

## GENERAL INFORMATION FOR CCMF RESEARCH OPERATING GRANT APPLICATIONS

### INTRODUCTION

CancerCare Manitoba Foundation (CCMF) grants are to be used to support strategically important activities that fall outside the scope of funding from Manitoba Health. CCMF will provide financial support to the staff of CancerCare Manitoba (CCMB) and the Research Institute in Oncology and Hematology (RIOH).

### ELIGIBILITY

- The Principal Applicant must be a CCMB staff member or a Scientist with the Research Institute in Oncology and Hematology (RIOH).
- Principal Applicant(s) must have a professional degree with research training and expertise, a doctorate, postdoctoral research experience or equivalent research experience (graduate degree with appropriate level of experience). Research Associates, Post-Doctoral Fellows and Graduate Students are not eligible.
- The Principal Applicant can apply for a maximum of one Project Grant **or** one Multidisciplinary Team Grant as a Principal Applicant per application round.
- The Principal Applicant can hold a maximum of one Project Grant **and** one Multidisciplinary Team Grant as a Principal Applicant at any time.
- A Principal Applicant may be a Co-Applicant on other Project or Multidisciplinary team grants.

### CHANGES TO 2021-2022 CCMF RESEARCH OPERATING GRANT APPLICATION PROCESS

Two changes have been implemented for the 2021-2022 research operating grant competition.

1. Principal Applicants will be required to submit a **Letter of Intent (LOI)** by **November 13, 2020**. The LOI will include a description of the grant, total budget request and alignment of the grant to the 2018-2023 [Research Institute Strategic Plan](#).
2. External Peer Reviewers will be asked to assess the likelihood that the project, if funded, could lead to success in national funding competitions.

### APPLICATION FORMS

Applications and LOIs must be completed using the appropriate 2021-2022 Grant Application Guidelines, Forms, and Templates available at [www.cancercare.mb.ca/Research/research-institute-at-cancercare-manitoba/funding](http://www.cancercare.mb.ca/Research/research-institute-at-cancercare-manitoba/funding) and on the [CCMB intranet website](#) .

### CONTACT INFORMATION

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or [asitarz@cancercare.mb.ca](mailto:asitarz@cancercare.mb.ca)

## CATEGORIES OF GRANTS

### PROJECT GRANTS

- The intent of the Project Grant is to support researchers to generate preliminary data for national funding applications.
- Project grants are not intended to replace nationally competitive funding.
- Collaborative grants are encouraged, but the team members do not need to be from different disciplines.
- Funding will be for 2 years, to a maximum of \$75,000 per annum.
- The number of grants awarded this year will be subject to funding.
- Project grants are not renewable.

### MULTIDISCIPLINARY TEAM GRANTS

- The intent of the Multidisciplinary Team Grant is to encourage outstanding research teams to tackle problems with a large unmet clinical need.
- Priority will be given to applications that support innovative ideas with significant translational potential.
- Priority will be given to applications that provide a platform for sustained national funding.
- For the purposes of this grant competition, the research disciplines are defined as follows:
  - (i) preclinical
  - (ii) translational
  - (iii) clinical
  - (iv) health services, implementation, epidemiology or patient experience.
- Investigators may participate as co-Applicants on multiple Multidisciplinary Team Grant applications.
- Teams must include applicants from at least 3 of the 4 disciplines.
- Funding will be for 3 years, to a maximum of \$150,000 per annum.
- Subject to funding, up to 2 grants will be awarded for 2021-2022.
- Subject to funding, Multidisciplinary Team Grants may be considered for competitive renewal.

## GRANT ADMINISTRATION

Research Operating Grants must be administered by the CCMB Finance Department. Each funded application will be assigned a new grant number and revenue will be recorded on a regular monthly or annual basis. Quarterly statements will be sent to the Principal Investigator for their records.

### USE OF FUNDING

Project and Multidisciplinary Team grants provide support for personnel, as well as the direct costs of research such as consumables, animal models, equipment items of less than \$10,000. Specific items can be listed in the application form budget section as needed.

Note: Publication and/or presentation costs should not be part of the research operating grant budget. CCMF provides funding to support this activity to the Director of the Research Institute for this activity. To access this funding, please contact Ms. Ashley Sitarz at [asitarz@cancercare.mb.ca](mailto:asitarz@cancercare.mb.ca). Travel is limited to \$3,000 per annum per grant.

## PROJECT APPROVALS

All projects requiring biosafety, animal ethics, human ethics, or radiation safety approvals must be declared in the grant application. It is the responsibility of the Principal Investigator to obtain approvals from the appropriate office of the University of Manitoba and provide copies of the approvals and the CCMB Research Compliance Form to the Research Office before grant funds are made available.

## APPLICATION PROCESS

### LETTER OF INTENT

The letter of intent must be submitted electronically to [CCMFGrantComp@cancercare.mb.ca](mailto:CCMFGrantComp@cancercare.mb.ca) by **5pm local time, November 13, 2020**.

Late applications will not be accepted.

For Principal Applicants invited to submit a full application, forms and templates will be available online on the [CCMB intranet website](#). The title, abstract, list of co-investigators, grant duration and total budget **must match the details provided in the LOI**.

LOIs will be reviewed by an internal committee chaired by the RIOH Research Director. This committee will determine which applicants will be invited to submit a full application. Principal Applicants will be notified in writing of the LOI review by **December 11, 2020**.

The criteria reviewed by the committee based on the LOI will be:

#### **For all Principal Applicants**

1. Alignment of the application with the RIOH Strategic Plan
2. Evidence in the application of collaboration with RIOH and/or CCMB.
3. CIHR Applications in the last 3 years, outcome and score.

#### **For Principal Applicants with RIOH Scientist appointments of 3 years or more**

1. Participation of the Principal Applicant in RIOH activities over the last 3 years
2. Participation of the Principal Applicant in CCMF fundraising activities over the last 3 years
3. Outcomes from CCMF operating grants held in the last 5 years by Principal Applicant as Principal Investigator.

Additional criteria reviewed by the committee that will not be included in the LOI:

1. Response of the Principal Applicant to requests for information to support the RIOH Annual Report.
2. Inclusion of RIOH as an affiliation in relevant publications.
3. Acknowledgement of the support of CCMF in relevant publications where appropriate.

The LOI template to be used is available at [www.cancercare.mb.ca/Research/research-institute-at-cancercare-manitoba/funding](http://www.cancercare.mb.ca/Research/research-institute-at-cancercare-manitoba/funding) and on the [CCMB intranet website](#).

## FULL APPLICATION

For Principal Applicants invited to submit a full application, forms and templates will be available online on the [CCMB intranet website](#) . The title, abstract, list of co-investigators, grant duration and total budget **must match the details provided in the LOI**.

Applications must include the names, addresses, phone, fax and email of a minimum of three potential external reviewers. **External Reviewers are NOT to be contacted by applicant**. External Reviewers must not have a family link, and, for the past six years must not:

- Have been in the same institution, department or research group as the Principal Applicant or Co-Applicant.
- Have been a research supervisor or graduate student of the Principal Investigator or co-investigators.
- Have been directly involved in collaborative activities or published with the Principal Applicant or Co-Applicants.

The full application must be submitted electronically to [CCMFGrantComp@cancercare.mb.ca](mailto:CCMFGrantComp@cancercare.mb.ca) by **5pm local time, January 15, 2021**.

Late applications will not be accepted.

## PEER REVIEW

Applications will be sent out for external peer review. The RIOH Director will select external reviewers based on the applicant's recommendations but may select other reviewers. The Research Office will endeavor to seek two expert external reviews for each application. Applications will then be reviewed by a Scientific Advisory Committee (SAC) that will assess the applications and assign a final score based upon the scores of the external reviewers and the SAC members.

Applications will be assessed using the following criteria:

- Significance and innovation
- Approach
- Research team
- Potential to lead to national funding

Scores will be assigned as follows:

4.6-5.0	Outstanding
4.0-4.5	Excellent
3.5-3.9	Very good
3.0-3.4	Lacking in some areas
2.6-2.9	Needs revision
2.0-2.5	Needs major revision
< 2.0	Not competitive

Project grants must score > 3.8 to be considered for funding.  
Multidisciplinary team grants must score > 4.0 to be considered for funding.

## ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the grant to CCMF within 30 days of notification.
2. Although some latitude in the use of funds within categories is permissible, major departures from submitted or approved budgets and transfers between the categories of personnel, equipment and direct costs are not permitted without prior written approval from the Foundation.
3. For Project grants, an annual report is due by April 1, 2022 and a final report by August 11, 2023.
4. For Multidisciplinary Team Grants, annual reports are due by April 1, 2022 and April 1, 2023, and a final report by August 9, 2024.
5. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of the CancerCare Manitoba Foundation.
6. Posters and presentations must include the CCMF logo, available from the CCMF Director of Marketing & Communications (Jane Kidd-Hantscher, [jkiddhantscher@cancercare.mb.ca](mailto:jkiddhantscher@cancercare.mb.ca)).
7. When speaking about the project, acknowledge the funds were provided by CCMF and all gifts to the Foundation remain in Manitoba.

## **IMPORTANT DATES FOR THE 2021-2022 GRANT CYCLE**

<b>November 13, 2020</b>	Deadline for Letter of Intent to be submitted to the Research Office.
<b>January 15, 2021</b>	Deadline for Full Applications to be submitted to the Research Office.
<b>July 1, 2021</b>	Funding is made available by CCMF.
<b>April 1, 2022</b>	First Year Progress Reports due to CCMF for <i>both</i> Multidisciplinary Team and Project Grants
<b>April 3, 2023</b>	Second Year <i>Multidisciplinary</i> Grant Progress Reports due to CCMF
<b>August 11, 2023</b>	Final <i>Project</i> Grant Report due to CCMF
<b>August 9, 2024</b>	Final <i>Multidisciplinary</i> Grant Reports due to CCMF

## **IMPORTANT INFORMATION FOR FUTURE CCMF GRANT CYCLES**

The CCMF grant competition cycle will be moving to an April 1<sup>st</sup> to March 31<sup>st</sup> fiscal year starting with the 2022-2023 grant competition. Details will be made available in the near future. In the meantime, you will find important dates for the 2022-2023 grant competition below.

### **2022-2023 CCMF Grant Competition Due Dates**

**Letters of Intent - August 13<sup>th</sup>, 2021**

**Grant Applications - October 22<sup>nd</sup>, 2021**