

GENERAL INFORMATION

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). The following list provides examples of applications that would be considered for funding.

1. Infrastructure Grants
 - a. Research Infrastructure; includes replacement equipment
 - b. Training and Education
 - c. Patient Experience
 - d. Clinical Trials
 - e. Partnership Opportunities; to provide matching funds with external funding agencies for specific grant competitions or to co-sponsor meetings
 - f. New Equipment

2. Research Operating Grants
 - a. Individual Research Operating Grants
 - b. Multi-disciplinary Team Research Operating Grants

APPLICATION FORMS

- All applications will be assessed for scientific merit and/or organizational relevance by the appropriate committee.
- Applications must be completed on the 2018/2019 Grant Application Form which is available on the RIOH website: (http://www.umanitoba.ca/institutes/manitoba_institute_cell_biology/MICB/Forms.html#Forms)
- One (1) signed original application and one (1) PDF copy must be submitted to the CCMB Research Office.
- Applications for Infrastructure and Research Operating grants must be submitted on or before January 19, 2018.

IMPORTANT DATES TO REMEMBER

- November 17, 2017 ~ Letter of Intent is required for the Infrastructure Grant Competition
- January 19, 2018 ~ Completed / Approved Applications to the CCMB Research Office

CONTACT INFORMATION

CancerCare Manitoba Research Office
Room ON4005 (Infrastructure)
Room ON5008 (Research Operating)
675 McDermot Avenue Winnipeg, Manitoba R3E 0V9
Telephone: 204-787-4983 (Infrastructure) / 204-787-4170 (Research Operating)
Email: CCMBCCMFcompetition@cancercare.mb.ca

INFRASTRUCTURE GRANTS

Guidelines

CRITERIA

Priority for funding will be given to applications that meet one or more of the following criteria:

1. Helps address one or more specific goals identified in the CCMB [Strategic Plan](http://www.cancercare.mb.ca/home/about_us/manitoba_cancer_plan/) (http://www.cancercare.mb.ca/home/about_us/manitoba_cancer_plan/)
2. Helps leverage further funds or reduces our reliance on internal funding.
3. Evaluates technology, tools, data and processes in order to improve organizational effectiveness.
4. Maintains or develops programs of strategic importance to CCMB but which fall outside Manitoba Health's funding envelope.
5. Is a feasibility study or is a request for bridge funding and the applicants have a clearly elucidated strategy as to how/where any further funding that may be required will be obtained. Such application is not eligible for support under the CCMB Research Operating Grants.
6. Funds will be awarded for a one year period only. Re-application for additional funding is required every year.
7. Improves the research infrastructure within CancerCare Manitoba

APPLICATION PROCESS AND EVALUATION

1. Requests for financial support related to infrastructure must be made to the individual's Program/Department Head/Executive Director. Requests to a Program/Department Head/Executive Director may only be submitted by a staff member of CCMB or a Scientist at the Research Institute in Oncology and Hematology (RIOH).
2. Program/Department Head/Executive Director will prepare a one-page "Letter of Intent" (LOI) prioritizing the requests which represent all funding requirements within their portfolio. No individual Infrastructure Grants will be awarded (detailed listing of each program/project and related cost for each will be required if approved).
3. Only one signed LOI will be submitted by the Program/Department Head/Executive Director to the CCMB Research Office (ON4005) on or before November 17, 2017 with a PDF copy sent to CCMBCCMFcompetition@cancercare.mb.ca
4. CCMB Senior Leadership Team will review, prioritize and evaluate the LOIs to decide which align with the CCMB Strategic Plan. Only LOIs approved by the CCMB Senior Leadership Team will be invited to submit a full application. The CCMB Research Office will provide a letter to the applicant of the decisions of the CCMB Senior Leadership Team. Any LOIs not approved will go no further.
5. Completed Infrastructure Applications must be signed by the Program/Department Head/Executive Director and must include the LOI approval letter. Infrastructure Applications are due to the Research Office by January 19, 2018.
6. Only Infrastructure Applications for replacement equipment will be considered within a department's infrastructure request. All new equipment requests require a separate Infrastructure Application from a Program/Department Head/Executive Director.

7. Where new space or additional infrastructure is required, a detailed plan indicating how this space will be acquired and funded must be provided. This is in addition to the detailed budget information required for the grant application.
8. If more information is provided than asked for, it will not be reviewed. For example if only one page is requested and more than one page is appended, it will not be reviewed.
9. Infrastructure Applications will be evaluated by the CCMB Senior Leadership Team who will recommend a ranked order of funding to the Presidents and CEOs of CCMB and CCMF.
10. The President and CEO of CCMB will submit the final funding request to the CCMF President and CEO. CCMF will review the request from CCMB in the following order:
 - a. CCMF Projects, Grants and Awards Committee (PGAC)
 - b. CCMF Finance Committee
 - c. CCMF Board for final approval
11. The President and CEO of CCMF will advise the President and CEO of CCMB of the funding results. The Presidents and CEOs of CCMB and CCMF will notify both successful and unsuccessful applicants in writing.

NOT CONSIDERED FOR FUNDING

1. Travel expenses cannot constitute a part of the Infrastructure Grant Application.

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the award within 30 days of notification. Notification can be sent directly to the CCMB Research Office.
2. Applicants must submit an End of Grant Report to the CCMB Research Office, on or before August 15, 2019 or may be deemed ineligible for future funding.
3. Publications, posters, and presentations arising from the grant must acknowledge the support of CancerCare Manitoba Foundation

REMINDER

One (1) original signed copy and one (1) electronic PDF copy of the full infrastructure grant application must be submitted by the Program/Department Heads/Executive Director to the CCMB Research Office on or before January 19, 2018.

RESEARCH OPERATING GRANTS Guidelines

CRITERIA

Individual Research Operating Grants:

1. To be eligible, the Principal Investigator must have an appointment with CCMB or as a Scientist with RIOH. Principal Investigators 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). This excludes Research Associates, Post-Doctoral Fellows and Graduate Students.
2. 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.
3. The Principal Investigator can hold or apply for only one Individual Research Operating grant per year. A Principal Investigator may be a co-investigator on another grant. The maximum request for support for a Research Operating Grant is \$60,000 per year for up to 2 years (\$120,000 total).
4. Individual Research Operating Grants pay for the direct costs of research including personnel, trainees, consumables, and animal models, equipment items totaling less than \$10,000.00, computer costs and publication costs.
5. At the request of the Principal Investigator, Individual Research Operating Grant applications may be reviewed internally by a CCMB Research Officer prior to the grant competition deadline to receive feedback on grantsmanship, budgeting or feasibility. The full application must be submitted electronically to the CCMB Research Office by December 8, 2017. Applications received after December 8, 2017 may not be reviewed in time for the grant submission deadline.
6. Applications will be rated on the basis of merit and relevance to research programs operating under the aegis at CCMB.
7. Grants are not renewable.

Multi-disciplinary Team Research Operating Grants:

Intent

1. The intent of the Multi-disciplinary Team Research Operating Grant is to support programs to be competitive for national funding upon completion of this grant.

Eligibility

2. To be eligible, at least three Principal Investigators must apply as a team. At least two of these investigators must have an appointment as a Senior Scientist, Scientist, or Affiliated Scientist within RIOH. The other investigators must be a RIOH Senior Scientist, Scientist, Affiliated Scientist, Adjunct Scientist or RIOH Member.

e.g.

PI #1	PI #2	PI #3
RIOH Senior Scientist	RIOH Senior Scientist	RIOH Senior Scientist
Or RIOH Scientist	Or RIOH Scientist	Or RIOH Scientist
Or RIOH Affiliated Scientist	Or RIOH Affiliated Scientist	Or RIOH Affiliated Scientist
		Or RIOH Adjunct Scientist
		Or RIOH Member

3. The co-PIs research expertise required to address the research question must represent at least 3 of the 4 pillars of research per the CIHR definition – biomedical, clinical, health services, or social, cultural, environmental and population health research (<http://www.cihr-irsc.gc.ca/e/48801.html>).
4. Each co-PI can only apply for and hold one Multi-disciplinary Team Research Operating Grant. A Principal Investigator may apply for an Individual Research Operating Grant simultaneously unless they were already awarded CCMF operating grant.

Value

5. The maximum request for support for a Multi-disciplinary Team Research Operating Grant is \$150,000 per year for up to 2 years (\$300,000 total).
6. The Multi-disciplinary Team Research Operating Grants pay for the direct costs of research including personnel, trainees, consumables, and animal models, equipment items totalling less than \$10,000.00, computer costs and publication costs.
7. Grants are not renewable.
8. The Multi-disciplinary Team 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.

Review Criteria

9. The proposal must clearly describe the specific roles and responsibilities for each co-PIs and describe the nature of their collaboration for this grant.
10. At the request of the Principal Investigator, Multi-disciplinary Team Research Operating Grant applications may be reviewed internally by a Research Officer prior to the grant competition deadline to receive feedback on grantsmanship, budgeting or feasibility. The full application must be submitted electronically to the CCMB Research Office by December 8, 2017. Applications received after December 8, 2017 may not be reviewed in time for the grant submission deadline.
11. Applications will be rated on the basis of merit and relevance to both basic and clinical programs operating under the aegis at CCMB.

APPLICATION PROCESS AND EVALUATION

1. 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 past six years must not:**
 - Have been in the same institution, department or research group as the Principal Investigator or co-investigators;
 - 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 Investigator or co-investigators.
- 2. Research proposal summaries of other grants applied for or received must be included in the Research Operating application.
- 3. The Presidents and CEOs of CCMF will notify both successful and unsuccessful applicants of decision.
- 4. If the application is funded, monies will not be released until the Principal Investigator has completed the “CCMB Research Standards Compliance Form” and forwarded all applicable approval forms and/or certificates to the CCMB Research Office.
- 5. Funds will be made available on July 1, 2018.

Partnerships

Applicants submitting proposals to both CancerCare Manitoba Foundation & HSC Foundation must declare if the same proposal has been submitted to both organizations. CancerCare Manitoba Foundation & HSC Foundation could choose to partner to co-fund the application if applicants demonstrate exceptional scientific merit and meet the funding priorities of both organizations.

NOT CONSIDERED FOR FUNDING

1. Travel expenses, unless part of the project, cannot constitute a part of the Research Operating Grant Application.

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the award within 30 days of notification. Notification can be sent directly to the CCMB Research Office.
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 and equipment supplies and materials are not permitted without prior written approval from the Foundation
3. Applicants must submit a first year progress report to the CCMB Research Office on or before April 2, 2019 or they may be deemed ineligible for second year of funding. If funding a two year award continuation, all funding will be based on approval of a satisfactory progress report.
4. Applicants must submit an End of Grant Report to the CCMB Research Office, on or before August 15, 2020 or may be deemed ineligible for future funding.
5. Publications, posters, and presentations arising from the grant must acknowledge the support of CancerCare Manitoba Foundation.

REMINDER

One (1) original signed copy and one (1) electronic PDF copy of the full application must be submitted by the Principal Investigator to the CCMB Research Office on or before January 19, 2018.

IMPORTANT: No additional information or paperwork will be accepted after the deadline date; with the only exception being manuscripts submitted for publications.