

2024-2025 CCMF GRANT APPLICATION GUIDELINES for RESEARCH OPERATING GRANTS

INTRODUCTION

The CancerCare Manitoba Foundation (CCMF) is an independent fundraising agency whose purpose is to develop resources that support CancerCare Manitoba (CCMB) in the provision of care to Manitobans with cancer and blood disorders. 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.

The main objective of this grant competition is to support research that will ultimately become competitive and supported by national and/or international grant funding agencies.

ELIGIBILITY

- The Principal Applicant must be a CCMB staff member or a Scientist with the Paul Albrechtsen Research Institute CancerCare Manitoba ("the Institute").
- Principal Applicant(s) must have a professional degree and/or doctorate, and postdoctoral research experience or equivalent research experience (graduate degree with appropriate level of research training). 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.

APPLICATION FORMS

Letters of Intent and applications must be completed using the appropriate 2024-2025 Grant Application Guidelines, Forms, and Templates available on the [CCMB internet website](#).

CONTACT INFORMATION

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GRANT CATEGORIES

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 projects are encouraged, but the team members can be from any disciplines relevant to the project.
- Funding will be for 2 years, to a maximum of \$75,000 per annum.
- The number of grants awarded will be subject to available funding.
- Awarded Project Grants cannot be renewed after the grant period is complete.

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 with the potential for future national funding.
- For the purposes of this grant competition, it is expected that the application will address the research question from at least 3 of the following 4 perspectives or disciplines, and that the aims related to each of these perspectives or disciplines will be clearly identified:
 - (i) preclinical
 - (ii) translational
 - (iii) clinical
 - (iv) health services, implementation, epidemiology, or patient experience.
- Teams must include applicants from at least 3 of the 4 disciplines. The applicant and each co-applicant must be identified with a specific discipline or aim. Applicants and co-applicants can contribute to more than one aim.
- Investigators may participate as Co-Applicants on more than one Multidisciplinary Team Grant applications.
- Funding will be for 3 years, to a maximum of \$150,000 per annum.
- Subject to funding, up to 2 grants will be awarded per annum.
- Subject to funding, awarded Multidisciplinary Team Grants may be considered for competitive renewal following the end of the initial grant period.

APPLICATION PROCESS

EXPRESSION OF INTEREST

The Expression of Interest (EOI) template to be used is available on the [CCMB internet website](#).

EOIs will be reviewed by an internal CCMB committee chaired by the Chief of Research Administration and Operations. This committee will determine which applicants will be invited to submit a Full Application. Principal Applicants will be notified of the outcome of the EOI review by November 10, 2023.

EOIs will be reviewed based on the following criteria:

For all Principal Applicants

1. Alignment of the application with the Institute's [Strategic Plan](#).
2. Evidence in the application of collaboration with the Institute and/or CancerCare Manitoba.
3. Tri-Agency Operating Grant Applications [CIHR, NSERC, SSHRC] as the nominated Principal Investigator, Principal Investigator, or Co-Applicant, in the last 3 years, outcome and score.
4. Evidence that the principal applicant is a new investigator based on time from first academic appointment (less than or equal to 5 years).

For Principal Applicants with Scientist appointments of 3 years or more

1. Outcomes from previous CCMF operating grants held by Principal Applicant as Principal Investigator.
2. Participation of the Principal Applicant in CCMF fundraising activities over the last 3 years.
3. Contribution of the Principal Applicant to administrative service to the Institute over the last 3 years.

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

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

The expression of interest must be submitted electronically to CCMFGrantComp@cancercare.mb.ca by **5:00 PM CST October 13, 2023**. Late applications will not be accepted.

FULL APPLICATION

For Principal Applicants invited to submit a Full Application, forms and templates will be available online on the [CCMB internet website](#). The title, abstract, list of co-applicants, grant type, grant duration, and total budget **must match the details provided in the EOI**.

NOTE: Submissions for the 2024-2025 grant cycle will NOT be reviewed by external reviewers.

The Full Application must be submitted electronically to CCMFGrantComp@cancercare.mb.ca by **5:00 PM CST, January 12, 2024**. Late applications will not be accepted.

FULL APPLICATION REVIEW & CRITERIA

REVIEW CRITERIA

Peer-review will be based on the four review criteria outlined below in the determination of scientific and technical merit:

- Significance and impact of the research,
- Approaches and methods,
- Expertise, experience, and resources, and
- Potential to lead to national funding.

RATING SCALE

The table below outlines the scoring range to be used for peer-review.

Descriptor	Range	Definition
Outstanding	4.5 – 4.9	The application excels in most or all relevant aspects. Any shortcomings are minimal.
Excellent	4.0 – 4.4	The application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible.
Good	3.5 – 3.9	The application excels in some relevant aspects, and reasonably addresses all others. Some improvements are necessary.
Fair	3.0 – 3.4	The application broadly addresses relevant aspects. Major revisions are required.
Poor	0.0 – 2.9	The application fails to provide convincing information and/or has serious inherent flaws or gaps.

Ref: <https://cihr-irsc.gc.ca/e/49564.html#4.2.2.b.1>.

SCIENTIFIC ADVISORY COMMITTEE

A Scientific Advisory Committee (SAC) that will assess the applications will be established upon invitation by the Chief of Research Administration and Operations, the Chair of the SAC. The Chair's role is to manage the meeting and ensure guidelines are met but does not participate in the scientific discussions. The SAC is made up of experts in fields of research relevant to the applications being reviewed. A Scientific Officer will be appointed to take notes and summarize the panel discussion.

Prior to the formal review meeting, SAC members are provided with summaries of the applications to identify potential conflicts of interest and indicate their level of expertise for each application (high/medium/low/not enough).

The Chief of Research Administration and Operations will then assign each application to two members of the SAC based on their declared expertise. These two members will provide the primary and secondary reviews of the application.

Prior to the discussion of each grant, a provisional score is calculated based on the average of the scores from the primary and secondary reviewers. After discussion of each grant, all committee members (excluding the Chair and the Scientific Officer) will vote +/- 0.5 of the provisional score for the final overall score.

Project Grants must score > 3.8 to be considered for funding.

Multidisciplinary Team Grants must score > 4.0 to be considered for funding.

All applicants will receive the assigned reviewers' comments, scientific officer notes, and the final score.

GRANT ADMINISTRATION

Research Operating Grants must be administered by the CCMB Finance Department. Each funded application will be assigned a new grant number and expenditures 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. Quotes will be required for equipment with a value greater than \$2,000. 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 Chief of Research Administration and Operations. To access this funding, please contact Ashley Sitarz at asitarz@cancercare.mb.ca. Travel for research-related activities or conference participation 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 offices of the University of Manitoba and provide copies of the approvals and the CCMB Research Compliance Form to the Institute Research Office before grant funds are made available. If specific approvals are relevant only to year 2 or year 3 of the project, then those approvals must be submitted before the release of the second or third year of funding. Upon notice of the award, the Research Office will assist successful applicants in activating their grants.

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

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the grant to CCMF within 14 days of notification.
2. Although some latitude in the use of funds within categories is permissible, major departures from approved budgets and transfers between the categories of personnel, equipment and direct costs are not permitted without prior written approval from the Chief of Research and Administration, and subsequently by the Foundation.
3. For Project Grants, an annual report is due by August 29, 2025 and final report on August 31, 2026.
4. For Multidisciplinary Team Grants, annual reports are due by August 29, 2025 and August 31, 2026 and a final report by August 31, 2027.
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 (Laura Curtis, lcurtis4@cancercare.mb.ca)
7. When speaking about the project, applicants must acknowledge the funding provided by CCMF.

IMPORTANT DATES FOR THE 2024-2025 GRANT CYCLE

October 13, 2023	Deadline for Expression of Interest
January 12, 2024	Deadline for Full Application
June 28, 2024	Deadline to request for no cost extension to CCMF, if required.
July 1, 2024	Funding made available by CCMF
August 29, 2025	First Year Annual Report due to CCMF for <i>both</i> Project and Multidisciplinary Team Grants
August 31, 2026	Final Project Grant Report due to CCMF
August 31, 2027	Final Multidisciplinary Team Grant Reports due to CCMF