

2024-2025
CCMF GRANT APPLICATION GUIDELINES
Paul Albrechtsen Research Institute CancerCare Manitoba
INFRASTRUCTURE

The CancerCare Manitoba Foundation (CCMF) is an independent fundraising agency whose purpose is to provide resources to support CancerCare Manitoba (CCMB) in the provision of optimal cancer control services to Manitobans. Upon acceptance of specific proposals, funds raised by the Foundation are granted for specific projects and equipment. The Foundation is one of CCMB's major partners and its contribution through this annual activity supports major patient and research platforms and programs.

These guidelines outline the process to follow for those requiring annual funding for the core platforms in place at the Paul Albrechtsen Research Institute CancerCare Manitoba ("the Institute").

APPLICATION FORMS

Applications must be completed using the appropriate 2024-2025 Grant Application Form and Template available on the [CCMB internet website](#). The Institute's **Infrastructure** grants are classified into the following three (3) categories: (1) Platforms, (2) Core Facilities, and (3) Equipment.

CONTACT INFORMATION

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ELIGIBILITY

Applications may only be submitted by CCMB staff members or appointed scientists at the Institute.

GRANT CATEGORIES

Three categories will be considered:

1. Platforms

Platforms provide support for critical infrastructure such as personnel, direct costs, or small items of equipment (<\$10,000) essential for research at the Institute and CCMB. These include administrative staff, office supplies, general laboratory staff, direct costs, management staff, maintenance contracts, travel, and accommodation for visiting speakers. It also includes funding for clinical and translational research staff outside of the clinical trials unit and core facilities.

2. Core Facilities

Core facilities provide access to technologies, equipment, or expertise on a fee-for-service basis. Funding for personnel, direct costs, and small items of equipment (<\$10,000) can be requested. Applicants must demonstrate a need for the facility based on past and/or projected users and develop a business model for additional income for long-term sustainability. Core facility applications are encouraged to cover all cancers as potential disease site user groups. Priority will be given to facilities that are not available elsewhere at the Health Sciences Centre or the University of Manitoba Bannatyne Campus.

3. Equipment

This category is designed for applicants seeking funding for stand-alone equipment to support all aspects of research at CCMB and the Institute, including core facilities. Priority will be given to applications with leveraged funding.

REVIEW 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 Institute [Strategic Plan](#)
2. Provides essential support for resources that are not normally funded by operating grants or Manitoba Health.
3. Helps leverage further funds or reduce reliance on internal funding, including but not limited to partnership opportunities.
4. Evaluates technology, tools, data, and processes to improve organizational effectiveness.
5. Supports research platforms and core facilities.

APPLICATION PROCESS

1. The Chief of Research Administration and Operations will arrange a meeting with each of the Core and Platform Leads in September to begin discussions on the annual request for 2024-2025.
2. The proposed budget will encompass the 12 months beginning July 1, 2024 and ending June 30, 2025.

3. The Chief of Research Administration and Operations will review and consolidate all “Expression of Interests” (EOI) on behalf of all platforms, cores, and equipment requests for infrastructure funding and submit one request on or before October 13, 2023, with a PDF copy to CCMFGrantComp@cancercare.mb.ca.
4. The Chief of Research Administration and Operations along with CCMB Executive Leadership will review, prioritize, and evaluate the consolidated EOIs. Based on these discussions and decisions, the Chief of Research Administration and Operations will inform applicants of results and next steps by November 10, 2023.
5. Specific application forms and templates *for each funding category* (platforms, core facilities, equipment) are available on the [CCMB internet website](#). Applications must be signed by the Chief of Research Administration and Operations.
6. Full Applications are due to the Research Office (CCMFGrantComp@cancercare.mb.ca) on **January 12, 2024, no later than 5:00 PM**.
7. Where a proposed project will require new or expanded space, a detailed plan indicating how this space will be acquired and funded must be provided in the proposal form. This is in addition to the detailed budget information required for the grant application.

EVALUATION PROCESS

1. Full Applications will be evaluated by the Chief of Research Administration and Operations and CCMB Executive Leadership.
2. The CCMB President & CEO will submit the final funding request to the CCMF President & CEO.
3. The CCMF President & CEO will then notify successful applicants in writing no later than the end of May 2024.
4. Funds will be made available to successful applicants on July 1, 2024.

EXTENSIONS

NEW this year: the Research Office will compile and centralize all research extension requests internally.

The Chief of Research Administration and Operations will then review and approve each extension prior to forwarding to the Foundation for their internal review process.

A formal request for extension of funding beyond June 30, 2025 must be submitted directly to:
CCMFGrantComp@cancercare.mb.ca .

ACKNOWLEDGMENTS

1. Applicants must acknowledge acceptance of the grant to CCMF within **30 days of notification**.
2. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of the CancerCare Manitoba Foundation.
3. Posters and presentations must include the CCMF logo, available from the CCMF Director of Marketing & Communications (Laura Curtis at Lcurtis4@cancercare.mb.ca).
4. When speaking about the project, applicants must acknowledge that funds were provided by CCMF and all gifts to the Foundation remain in Manitoba.
5. Funds are awarded on an annual basis. Funds remaining at the end of the award year will be returned to the Foundation.

IMPORTANT DATES FOR YOUR CALENDAR

September 2023	Chief of Research Administration and Operations meets with Core Leads to review respective budgets
October 13, 2023	Chief of Research Administration and Operations prepares one EOI on behalf of all Institute infrastructure platforms
January 12, 2024	Full Application due
July 1, 2024	Funding made available by CCMF
August 31, 2025	Annual/End of Grant Report due