding:**

|  |
| --- |
| I confirm that all listed investigators are eligible to receive Tri-council funds  (please check box to confirm). |

**Project Collaborators** (Canadian & international collaborators NOT requesting funds from SCN):

|  |  |  |
| --- | --- | --- |
| Name | Position & Institution | Phone & Email |
| 1. |  |  |
| Role in project: | | |
| 2. |  |  |
| Role in project: | | |
| 3. |  |  |
| Role in project: | | |
| 4. |  |  |
| Role in project: | | |
| 5. |  |  |
| Role in project: | | |

Please insert rows as needed.

**Project Highly Qualified Personnel** (research assistant, undergraduate, graduate student, postdoctoral fellow and research associates who will be working on the project)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position & Institution | PI (Last Name) | Phone & Email |
| 1. |  |  |  |
| Role in project: | | | |
| 2. |  |  |  |
| Role in project: | | | |
| 3. |  |  |  |
| Role in project: | | | |
| 4. |  |  |  |
| Role in project: | | | |
| 5. |  |  |  |
| Role in project: | | | |

Please insert rows as needed.

**Section 3: Research Proposal**

Proposed Research

In a maximum of ten pages (including tables and figures but not references\*) please provide:

* A description of the background, rationale, a clear hypothesis and objectives of the project;
* A description of the health, clinical, technological, ELSI question that this project will address;
* A description of how the project can help establish a longer-term program in stem cells or regenerative medicine;
* An outline of the proposed research methods and approach; and the role of project members’ in achieving the goals of the project;
* Details on the anticipated key milestones for the funding period and all of the final deliverables anticipated by the end of the project. Please be sure to highlight the criteria used to ascertain deliverables have been met;
* A description of how research data collected during the course of this project will be managed, including privacy considerations, if any. Outline how data will be released/deposited/archived at the point of publication;
* A description of how the project will support building Canadian scientific excellence, leadership and innovation;
* A description of how sex and gender have been accounted for in the project design, and
* Figures and tables that support the proposal.

**References** (no page limit)

Provide references that are directly relevant to the project. Please note that appendices will not be reviewed.

**Section 4: Commercialization Considerations** (max. 1 page)

If any, please provide a description of:

* The current status of any IP associated with this project that are critical to success;
* An assessment of any existing or competing IP that will impact commercialization, and the “freedom to operate” that is granted by the current IP held by the applicants for this product

**Section 5: Risk Mitigation Strategies** (max. 1 page)

Please provide a description of:

* The potential challenges and risks for elements that are critical to the success of the project (e.g. experimental processes, emergence of competing technologies, partner engagement, inability to access data etc.);
* Alternative approaches and/or risk mitigation strategies that will manage the impact of challenges or pitfalls and allow milestones and deliverables to be met on time.

**Section 6: Previous or Applied for Funding** (max. 1 page)

Complete this section only if: development of this project has received prior SCN funding support; if this project (or elements therein) is the subject of another current SCN funding application; if this project (or elements therein) is funded (in part or fully) by other funding sources.

Please provide a description of:

* The nature of any previous or current SCN funding applications (i.e. project title, lead PI, award type and funding amount) that have contributed to or overlap with this project;
* A brief summary of the major findings of prior SCN funded projects, as well as the status of the milestones and deliverables (met, delayed or abandoned) at the end of the funding period. Please describe how this previous work will be built upon by this new funding support;
* For other current SCN funding applications, outline overlap with this application, and
* For projects funded from any other source that have scientific, methodological or budgetary overlap with this proposal, please describe the nature of the funding, the overlap and how SCN funded activities will be distinct.

**Section 7: Partnerships**

**Letters of Support (document 3)**

Partnerships (in-kind and cash) are highly valuable for SCN and will result in a higher ranking for the application during review. Partnerships also demonstrate a potential longer-term path for the research. As such, developing partnerships is highly encouraged. Partnerships may be sought with companies, not-for-profits, foundations, charities, research institutions, provincial governments.

Please provide a letter of support on the letterhead of each partner detailing the extent of their collaboration and/or their cash and/or in-kind contribution towards the particular project. **Please add a dollar value for all in-kind contributions.** Letters of support should specifically include reference to the proposed project and any conditions placed on funding. Please submit the partner letters of support in one PDF as Document 3 of the application package.

This should include:

1. Actual matching funds (specifically associated with the 18-month term of this project);
2. Ongoing leveraged funding (ongoing sources of related project funding); and

Please note, it is possible that funding support from a single source may need to be split into two or more tables. In the three tables below, please list each partner, the specific nature of the contribution, and the cash and/or in-kind contributions anticipated from the partner(s) to the project. Where a researcher has a “financial interest” in a partner, the potential conflict of interest should be declared. This does not preclude the partnership in any way but provides transparency to the review process.

1. **Actual Matching Funds** (specifically associated with the 18-month term and key objectives of the project). Eligible matching funds can be sourced from not-for-profit organizations, foundations, institutions, industry or health charities and government, but exclude federal funds (CIHR, NSERC, SSHRC, CFI, NCEs, Genome Canada, New Frontiers Research Fund). Letters of support are required.

Although Principal Investigator salaries and indirect costs are not eligible budget items, they must be listed here as in-kind institutional support (PI salaries at 10% and indirect costs at 40%).

Note: Indirect costs are research costs borne by the institution that are incurred during the conduct of the research activities in the lab (e.g. space, infrastructure & equipment maintenance, core facilities, support staffing costs). 40% of these in-direct costs are eligible to be listed as in-kind institutional support.

|  |  |
| --- | --- |
| **Total actual matching funds for this project:** | $ |

**Please list the partner breakdown of the Total actual matching funds in the table below;**

**For all actual matching funds, indicate the period covered by the partner contribution:**

|  |  |  |
| --- | --- | --- |
| Name of Receptor/Partner | Nature of contribution (Cash and/or in-kind) | Contribution (CA$) and period covered |
| 1. |  |  |
| Role in project:  Letter of support provided: Yes/No  Potential conflict of interest: | | |
| 2. |  |  |
| Role in project:  Letter of support provided: Yes/No  Potential conflict of interest: | | |
| 3. |  |  |
| Role in project:  Letter of support provided: Yes/No  Potential conflict of interest: | | |
| 4. |  |  |
| Role in project:  Letter of support provided: Yes/No  Potential conflict of Interest: | | |
| 5. |  |  |
| Role in project:  Letter of support provided: Not required.  Potential conflict of interest: | | |

Please insert rows as needed.

1. **Ongoing Leveraged Funding** (ongoing sources of related project funding)

Can be sourced from not-for-profit organizations, foundations, institutions, industry or health charities and government, including federal funds (CIHR, NSERC, SSHRC, CFI, NCEs, Genome Canada, New Frontiers Research Fund). Please note, for all ongoing leveraged funding, indicate the period covered by the partner contribution.

|  |  |
| --- | --- |
| **Total ongoing leveraged funds for this project:** | $ |

**Please list the partner breakdown of the ongoing leveraged funds in the table below:**

|  |  |  |
| --- | --- | --- |
| Name of Receptor/Partner | Nature of contribution (Cash and/or in-kind) | Contribution (CA$) and period covered |
| 1. |  |  |
| Role in project:  Letter of support provided: Not required.  Potential conflict of interest: | | |
| 2. |  |  |
| Role in project:  Letter of support provided: Not required.  Potential conflict of interest: | | |
| 3. |  |  |
| Role in project:  Letter of support provided: Not required.  Potential conflict of interest: | | |
| 4. |  |  |
| Role in project:  Letter of support provided: Not required.  Potential conflict of interest: | | |
| 5. |  |  |
| Role in project:  Letter of support provided: Not required.  Potential conflict of interest: | | |

Please insert rows as needed.

**Section 8: Highly Qualified Personnel (HQP) Education Plan** (max. 1 page)

Please provide a description of the following:

* The overall design and implementation of the HQP education plan for the project. Please note, the plan should provide project-associated HQP with substantive opportunities to develop skills that will improve their career prospects and capacity to work within academia or a regenerative medicine company.
* Any particularly creative and unique training elements (e.g. leadership opportunities, industry placements, certification programs, exchanges, workshops etc.)

**Section 9: Knowledge Mobilization Plan** (max. 1 page)

Please provide a description of:

* A realistic description and timeline of activities for knowledge synthesis, dissemination, transfer or exchange that goes beyond publications in scientific journals;
* Key target audiences, stakeholders or receptors (e.g. foundations, charities, patient organizations, industry, healthcare providers or the general public) who will benefit from the project, including how and when they will be engaged;
* Metrics for assessing the impact of knowledge mobilization strategies on target audiences, stakeholders or receptors;

**Note: SCN requires that it be recognized in knowledge mobilization and outreach efforts as a research funder**.

**Section 10: Budget**

**Project Budget for Requested SCN Funds (document 4)**

Complete the Excel budget template provided for the funding requested from SCN (document 4 of the application package). This current competition is based on an 18-month funding period (August 1, 2020 to January 31, 2022) with two payments. Please show a detailed budget outlining all expenses for the 18-month period on the template. Add justification/comments below to support the numbers provided in the budget.

Budget expenditures should follow the Tri-Council financial guidelines. Indirect costs and Principal Investigator salaries are not eligible expenditures. Click on the link below to view the Tri-Council financial guidelines:<http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp>

|  |  |
| --- | --- |
| **Total SCN funds requested for this project:** | $ |

**Justification and Comments**

Provide justification/comments to your budget below (no page limit). Identify items by noting the Excel spreadsheet row number relevant to the item. **Please note: no-cost extensions will not be allowed past the January 31, 2022 award end date.**

**Section 11: Project Management**

Please explain how the lead investigator will manage the efficient and effective execution of the project by the team (max. 2 paragraphs)

**Section 12: Suggested Referees**

Please suggest up to three external referees from outside Canada listing name, institution and e-mail address.

**Section 13: Attachments**

**Supporting Documents (document 5)**

Please attach relevant approved Animal Utilization Protocol, Stem Cell Oversight Committee (SCOC) approvals for the use of human cells and tissues, approval to use biohazard agents and provisional patent filing if applicable, as separate PDF documents.

**Institution and Investigator Signatures Form (document 6)**

Signatures are required from any investigator directly requesting funds from SCN for this project, and their sponsor research institute. Please note, this must be submitted as a single PDF file with investigator and institutional signatures, please use the form supplied by SCN. Once both parties sign the document, it may be scanned as a PDF and submitted electronically along with the rest of the application.