Stem Cell Network | Réseau de Cellules Souches

Powering Regenerative Medicine | Propulsons la médecine régénératrice

Stem Cell Network Research Funding Competition
Letter of Intent Instructions for ProposalCentral

Timeline:

- Letter of Intent submissions open on Monday, August 31, 2026.
- Letter of Intent submission deadline is Monday, September 21, 2026, at 11:59 p.m. Pacific Daylight Time (PDT).
- Full application submission will be opened to eligible LOI submitters on Wednesday, October 7, 2026.
- Full application submission deadline is Tuesday, November 24, 2026, at 5:00 p.m. Eastern Standard Time (3:00 p.m. PDT)

The Letter of Intent (LOI) and full application must be submitted through the ProposalCentral platform. After submission, applicants will see an on-screen confirmation message in ProposalCentral and receive an email from pcsupport@altum.com.

Applicants should add this email address to their safe senders list to ensure receipt. If a confirmation email is not received within 48 hours, the lead applicant must contact SCN to confirm that the application was received.

Submission of a LOI is mandatory for all SCN programs. LOIs are used to assess peer review requirements, gauge program interest, and confirm alignment with SCN's regenerative medicine mandate. LOIs that meet the eligibility criteria will be invited to submit a full application.

Questions related to LOIs or full applications should be addressed to researchSCN@stemcellnetwork.ca.

PROPOSALCENTRAL LOI SUBMISSION INSTRUCTIONS:

After creating a ProposalCentral user account, begin your LOI by completing the Title Page section. Click "Save" once finished, to unlock the remaining sections. You may return and edit the Title Page after saving it.

Ensure your browser allows pop-ups from ProposalCentral.com, as some sections require data entry through pop-up windows.

Please note: fields marked with a red asterisk (*) are mandatory and must be completed for the LOI to pass the validation process in section 17 of the application.

Section 1: Title Page

Project Title

Provide a project title in 125 characters (approximately 20 words) or fewer.

Plain Language Project Title

Provide the plain language (lay) project title of no more than 125 characters (approximately 20 words). This title should be suitable for a general audience and may be used in public communications, such as press releases or website content, for successful proposals.

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 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 and will not be invited to submit a full application.

Regenerative medicine projects that are eligible for SCN funding centre on one or more of the following topics:

1) Developing or testing therapeutic approaches that are regenerative in nature, including cell and/or gene therapies, tissue engineering technologies or biomaterials;
2) Addressing the role and function of stem cells in a tissue or disease;

3) Using stem cells as a necessary component for the generation of functional cell types;
4) Investigating a small molecule or biologic that acts on or is dependent on endogenous stem cells for its therapeutic effect; or
5) Investigating the social, ethical and/or economic implications of regenerative medicine therapies.

Note: Enabling technologies will only be considered eligible if they support one or more of the project categories above and address a need that arises from the development, manufacturing, characterization, delivery or clinical translation of stem cell-based or regenerative medicine therapies. General-purpose technologies that may have regenerative medicine applications but are not developed to address regenerative medicine-specific challenges, are not eligible.

Award Type Selection: Standard SCN Award vs. Joint-Funded Award

SCN is excited to offer Joint-Funded Awards that focus on the following research areas in regenerative medicine:

AWARD TYPE	AZRIELI FOUNDATION (Neurodevelopmental disorders)	BREAKTHROUGH T1D (Type 1 diabetes)
Impact Awards	✓	✓
ECR Jump Start Awards	✓	
Accelerating Clinical Translation Awards	✓	✓
Impact ELSI & HE Awards	✓	✓

Please consult the Joint-Funded Award Guidelines for each collaborating organization to ensure your project focus aligns with the opportunity and you are aware of any specific criteria and eligibility requirements.

Use the radio buttons to select the type of award (Standard SCN or Joint-Funded) you wish to apply for. If you are not applying for a Joint-Funded Award, please select the "Standard SCN Award" option.

All applications for Joint-Funded Awards must provide a written statement (maximum 1,500 characters) describing how the proposed project aligns with the Joint-Funded Award opportunity. This statement will be used by SCN and the relevant Joint-Funded Award organization to assess eligibility for the opportunity and the progression of an LOI to full application. Applications deemed ineligible for a Joint-Funded

Award will automatically be considered for the corresponding award within SCN's standard funding programs.

Note: by selecting a Joint-Funded Award opportunity, you agree to your application and all associated materials being shared with the designated staff representatives of the relevant organization (who will be bound by SCN's Confidentiality and Conflict of Interest policy).

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

Provide the estimated SCN funding requested, the estimated Direct Partnering Support for the project, and a brief overview of project partners and their anticipated contributions.

Estimated Total SCN Funding

Enter the total SCN funding requested. Refer to the Program Guidelines (and Joint-Funding Guidelines, if applicable) for funding limits.

Estimated Total Direct Partnering Funds

Enter the total estimated Direct Partnering Support. For Joint-Funded Awards, do not include the joint-funding partner organizations contribution.

Direct Partnering Support refers to partner contributions that directly funds project specific work during the award period. Contributions must be:

- Cash or in-kind,
- Clearly tied to the project's aims and term, and
- Used for eligible project-specific activities or costs.
- (Mandatory) Inclusive of in-kind institutional support (equivalent to 40% of the total project value, plus 10% of the salary costs for each funded Principal Investigator (PI)).
- Eligible sources include funds (cash or in-kind) from eligible sources (companies, non-profits, foundations, charities, research institutions, universities, hospitals, and provincial government bodies), but excludes federal funds, such as CFI and CIHR.

For the definition of Direct Partnering Support, eligible contributions, and partnering requirements, consult the Partnering Guide.

Partner Overview

Describe the anticipated project partners and their expected contributions. Partners may be added or changed at the full application stage.

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: Alignment with Regenerative Medicine

Regenerative Medicine Eligibility

Six mandatory questions are used to determine whether the proposed project falls within SCN's regenerative medicine mandate and is eligible for funding through this competition. Applicants should answer based on the primary objectives and anticipated outcomes of the proposed work. Responses should clearly describe the regenerative medicine relevance of the project, including the role of stem cells or regenerative medicine approaches, or relevance to the ethical, legal, social, or health economic dimensions of regenerative medicine.

Section 3: Download Instructions

Program Guidelines & LOI Instructions

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

Section 4: Enable Other Users to Access this Proposal

Use this section to grant others access to your LOI (e.g., lab managers, project managers, co-investigators, or institutional administrators). Access granted at the LOI stage will carry over to the full application. Institutional sign-off is not required at the LOI stage but is required for submission of the full application. Note: signing authorities can be added with "Administrator" permissions.

To grant access, the individual must have a ProposalCentral account with at least their name, institution, and email address.

Enter their User ID or email in the “Give User Proposal Access” field and click “Find User.” Select their name to add them under “Proposal Access Rights,” then assign their Role and Permissions. Select “Auto Notify” to enable 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 5: 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 notes:

- 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.

- Stem Cell Network has joined the ORCID Canada Consortium. To strengthen research identification and attribution across SCN's research ecosystem, the linking of ORCID iD to a user's ProposalCentral profile it is now 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 6: 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 7: Research Team

For the LOI stage please list only co-investigators and collaborators. Highly Qualified Personnel (HQP) can be 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.

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-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.
- 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 8: 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).

Disease Category

Select all applicable disease categories for the proposed project.

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).

Click Save to save your inputs.

Section 9: 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-Agency 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. Factors to be considered when determining if a conflict of interest exists include:

- potential for professional or personal benefit;
- level of leadership or authority; or
- direct or indirect financial interest in a funding competition or application being reviewed.

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

- Are from the same immediate department, institution, organization or company as the applicant AND interacts with the applicant in the course of their duties at that department, institution, organization or company as it relates to the application being reviewed;
- Have within the last five years, collaborated, been a co-applicant, or published with the applicant;
- Have, within the last ten years, been a student or supervisor of the applicant;
- are a close personal friend or relative of the applicant;
- have had long-standing scientific or personal differences with an applicant;
- are in a position to gain or lose financially from the outcome of the application (e.g., holds stock in the company of an industry partner or competitor);
- feel for any other reason unable to provide an objective review of the application.

Section 10: 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 11: 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.