Stem Cell Network | Réseau de Cellules Souches

Powering Regenerative Medicine | Propulsons la médecine régénératrice

# The Fueling Biotechnology Partnerships Awards Program

# Application Instructions for ProposalCentral

*SCN will provide up to $430,000 to support academic partnerships with emerging Canadian regenerative medicine biotechnology companies to bring innovative technologies or therapies to the clinic or market.*

## Timeline:

- Full application submission will be opened to eligible LOI submitters on Tuesday, October 1, 2024.
- Full application submission deadline is Tuesday, December 3, 2024 at 5:00 p.m. ET (2:00 p.m. PT)

## The full application must be submitted using the ProposalCentral online submission platform.

Upon successful submission of a 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.

Full application-related questions should be addressed to ResearchSCN@stemcellnetwork.ca.

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

Important notes:

- 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: Validate of the application.

- Additional resources, videos and guides for completing your application will be available via this link.
- An application completion checklist is available for download through the "Download Instructions & Templates" tab of the application form. It is recommended that applicants cross-reference this form prior to final validation and submission.

## 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. 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. Applications with a focus that falls outside of the field of regenerative medicine will be considered non-eligible for SCN funding.

### KEYWORDS IDENTIFYING THE RESEARCH FOCUS

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

## Section 2: Download Instructions & Templates

### PROGRAM GUIDELINES & APPLICATION INSTRUCTIONS

- Program Guidelines
- Research Proposal Application - Template
- Partner Details Excel Form
- Gantt Excel chart template

- Co-Investigator Sign-off Form
- Research Security Attestation Form
- Guidance on Research Security for SCN Funding Applications
- ORCID iD set-up document
- Application completion checklist

## Section 3: Enable Other Users to Access this Application

### ACCESS PERMISSIONS

This screen allows you to give other users access to your grant application. Electronic signatures are required for submission; therefore you must provide that individual(s) at least Edit access on this screen. Please review the Signature Page to confirm the signature roles required and add as appropriate on this page. Click help icon for more information.

Auto Notify: To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least View access and check the box Auto Notify.

### PROPOSAL ACCESS RIGHTS

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

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

### GIVE USER PROPOSAL ACCESS

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the ProposalCentral system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.
2. Enter the "User ID" or the "E-Mail" 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."

3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Save" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

## Section 4: Lead Investigator

The person who initially creates the LOI or proposal is pre-loaded as the Lead Investigator. Contact information from the Lead Investigator's profile shown below. Note that 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. To update profile, click Edit Professional Profile. To change the Lead Investigator, select from list and click button to confirm selection.

ORCID iD: The entry of an ORCID iD for investigators is optional but recommended. ORCID provides a persistent digital identifier (an ORCID iD) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more. You can use your iD to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.

Detailed instructions for creating or connecting to your ORCID iD to your proposal are available for download (download "ORCID iD Instructions") via section 2 – Download Instructions and Templates.

#### LEAD INVESTIGATOR CAREER STAGE

This information is requested to assist SCN in reporting to the Government of Canada the career stages of investigators funded by SCN awards.

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 AFFIRMATION.**

The Lead Investigator must confirm that all project investigators listed are eligible to receive Tri-Agency funding.

Investigators are those requesting SCN funding. Investigators who are requesting funds from SCN must be based at a Canadian Tri-Agency eligible institution and must themselves be eligible to receive Tri-Agency 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.

*To be eligible, investigators must meet the CIHR definition for independent researchers. Please note: all investigators must have an academic appointment that commences by the effective date of funding and extends until the final reporting date of the award.*

## Section 5: Lead Investigator Institution

**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.

**HOST INSTITUTION CONTACTS**

Add the designated Signing Official (e.g. Institutional Director, Department Head or Associate Dean) and Financial Officer for your institution to permit them to view and/or sign-off on the proposal submission. Both the Signing Official and the Financial Officer must have created a ProposalCentral account before they can be added, and they must be signed in to ProposalCentral with their own user account in order to sign off on the proposal submission.

## Section 6: Research Team

All Canadian Common CVs (CIHR Academic format) for co-investigators should be combined with the Canadian Common CV from the lead investigator and uploaded as a single PDF in section 14 – Research Proposal and Other Attachments. Information about the Canadian Common CV can be found using this link.

**TEAM MEMBERS DETAILS**

Please note: only investigators receiving funding from SCN can be listed as Co-Investigators. All other investigators not receiving funds must be listed as collaborators.

List all proposed co-investigators, project collaborators, and Highly Qualified Personnel (HQP). Start by inputting the individual's email address and click the Add Contact icon.

- Under 'Add Research Team Info':
  - Select the team member's role (co-investigator or collaborator or type of HQP).
  - Describe the team members' role to the project in 400 characters (approximately 50 words). This should be a short description of the role the team member will carry out in the project (i.e.: Clinician, QA, QC, cell culture technician, regulatory consultant, etc.)
  - Input the percentage of their working time that will be spent on the project.
- Under 'Name': Provide the team member's name, title, institution/organization affiliation, and department. Note that 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.
  - 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 (select "Not applicable" for HQP team members).
  - Answer the demographics questions for each team member.
- Under 'Address': Provide the team member's city, state/province, and country.
- Under 'Phone': Provide the team member's work phone number.

Notes:

- Only one investigator can be designated as the lead-investigator and this person is selected in the section 4: Lead Investigator tab.
- Investigators are those requesting SCN funding. Investigators who are requesting funds from SCN must be based at a Canadian Tri-Agency eligible institution and must themselves be eligible to receive Tri-Agency funding. ONLY the lead and co-investigators can receive SCN funds. Note that 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.
- Collaborators are Canadian or international collaborators who are not requesting SCN funding but who will be collaborating on the project. Key collaborators should provide letters of support describing the nature of the contribution that they will make to the project. Collaborator letters of support should be compiled into a single PDF named "Collaborator Letters of Support" and uploaded in section 14: Research Proposal and Other Attachments under the "Other Documents" attachment type.
- Highly Qualified Personnel (HQP) includes research assistant, undergraduate student, graduate student, post-doctoral fellow, technician, research associate, and clinical staff who will be working on the project. If an HQP team member has not been recruited yet, input your own email address, the PI institution, and TBC, TBC in first and last name fields.
- It is not necessary for a team member to have a ProposalCentral user account for them to be added to the Research Team.

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

Note: SCN follows Tri-Agency guidelines regarding ECR status, which currently provide a COVID-19 pandemic related two-year extension to applicants who held ECR status between March 1, 2020 and September 15th, 2022.

## Section 7: Project Information

We suggest that you complete these sections in a Word document first, then copy and paste into the relevant boxes in this section.

**PROJECT ABSTRACT**

In no more than 2400 characters (approximately 400 words), provide a summary 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.

**LAY SUMMARY**

In no more than 1500 characters (approximately 250 words), provide a lay summary that highlights the disease or application this regenerative medicine project will tackle, the project objectives and deliverables, and how the project shows Canadian research excellence and innovation. Describe how the project outputs will deliver economic, social or health benefits for Canadians. *This summary may be used for background in press releases/website content, therefore do not include any confidential information or data in the lay summary.*

**COMMERCIAL IMPACT STATEMENT**

In no more than two sentences (300 characters or 50 words), highlight the anticipated impact of commercializing your discovery, focusing particularly on what is novel, and will potentially benefit Canadians and be globally relevant.

**STRATEGIC PLAN**

In no more than 1500 characters (approximately 250 words), provide a clear description of your commercialization and strategic plan for the proposed research over the next five years (April 1, 2025 to March 31, 2030), including how the proposed SCN funding will further the longer-term goals and the value of the technology to be developed.

## Section 8: Project Aims

Identify two to five aims that outline the central objectives of the project within the 24-month funding term (April 1, 2025 to March 31, 2027). Each aim should also be referenced and fully described within the main Research Proposal document uploaded in section 14. When inputting the short description of the aim in section 8, please start with the aim number (e.g. “Aim 1:

Description of aim". Please ignore the request to input a description of the "associated milestone" in section 8; the milestone descriptions should be input in Section 9: Milestones and Deliverables, underneath each associated Aim.

Click the + icon to add rows for each Aim.

## Section 9: Milestones and Deliverables

Identify at least one milestone (a specific progress point or event at a key stage of achieving the project aim) and at least one deliverable (a tangible output that demonstrates progress and achievement) per aim for the 24-month funding term (April 1, 2025 to March 31, 2027). 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.

Under each Aim, use the dropdown box to select either milestone or deliverable and then add the targeted start and completion date for each milestone or deliverable (date format mm/dd/yyyy). Input a brief description (one or two sentences) for each milestone/deliverable.

A timeline of project Aims, Milestones and Deliverables in Gantt chart format must be submitted in Section 14; please use the Gantt Excel chart template available in Section 2.

Click the + icon to add rows for each additional milestone/deliverable.

## Section 10: Research Proposal

**RESEARCH PROPOSAL**

Upload a single PDF document of your research proposal and references as the "Research Proposal and References " attachment type in section 14: Research Proposal and Other Attachments. A maximum of eight pages (including tables and figures) are allocated for the description of your research proposal. IMPORTANT: Please use the Research Proposal Word Doc Template file available in Section 2 and convert it to PDF before submission. Submitted Research Proposals must be in 12-point Times New Roman font, single spaced format, all margins 2.54cm. The lead investigators name and the funding program (i.e. Fueling Biotechnology Awards) should be included in the

header margin. There is no page limit for references that are directly relevant to the project proposal; please append the references at the end of the 8-page research proposal PDF file. Note: All proposed research should be conducted in accordance with the Tri-Agency Framework: Responsible Conduct of Research.

Your research proposal should include:

- A description of the background, rationale, and commercial objectives of the project;
- A clear description of the important health need and how the technology or cell therapy product will address this need;
- An outline of the proposed research methods and approach, clearly demonstrating the integration of project members' expertise towards achieving the goals of the project;
- A description of the stage of product development, along with an assessment of where the product development lies in terms of a typical product life cycle;
- A full description of the project aims that are listed in section 8 of the application.
- An outline of the proposed research methods and approach for each aim; 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 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 the Canadian partnering and receptor company, including the value they bring to the project.
- A description of how the project will support building Canadian scientific excellence, leadership and innovation;
  Information on the international competitiveness of the project, clearly articulating why the approach and team are internationally competitive;
- Figures and tables that support the proposal.

**CANADIAN BIOTECH PARTNER**

In no more than 500 characters (approximately 80 words), identify the Canadian partnering and receptor company. A minimum of one Canadian regenerative medicine biotech partner is mandatory for the Fueling Biotechnology Partnerships Program. A letter of support from a Canadian regenerative medicine biotech partner is required and should be uploaded in section 14:

Research Proposal and Other Attachments under the "Partnership Letters of Support" attachment type; **applications that lack a letter of support will not be reviewed.**

*Note: A Canadian company is a commercial enterprise that is incorporated pursuant to the laws of Canada & has ongoing business activities in Canada. Eligible biotech companies must have fewer than 250 employees, and are non-subsidiary, independent firms. For joint-partner awards with CQDM, companies must be Quebec-based, and eligible according to CQDM's guidelines.*

**ADDITIONAL PROJECT INFORMATION**

We suggest that you complete these sections in a Word document first, then copy and paste into the relevant boxes in this section.

**COMMERCIALIZATION AND MARKET ASSESSMENT CONSIDERATIONS**

Please provide a description, in up to 3000 characters (approximately 500 words), of:

- The current status of any intellectual property (IP) associated with this project that are critical to success;
- An assessment of any existing or competing IP that will impact commercialization;
- The specific commercialization strategies that will be employed, including patent and intellectual property management; technology and manufacturing scale-up; and industry receptors and/or out-licensing and company creation;
- An assessment of competing solutions to the need outlined for this product, along with the advantages your product holds;
- A target product profile for your product, as well as the current and predicted market for the product over the next five years;
- The role of existing partners in realizing each of the project goals, as well as a realistic assessment of engagement prospects with future partners/receptors that will be required for long-term commercial development, and
- A plan to navigate and meet any regulatory processes or considerations necessary to bring the product to market.

## RESEARCH RIGOR AND RISK MITIGATION STRATEGIES

Describe the measures that will be taken to ensure robust, unbiased and reproducible results. Describe how potential challenges and risks have been accounted for and the alternative strategies that will be used to mitigate them, maximum 4500 characters (approximately 750 words). Include:

- A description of how the experimental design and methods proposed will ensure and enhance rigor;
- A description of how inclusive design principles were integrated into the project to ensure rigour and maximize impact (e.g., consideration for demographic variables including, sex, gender, ethnicity or age).
- A description of any laboratory management, project management, data governance or good documentation practices that will be used to enhance the quality and reproducibility of outputs and reduce risk.
- For data management, include a description of how research data collected during this project will be managed, including privacy considerations, if any. Outline how data will be released/deposited/archived at the point of publication. The Tri-Agency Research Data Management Policy should serve as a guide for developing a data management plan.
- The potential challenges and risks for elements that are critical to the success of the project (e.g. experimental processes, emergence of competing technologies or products, manufacturing/scale-up pipeline or receptor/partner engagement), and
- 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.

## HIGHLY QUALIFIED PERSONNEL (HQP) EDUCATION PLAN

Please provide a description of the HQP education plan, maximum 3000 characters (approximately 500 words). Please consult the HQP Education Plan Resource available through SCN's Research Funding webpage for guidance on developing your plan.

## KNOWLEDGE MOBILIZATION PLAN

- Please provide a description of knowledge mobilization plan, maximum 3000 characters (approximately 500 words). Include the following. Examples might include participating in education or information sessions hosted by charities and others; engaging in social media and online activities such as webinars, and/or writing for health/science blogs, or for traditional media;

- 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: Recognition of SCN as a research funder is required in any knowledge mobilization and outreach efforts.

Please consult the Knowledge Mobilization Plan Resource available through SCN's Research Funding webpage for additional guidance on developing your plan.

**PROJECT MANAGEMENT**

In no more than 3000 characters (approximately 500 words), explain how the lead investigator will manage the efficient and effective execution of the project by the team.

**EQUITY, DIVERSITY, AND INCLUSION (EDI) CONSIDERATIONS**

*The best science is inclusive science.* SCN values the individual differences, lived experiences, expertise, and knowledge of those in the community regardless of age, ancestry, culture, physical ability, gender identity, race, religion, and sexual orientation. Using a maximum of 3000 characters (approximately 500 words), explain how an inclusive and diverse culture will be fostered and maintained within the team. Also provide a high-level summary of how EDI has been infused throughout the research proposal, such as hiring/team composition, EDI training, and scientific methodologies, to ensure rigour and maximize project impact.

Please consult the EDI Resource available through SCN's Research Funding webpage for guidance on integrating EDI into your proposal.

**TEAM JUSTIFICATION**

Using a maximum 3000 characters (approximately 500 words), explain how the expertise and skillsets of the team members will be utilized and combined to benefit the proposed research project.

**CONSIDERATION OF IMPACTS ON RESEARCH PROGRAM**

Using a maximum 1500 characters (approximately 250 words), describe any impacts on the research program that should be considered during the peer and strategic review process. For example, maternity/paternity leave, career interruptions or research program disruptions arising from the COVID-19 pandemic.

**PREVIOUS OR APPLIED FOR FUNDING**

Complete this section only if the following circumstances apply: 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.

Using a maximum of 3000 characters (approximately 500 words), 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 11: Budget Period Detail

This program is based on a 24-month funding term (April 1, 2025 to March 31, 2027). Please input a detailed budget (up to a maximum of $430,000) outlining all expenses for the 24-month period. Up to a maximum of $10,000 can be claimed for project meetings-related travel.

Notes:

- A red warning box will appear at the top of the section 12 page if the total budget request exceeds the maximum program award value. Budget requests that exceed the program maximum award value will prevent completion of the proposal validation in section 15.
- Budget expenditures must follow the Tri-Agency financial guidelines. Indirect Costs and Principal Investigator salaries are not eligible expenditures. Click on the link below to view the Tri-Agency financial guidelines.

Use the Start Date and End Date fields to enter the start and end dates for each of the three budget periods for this program. Note that the final period ends March 31, 2027 for this program:

- Period 1 start date is April 1, 2025, end date is March 31, 2026
- Period 2 start date is April 1, 2026, end date is March 31, 2027

The "Copy Period Forward" button will copy all budget items entered in the current period into the next period.

#### BUDGET FILTERS

Selecting one of the investigators names using the dropdown menu will show only that investigator's budget details. Alternatively, leave the dropdown box empty to show the budget details for the Lead Investigator.

#### JOINT-FUNDER

Use this function only if you are applying for a Joint-Funding Award. Applicants to SCN's standard awards should not use the Joint-Funder function, and should ignore the "Joint-funding" column for each budget category table.

The total budget requested for a Joint-Funded Award must be allocated equally between SCN and the relevant joint-funding organization. Use the "Add funder" option to add SCN and the joint funding organization (CQDM for collaborative research efforts between a Quebec-based Research and Quebec-based Biotech company or Breakthrough T1D for type 1 diabetes) as funding providers. Use the "Joint-Funding" Award drop-down column in each budget category table to select the funder to allocate the cost to. The maximum award for a joint-funded Fueling Biotechnology Partnerships Award with CDQM is $500,000 over 24 months. The maximum award

for a joint-funded Fueling Biotechnology Partnership Award with Breakthrough T1D is $516,000; ensure that the maximum total contribution per funder is no greater than $250,000 (CQDM) or $258,000 (Breakthrough T1D) (half of the maximum award size). For example, if an application requested $400,000 in total, $200,000 of total costs should be allocated to SCN and $200,000 should be allocated to the joint-funding organization. **Applicants should confirm that budget allocations adhere to the regulations as found in the Joint-Funded Award Guidelines document for the relevant joint-partner.**

#### PERSONNEL COSTS SUMMARY

Enter the name and role of Highly Qualified Personnel (HQP; e.g. technician, undergraduate, graduate student, postdoctoral fellow and research associate) who will be working on the project. If "Other" is selected in the Role dropdown menu, use the "Other Role" field to describe the individual's role (e.g. clinical staff). Enter the requested salary for the budget period. Use the dropdown box to allocate each expense to the investigator supervising that HQP; that expense will become part of that investigator's sub-budget.

**Note: Indirect costs and investigator salaries are not eligible for funding, and should not be included in the budget. Instead, these should be listed as institutional in-kind contributions in partner funding** (enter details into the Partner Details Form available for download in section 2: Download Instructions & Templates).

#### NON-PERSONNEL COSTS SUMMARY

Enter a cost and brief description for budget items in each of the listed categories. Each budget item must be allocated to an investigator, and that expense will become part of that investigator's sub-budget. Please use the Tri-Agency Guide on Financial Administration to identify eligible expenses.

**Note: Up to a maximum of $10,000 can be claimed for project meetings-related travel, if applicable.**

## Section 12: Budget and Partner Summary

#### BUDGET SUMMARY

Use this summary to view all personnel and non-personnel budget expenses that have been allocated across periods, as well as the category and budget totals.

**BUDGET JUSTIFICATION**

Provide justification/comments to your budget request, in approximately 10,000 characters. Identify items using the same description as employed in the budget table.

Note: no-cost extensions will not be granted past the March 31, 2027 award end date.

**PARTNERS SUMMARY**

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. A minimum of one Canadian regenerative medicine biotech partner is mandatory for the Fueling Biotechnology Partnerships Program. Note: for applications to the Joint-Funding Awards, do NOT include the Joint-Funding organization contribution in this section, instead complete the Partner Details Excel Form that lists all actual matching and ongoing leverage funds/partners; a template form is available for download in section 2.

Enter the details of all partnerships that will provide support or be leveraged to facilitate the successful completion of the project objectives. This should include actual matching funds (specifically associated with the 24-month term of this project), and ongoing leveraged funding (ongoing sources of related project funding).

Use the Partners Summary text field to provide a brief overview of the partners and their contributions to this project. Up to 1500 characters (approximately 250 words).

Next, provide details about the contribution each partner will make by completing the Partner Details Excel Form available for download in section 2: Download Instructions & Templates. Complete one form for each partner. Once complete, save the form(s) and upload as the "Partner Details Excel Form" attachment type in section 14: Research Proposal and Other Attachments.

Notes:

- A completed Partner Details Excel Form is a required component for all proposals.
- A letter of support from a Canadian regenerative medicine biotech partner is mandatory for the Fueling Biotechnology Partnerships Award. See "Partnership letters of support" below for details.

- 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.

### Partnership letters of support

A minimum of one Canadian regenerative medicine biotech partner is mandatory for the Fueling Biotechnology Partnerships Program, and that partner must be identified in the "Canadian Biotech Partner" text entry field in section 10: Research Proposal. **Applications that do not have a letter of support from the Canadian regenerative medicine biotech partner listed in section 10 will not be reviewed.** The letter from the partner to the Network must outline why the technology is important to the partner, and a description of the partner's involvement in the project (i.e. cash, staff involved, time commitment and other in-kind support) including any conditions attached to that support. The letter must identify the specific project deliverables of interest to the partner, and clearly describe the anticipated commercial value of the technology/IP including: target market with preliminary market projections, the competitive advantage of the technology relative to competing products, the potential for protection through patenting or trade secrets, and existence of overlapping patents covering the technology or components. Finally, the letter of support should provide an indication of any further time and investment that will be required beyond the end of the project by the industry partner prior to market release. A letter of support from the Canadian regenerative medicine biotech partner should be uploaded in section 14: Research Proposal and Other Attachments under the "Partnership Letters of Support" attachment type.

**A letter from the researcher's Technology Transfer Office is optional but recommended if relevant.** The letter of support from the researcher's Technology Transfer Office should describe the value that the partnership with the Canadian regenerative medicine biotech partner brings to the project and how it complements and improves the project-associated IP and long-term commercialization prospects. **If relevant, the letter of support from the researcher's Technology Transfer Office** should be uploaded in section 14: Research Proposal and Other Attachments under the "Other Documents" attachment type.

Please provide a letter of support on the letterhead of each partner detailing the extent of their collaboration and a dollar value for their cash and/or in-kind contribution towards the project. Partner letters of support are required for actual matching support and letters of support should specifically include reference to the proposed project and any conditions placed on funding. If no

letter of support is currently available, please provide an explanation in the Partner Details Form for this partner.

Compile a single PDF file containing all partner letters of support for this project and then upload as the "Partnership Letters of Support" attachment type in section 14: Research Proposal and Other Attachments.

Partner Funding Definitions:

- Actual Matching Funds (specifically associated with the 24-month 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.
- Although investigator salaries and indirect costs are not eligible budget items, they must be listed here as in-kind institutional support (investigator salaries at 10% and indirect costs at 40%). Salaries and in-direct costs from a single institution can be reported in aggregate to avoid disclosure of salary amounts.
- 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.
- Ongoing Leveraged Funding (ongoing sources of related project funding)
  Can be sourced from companies/industry, not-for-profit organizations, foundations, charities, research institutions/hospitals/universities, and government bodies, 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.

## Section 13: Organization Assurances & Required Training

Upload a single PDF in section 14 - Research Proposal and Other Attachments that combines the relevant approvals for the Lead Investigator and all co-investigators, as applicable.

**ORGANIZATIONAL ASSURANCES:**

Complete the relevant organizational assurances questions for your proposal, including:

- Human subject/tissues research ethics board (REB) approval
- Animal Utilization Protocol (AUP) approval
- Biohazard usage approval

**REQUIRED TRAINING:**

### Research Security

Researchers applying to SCN for funding must be aware of the Government of Canada's recommendations and guidelines for research security, data management, and privacy. In addition, investigators should be aware of their Institutional policies and practices as it relates to research security and research partnerships.

Guidance by the Government of Canada, along with information and tools on assessment and mitigation of risks to research, development, and intellectual property is available from the Government of Canada National Security Guidelines for Research Partnerships. The Safeguarding your Research Portal is designed as a 'how to' for researchers to safeguard their data from foreign interference, espionage, and unwanted knowledge transfer. This includes Mitigating economic and/or geopolitical risks in sensitive research projects and Travel security guide for university researchers and staff.

All applications for SCN funding must comply with the federal government's Policy on Sensitive Technology Research and Affiliations of Concern (STRAC) and the National Security Guidelines for Research Partnerships (NSGRP).

In alignment with the STRAC Policy, funding applications submitted to SCN involving research that aims to advance a Sensitive Technology Research Area (STRA; Regenerative medicine research (including stem cells, tissue engineering or gene therapy) is considered a STRA) will not be funded if any of the researchers involved in activities supported by the award are currently affiliated with, or in receipt of funding or in-kind support, from a Named Research Organization (NRO).

The National Security Guidelines for Research Partnerships apply for research that is considered dual-use or sensitive (see the STRA list), including regenerative medicine, and involves private

sector partner organizations (i.e., organizations that are not owned or operated by any order of government and includes all for-profit organizations). **Applications that include private sector partners must submit a risk assessment form**.

**Please refer to SCN's Guidance on Research Security for SCN Funding Applications** available through Section 2 - Download Instructions and Templates for more information about SCN's research security process and the responsibilities of researchers.

Note: All researchers receiving SCN funds (lead and co-investigators) will need to have complete the following training courses and obtain certificates prior to the release of SCN funds: Introduction to Research Security, Dual-Use in Life Science Research and Insider and Outsider Threats. Submission of these certificates is not required during the application phase, but will be requested from successful applicants.

Resources:

Policy on Sensitive Technology Research and Affiliations of Concern (STRAC)
National Security Guidelines for Research Partnerships (NSGRP)
Sensitive Technology Research Area
Named Research Organization
Introduction to Research Security
Dual-Use in Life Science Research
Insider and Outsider Threats

Applicants must have:

1. All researchers (lead-investigators, co-investigators, collaborators and HQP) been made aware of the STRAC Policy, the NRO list and SCN's document "Guidance on Research Security for SCN Funding Application;
2. Be familiar with the Safeguarding Your Research Portal and completed the following training courses and obtained certificates: Introduction to Research Security, Dual-Use in Life Science Research and Insider and Outsider Threats. ; AND
3. Attached a single PDF that includes the completed attestation forms for all researchers with named roles (lead-investigators, co-investigators, collaborators) involved in activities supported by the project. HQP do not need to complete an attestation form.

4. For applications that include partnering with an organization from the private sector, the lead investigator must complete and upload a risk assessment form with their application that covers the proposed private sector partners for the project.

Note: Data Management guidelines from The Chief Science Advisor of Canada's Roadmap for Open Science provides principles and recommendations with respect to privacy, security, ethical considerations and intellectual property protection. Further guidelines and best practices are outlined in the Tri-Agency Research Data Management Policy and FAIR principles.

Upload a single PDF in section 14 - Research Proposal and Other Attachments that combines the attestation forms for the Lead Investigator and all co-investigators, as applicable.

**SEX AND GENDER IN RESEARCH TRAINING:**

Applicants must have completed and obtained certificates for the three courses comprising the CIHR Online Training Modules: Integrating Sex and Gender in Health Research. If any research has previously completed these courses in the last year, those completion certificates may be uploaded.

Private Sector Partnerships and Intellectual Property:

Applicants who are partnering with a private sector partner must state whether any IP related to this project will be shared, co-developed or transferred to the private sector partner.

## Section 14: Research Proposal and Other Attachments

In this section, upload your research proposal and other documents. Required documents are Research Proposal and References, Canadian Common CVs (CIHR Academic format), Partner Details Excel Form, Research Security Attestations, and Gantt Excel chart timeline. The Lead and co-investigator Common Canadian CVs should be collated into a single PDF file entitled, 'Investigator CVs' and uploaded. The Partner Details Excel Form should include an entry for each Actual Matching or Ongoing Leveraged partner (do NOT include the Joint-Funding organization contribution in this form). Partnership letters of support should be collated into a single PDF document entitled, 'Partnership Letters of Support' and uploaded. Other optional documents should be uploaded under 'Other documents' attachment type.

Note: only PDF files are accepted for all attachments except the Partner Details Excel Form.

Acceptable attachment types are:

- Research Proposal and References (REQUIRED)
- Investigator Common CVs (CIHR Academic format; REQUIRED)
- Co-investigator sign-off Form (REQUIRED only if more than one investigator is requesting SCN funding in this proposal)
- Research Security Attestations (REQUIRED)
- Gantt Excel Chart Timeline (REQUIRED)
- Certificate of completion of CIHR Online Training Modules: Integrating Sex and Gender in Health Research (REQUIRED)
- Partner Details Excel Form (REQUIRED – upload in .XLSX format
- Private Sector Partner Risk Assessment Form (REQUIRED)
- Partnership Letters of Support (REQUIRED)
- Animal Utilization Protocol (AUP) approval
- Biohazard usage approval
- Human subject/tissues research ethics board (REB) approval
- Other Documents

For the Other Documents attachment type, the only acceptable documents are:

- Collaborator letters of support, if applicable
- Tech Transfer Office letter, if applicable
- Provisional patent filings, if applicable
- Project Manager CV/Resume, if applicable
- Optional: A single research article authored by the team that is specifically relevant to the proposal.

Note: PDF files are the only accepted file format for all file uploads. Where there are multiple files for a specific attachment type (e.g. A lead investigator and two co-investigator Canadian Common CVs), please compile into a single PDF and upload.

## Section 15: Lead Investigator Demographics

The best science is inclusive science, and SCN is committed to cultivating and preserving a culture of inclusion, diversity, equity and accessibility. We value the individual differences, lived

experiences, expertise and knowledge of those in our community. We welcome the unique contributions of partners, employees and community members regardless of age, ancestry, culture, gender identity, physical ability, race, religion and sexual orientation.

Complete the demographics question for the Lead Investigator in this section. Self-identification information is collected as part of the application process and used for SCN's reporting purposes with the Government of Canada. All data reported to the Government of Canada is de-identified, aggregate data. The inclusion of preferred pronouns is optional; however, it helps SCN staff in their communication and correspondence with applicants.

Note: Information provided in this section is NOT available to reviewers.

## Section 16: Validate

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

## Section 17: Signature Page and Print

Signatures are required from any investigator directly requesting funds from SCN for this project, and from their institution which would receive the SCN funding for this project.

Only the lead Investigator and their institutional signing authority should sign in the fields provided in section 17, by typing in their full names and clicking the Sign button. The institutional signing authority must be given access to the proposal in section 3, and they must be signed in to ProposalCentral with their own user account in order to sign off on the proposal submission

All co-investigators and their respective institutional signing authorities must sign the Co-Investigator Sign-off Form, downloadable from Section 2: Download Instructions & Templates. Save the completed and signed form as a PDF named 'Co-investigator Signatures' and upload it in Section 14: Research Proposal and Other Attachments.

## Section 18: Submit

To submit your proposal, 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 application has changed to "Submitted". For best results, you should logout and close all ProposalCentral browser windows.
Login and select the "Proposals" tab and select "Submitted" from the Proposal Status dropdown list. Once properly submitted, your application no longer appears on your Home tab.

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 has been received by SCN.