



**Stem Cell  
Network**

Powering  
Regenerative  
Medicine

**Réseau de  
Cellules Souches**

Propulsons  
la médecine  
régénératrice

## Stem Cell Network Research Funding Competition 2023-2025

### Letter of Intent Instructions for ProposalCentral

#### **Timeline:**

- Letter of Intent submissions open on Thursday, September 1, 2022.
- Letter of Intent submission deadline is Thursday, September 22, 2022, at 11:59 p.m. Pacific.
- Full application submission will be opened to eligible LOI submitters on Tuesday, September 27, 2022.
- Full application submission deadline is Thursday, December 1, 2022, at 5:00 p.m. ET (2:00 p.m. PT)

**The Letter of Intent and full application must be submitted using the ProposalCentral online submission platform.**

Upon successful submission of an LOI and/or full application, a confirmation message will appear on the screen within ProposalCentral and a confirmation email from pcsupport@altum.com will be sent to the applicant. Add pcsupport@altum.com to the safe senders list to ensure receipt of submission confirmation.

If a confirmation email is NOT received from ProposalCentral 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.

**A Letter of Intent (LOI) submission is mandatory for all SCN programs.** LOIs will be used to identify peer review requirements, gauge the level of interest in SCN's programs, and ensure

projects fall within the field of regenerative medicine. It is anticipated that all LOIs which meet SCN's mandate will be invited to submit a full application.

LOI and full application-related questions should be addressed to Jon Draper (jdraper@stemcellnetwork.ca).

Instructions on using ProposalCentral to complete your LOI submission can be found below.

**Once you have set up your ProposalCentral user account, the first step in creating your LOI in ProposalCentral is to complete the Title Page section. Click Save once you've completed that section, then you will be able to move on to complete the remaining sections. You will be able to go back and edit the Title Page after saving it.**

**Please ensure that your browser is set to allow pop-up windows from ProposalCentral.com, as some sections of the LOI and full application require the entry of data into pop-up windows.**

Please note: all data entry fields prefaced with a red asterisk (\*) are required entry fields that must be filled for the proposal to complete the validation process in section 15 of the application.

## **Section 1: Title Page**

### **Project Title**

Provide the title of your project in 125 characters (approximately 20 words) or fewer.

### **Plain Language Project Title**

Provide the plain language (lay) title of your project in 125 characters (approximately 20 words) or fewer. The plain language project title is intended for communicating with a lay audience. For successful proposals, this title may be used in press releases/website content.

### **Regenerative Medicine Focus**

Regenerative medicine is the branch of medicine that develops methods to regrow, repair or replace damaged or diseased cells, organs or tissues. Regenerative medicine includes the generation and use of therapeutic stem cells, tissue engineering, and the production of artificial organs. Research applications that are focused on cancer must be regenerative in nature and/or use stem cells for addressing the proposed problem.

Click “Yes” to confirm that your proposed project is focused on regenerative medicine. If you cannot confirm that your proposed project is focused on regenerative medicine, you will not be able to continue with a full application. Applications with a focus that falls outside of the field of regenerative medicine will be considered non-eligible and will not be invited to submit a full application.

### **Keywords Identifying the Research Focus**

Provide five to seven keywords that identify the research focus of the project. Separate each keyword by a comma (,).

### **Requested Funds Information**

In this section, provide an estimate of the total SCN funding to be requested for this project, bearing in mind the maximum SCN funding available, and an estimate of the total actual matching partner funds for the project. Also, briefly describe the project partners and how they will contribute to the success of the project.

### **Estimated Total SCN Funding**

Provide the total estimated SCN funding to be requested for this project. Refer to the Program Guidelines to confirm the maximum SCN funding available under the award program to which you are applying.

### **Estimated Total Actual Matching Funds**

Provide the total estimated actual matching partner funds for this project.

Actual matching funds are partner funds that are specifically associated with the term and key objectives of the project. Eligible matching funds can be sourced from companies/industry, not-for-profit organizations, foundations, charities, research institutions/hospitals/universities, and government bodies, but exclude federal funds (CIHR, NSERC, SSHRC, CFI, NCEs, Genome Canada, New Frontiers Research Fund). Letters of support are required at the point of submission of the full application

Although Principal Investigator salaries and indirect costs are not eligible budget items, they must be included in the estimate of total actual matching funds here, as they are in-kind institutional support (PI salaries at 10% and indirect costs at 40%).

### **Partner Overview**

Provide a brief overview of the partners and their contributions to or role in this project, in 1,500 characters (approximately 250 words). Partners can be changed and added, and further details will be required, when submitting the full application.

**Click Save to save the details you've input in this section, then you will be able to move on to complete the remaining sections. You will be able to go back and edit the Title Page after saving it.**

## **Section 2: Download Instructions**

### **Program Guidelines & LOI Instructions**

Download the Program Guidelines and LOI Instructions documents from this section.

## **Section 3: Enable Other Users to Access this Proposal**

In this section you will be able to give other people access to your LOI. For instance, you may want to give access to your lab manager, project manager or co-investigator(s) to help you complete the LOI process. Although no institutional sign-off is required at the LOI stage, you can also grant institutional signing authorities access to your application at this point (select the 'Administrator' Permissions type); access granted to individuals at the LOI stage will be transferred to the full application process in ProposalCentral.

In order to give another person access to your LOI, that individual must be registered as a user of ProposalCentral; they need to have their own ProposalCentral profile, which, at a minimum, should include their first and last name, institution and email address.

Once they are registered with ProposalCentral, input their User ID or email address in the "Give User Proposal Access" field, and click Find User. Select their name and they will appear under the "Proposal Access Rights" section. You can then input their Role and select their Permissions type. Check the "Auto Notify" box to enable your selected managers, co-investigators, department or grants administrators to receive system notifications.

**Click Save to save your inputs.**

**When you give a person access to your grant application, you can give them one of three levels of permissions:**

- View (View only. Cannot change any details.)

- Edit (Can view and change information in the grant application. Cannot Submit or view the Access Permission screen)
- Administrator (Can view, edit and submit the application. Can give access rights to others.)

### **Steps to Give Another Person Access to Your Grant Application:**

- Make sure each person is registered. To grant access to another person, that person must be registered as a “user” in the ProposalCentral system.
- Enter the User ID or the email address of the person you wish to give access to in the User ID/E-Mail field of the Proposal Access User Selector section at the bottom of the screen then click the Find User button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is View.
- Finally, select the Permissions level for the person you have just added - View, Edit, or Administrator - then click the "Save" button.

### **Section 4: Lead Investigator**

The person who initially created the LOI is pre-loaded as the Lead Investigator for the project. Contact information from the Lead Investigator’s profile is auto-populated in this section.

To update the Lead Investigator profile, click Edit Professional Profile. To change the Lead Investigator, select from the dropdown list and click to confirm selection.

**Important note: the affiliation for each investigator must match the institution that will receive the project funding, therefore please ensure the correct institution is noted for each team member requesting funding from SCN. For investigators with multiple affiliations, list only the institution that will receive the project funding.**

Note that while we encourage the linking of ORCID iD to a user’s ProposalCentral profile it is not required.

**Confirm that the details for the Lead Investigator are correct, then select the Lead Investigator’s career stage:**

**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)

**Click Save to save your inputs.**

## **Section 5: Lead Investigator Institution**

Lead Investigator Institution information from the Lead Investigator's profile is auto-populated in this section.

**Important note: the affiliation for each investigator must match the institution that will receive the project funding, therefore please ensure the correct institution is noted for each team member requesting funding from SCN. For investigators with multiple affiliations, list only the institution that will receive the project funding.**

## **Section 6: Research Team**

For the LOI stage please list only co-investigators and collaborators. Highly Qualified Personnel (HQP) are added to the Research Team in the full application submission.

**Important note: the affiliation for each investigator must match the institution that will receive the project funding, therefore please ensure the correct institution is noted for each team member requesting funding from SCN. For investigators with multiple affiliations, list only the institution that will receive the project funding. If the correct institution is not returned when using the "Search Institution" button, please contact the ProposalCentral customer help desk for help in adding your institution: call 800-875-2562 (toll-free) or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com).**

To add a team member, input their email address and click the Add Contact icon. An individual does not need to be registered with ProposalCentral to be added as a team member. The Contact Screen – Research Team pop-up box will appear, please complete all the required fields for the team member.

## Contact Screen – Research Team pop-up box notes:

- **Under ‘Add Research Team Info’:**
  - **Select the team member’s role** (co-investigator or collaborator).
    - Only one investigator can be designated as the lead-investigator and this person is selected in the Lead Investigator section.
    - **Investigators are those requesting SCN funding.** Investigators who are requesting funds from SCN must be based at a Canadian Tri-Council eligible institution and must themselves be eligible to receive Tri-Council funding. ONLY the lead and co-investigators can receive SCN funds.
    - **Collaborators** are Canadian or international collaborators who are not requesting SCN funding but who will be collaborating on the project.
- **Under ‘Name’:**
  - Provide the team member’s name, title, institution/organization affiliation, and department. The affiliation for each investigator must match the institution that will receive the project funding.
  - Describe the team member’s research expertise contribution to the project in 300 characters (approximately 50 words). This should be a short description of the research expertise the team member will contribute to the proposed project, clearly identifying their expertise and strengths.
  - Indicate the career stage of each team member
    - 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)
- **Under ‘Address’:**
  - Provide the team member’s city, state/province, and country.
- **Under ‘Phone’:**
  - Provide the team member’s work phone number.

Click Save to save your inputs.

## Section 7: Project Information

### Project Abstract

Provide a Project Abstract of the research proposal that highlights the disease or application this regenerative medicine project will tackle, the project objectives and deliverables, and how the project shows research excellence and innovation. 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. Up to 2,400 characters (approximately 400 words).

### **Commercialization Activities**

Commercialization activities are activities related to bringing new products or services to market, such as market assessments, intellectual property filing or product development.

If the proposed project includes commercialization activities, click “Yes” and provide a brief description of these activities, up to 1,500 characters (approximately 250 words).

### **Regenerative Medicine Focus Justification**

Provide a description of how your project meets the definition of regenerative medicine shown in section 1, up to 1,500 characters (approximately 250 words).

**Click Save to save your inputs.**

## **Section 8: Peer Reviewer Nominations**

Nominate up to three reviewers who have the expertise to review this project. Include the contact information of each reviewer and a brief description of their expertise as it pertains to this project.

Click the + icon to launch the ‘Add Reviewer Recommendations’ pop-up window. Complete all the required fields, then click Save and Close Window.

Please ensure that any conflict of interests are declared.

If there are any potential reviewers who you would like to be excluded from reviewing your LOI or application, input their details and select ‘Exclude’ from the dropdown box and provide a reason for their exclusion.

### **Notes on Conflict of Interest:**

Stem Cell Network adheres to Tri-Council guidelines on conflicts of interest. A Conflict of Interest is a conflict between a person’s duties and responsibilities with regard to the review process, and that person’s private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the peer reviewer:

- would receive professional or personal benefit resulting from the funding opportunity or application being reviewed;
- has a professional or personal relationship with an applicant or the applicant's institution;
- has a direct or indirect financial interest in a funding opportunity or application being reviewed; or
- is currently under investigation for an alleged breach of Funding Organization policies.

A conflict of interest may be deemed to exist or perceived as such when peer reviewers or observers:

- are applicants within the competition and have ability to bias or influence the process to the benefit of their application;
- are a relative or close friend, or have a personal relationship with an applicant;
- are in a position to gain or lose financially/materially from the funding of an application;
- have had long-standing scientific or personal differences with an applicant;
- are currently affiliated with an applicant's institution, organization or company—including research hospitals and research institutes;
- are closely professionally affiliated with an applicant, as a result of having in the last six years:
  - frequent and regular interactions with an applicant in the course of their duties at their department, institution, organization or company;
  - been a supervisor or a trainee of an applicant;
  - collaborated, published or shared funding with an applicant, or have plans to do so in the immediate future; or
  - been employed by the institution, when an institution is the applicant; and/or
- feel for any reason unable to provide an impartial review of the application.

## Section 9: Validate

Click the 'Validate' button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

## Section 10: Submit

To submit your LOI, please click the 'Submit' button. You will be unable to submit if you have not provided all the REQUIRED information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email from pcsupport@altum.com will be sent to the applicant. **Please add pcsupport@altum.com to your safe senders list to ensure receipt of your submission.**

**Important Notice:**

**We recommend that you verify that the status of your Letter of Intent has changed to 'LOI Submitted'. For best results, you should logout and close all ProposalCentral browser windows.**

**Login again and verify that your LOI is listed with the status of 'LOI Submitted'.**

**If a confirmation email is NOT received from ProposalCentral within 48 hours of submission it is the responsibility of the lead applicant to contact SCN and ensure that the LOI has been received by SCN.**