

Kenneth J. Fyke Award Program Guidelines

These guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services’ Kenneth J. Fyke Award program. The Kenneth J. Fyke Award program terms and conditions may be altered without notice. Applicants should always refer to the latest edition of the Guidelines.

I. GENERAL PROGRAM INFORMATION AND PRIORITIES

Canadian Blood Services manages the national supply of blood, blood products and stem cells, and related services for all the provinces and territories (excluding Quebec). We also operate an integrated, pan-Canadian service delivery model that includes leading an interprovincial system for organ donation and transplantation. Through our Centre for Innovation, we facilitate the creation, translation, and application of new knowledge to support a safe, effective, and responsive system of blood and related biological products for Canada.

In order to honour the contributions of Kenneth J. Fyke to Canada’s health care system, the **Kenneth J. Fyke Award** has been established in his name. The objective of the Canadian Blood Services Kenneth J. Fyke Award program is to support **health services and policy research** in order to promote the development of evidence-based Canadian practices and policies in blood transfusion, blood stem cell transplantation, and organ and tissue donation and transplantation for the benefit of Canadian patients. This objective is aligned with Canadian Blood Services’ mission to provide a safe, secure, cost-effective, affordable and accessible supply of high quality blood, blood products, and their alternatives.

An Award to honour Kenneth Fyke’s contributions to Canada’s health care system: Kenneth Fyke was one of Canada’s health-care pioneers and witnessed its birth in Saskatchewan where he was deputy minister to then health minister Allan Blakeney. In 1981 and 1982 he represented Canada at the World Health Organization in Geneva. In 1984 he moved to Victoria to amalgamate two acute health care facilities at the Royal Jubilee and Victoria General. His approach to health care reform was soon cascading across Canada. In 1990 Fyke contributed to the Standing Committee on Health and Welfare, Social Affairs for Seniors and Status of Women. He was made chair of Canadian Blood Services in 1998 by Canada’s provincial and territorial premiers. Fyke is one of Canada’s healthcare leaders and a world authority on healthcare management. (<http://www.royalroads.ca/news-events/convocation/awards/kenneth-fyke>)

The Kenneth J. Fyke Award Competition will support one (1) health services or policy research project with up to \$100,000 for a period of one year. For the 2018 competition, the following priorities have been identified:

- 1) Optimizing a pan-Canadian drug formulary for plasma protein products including their recombinant protein replacements;
- 2) Understanding the impact of remunerated source plasma collection models on non-remunerated source plasma and/or whole blood collection;
- 3) Optimizing utilization of blood, blood products and/or alternatives, or transplantable products (organs and tissues) at a system or patient level;
- 4) Increasing accessibility to transplantable products (organs, tissues and stem cells);
- 5) Developing health economics approaches and tools with which to evaluate the cost-effectiveness of measures in support of a safe and sustainable system of blood and related biologics; and
- 6) Fostering pan-Canadian collaboration in health care.

The Kenneth J. Fyke Award Program competition is held on a biennial basis.

II. ELIGIBILITY

- **Applicant:** The applicant must be a Canadian researcher (faculty member) affiliated with a Canadian academic program related to health services or health policy or transfusion medicine, stem cell transplantation, or organ/tissue donation and transplantation medicine. The Applicant is responsible for submitting the application, delivering the project as approved, and reporting on project progress to Canadian Blood Services. Priority will be given to applicants that are not (at the time of application) employees of/or contracted to Canadian Blood Services, in the case of equally ranked applications.
- **Team composition:** There is no restriction on the number of team members; however, all team members must have a defined role in the project, and their expertise must be clearly required to adequately address the project goals.
- The project must have a clear plan with defined goals and deliverables that will be completed within the **one-year term of the award** and that are aligned with the research priorities outlined in Section I.
- While not mandatory, priority will be given to projects that are collaborative in nature and, when relevant, include team members from different disciplines: for example, teams including subject matter experts in transfusion, blood stem cell transplantation or organ/tissue transplantation and in health services or health policy, as appropriate. Applicants are encouraged to propose research collaborations with Canadian Blood Services and can contact centreforinnovation@blood.ca for help identifying potential collaborations.
- **Budget:** The proposed project budget must not exceed \$100,000 for one year.
 - Funds may be used for trainee stipends, research staff (e.g., research assistants) salaries and benefits, expendable materials and supplies, project team collaborative and networking activities (e.g., team meetings, conference calls), and knowledge dissemination activities (e.g., publication costs).
 - Funds cannot be used for salary support for investigators (i.e., individuals who are eligible to apply for operating funds from the federal agencies).
 - Kenneth J. Fyke Award funds are only to be used towards the direct costs of research; no funding is to be used for indirect costs (e.g., institutional overhead).

III. APPLICATION PROCESS AND EVALUATION

- Complete the Canadian Blood Services Kenneth J. Fyke Award Program Application Form and prepare the supporting documents for the Application Package, as per the Instructions in the Application Form.
- Submit the Application Package (Application Form and supporting documents) by email to Canadian Blood Services' Centre for Innovation at centreforinnovation@blood.ca on or before the competition deadline, as per the Instructions in the Application Form. **No applications or additional material will be accepted after the deadline.**
- The duly received Kenneth J. Fyke Award Program Application Package constitutes an agreement to adhere to the conditions governing the award.
- Canadian Blood Services will acknowledge receipt of the application by email. **It is the responsibility of the Applicant to ensure the Application Package has been received by Canadian Blood Services.** Please contact the Centre for Innovation if your Application Package is not acknowledged.
- Canadian Blood Services will convene a peer review committee to review applications and make funding recommendations. In assessing the applications, the following criteria are considered:

CRITERION	WEIGHT	DESCRIPTION
Relevance	25%	Does the project address the priorities identified for the Program and for the competition? How significant is the issue that is being addressed? What is the anticipated impact of the project deliverable(s)?
Merit	40%	Is the project proposal well-conceived and justified?
Feasibility	25%	Are the project activities, milestones, and deliverables aligned with the purpose of the project? Is the budget adequate and aligned with funding criteria? How likely will the project plan be successfully executed within the one year term of the award?
Collaboration	10%	Do the project team members' skills and backgrounds support the project's objectives? Does the project team include diverse health care professions, departments, organizations and/or jurisdictions? Does the application introduce a new dimension of collaboration?

- Upon completion of their peer review, the peer review committee will submit their recommendations for funding to the Canadian Blood Services' Director, Centre for Innovation and Vice President, Medical Affairs and Innovation for final approval.
- Canadian Blood Services will inform applicants of the competition outcomes within four (4) months of the submission deadline.
- Information on successful applications will be posted on the Canadian Blood Services website.

IV. GENERAL TERMS AND CONDITIONS OF THE AWARD

These Guidelines, including the terms and conditions of the award, may be altered by Canadian Blood Services without notice. Awardees and their institutions shall comply with the latest edition of the Guidelines.

AWARDEE AND INSTITUTION RESPONSIBILITY

The Awardee's institution must agree to provide adequate research facilities and to administer the award in accordance with the terms and conditions of the award as per the Guidelines.

The Awardee, its institution, and the Project Team will comply with all applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the project.

START DATE

The Kenneth J. Fyke Award should begin within six (6) months of April 1 2019.

DURATION OF AWARD

The duration of a Kenneth J. Fyke Award is one (1) year.

CONDITIONS OF FUNDING

The Awardee must respect any limitations placed on the use of Kenneth J. Fyke Award funds as outlined in the formal notification of decision.

The Awardee must ensure that any research project involving humans includes a research protocol that is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and that appropriate records are maintained. The Awardee will provide such records to Canadian Blood Services upon request.

The Awardee must immediately notify Canadian Blood Services (see Section VI) of their inability, for any reason, to carry out or complete the research for which the award was received. Any change in the

research plan or in the location of tenure of the Kenneth J. Fyke Award recipient requires the prior approval of Canadian Blood Services. Revisions must be submitted to Canadian Blood Services (see Section VI).

Funding for the Centre for Innovation, including for the Kenneth J. Fyke Award, is provided by the federal government (Health Canada) and the provincial and territorial ministries of health. Should Canadian Blood Services funding become unavailable or decrease due to unforeseen circumstances, Canadian Blood Services reserves the right to reduce, defer or cancel funding of awards received through this funding opportunity.

USE OF FUNDS

Kenneth J. Fyke Award funding may be used for the payment of trainee stipends, research staff (e.g., research assistants) salaries and benefits, expendable materials and supplies, project team collaborative and networking activities (e.g., team meetings, conference calls), and knowledge dissemination activities (e.g., publication costs).

Canadian Blood Services supports only the direct costs of research. No funding is to be used for indirect costs (e.g., institutional overhead).

PROGRESS REPORT

One final progress report is due within 1 month of Award end date. Additional progress reports may be requested during the tenure of the award. A progress report template will be provided.

Materials submitted to Canadian Blood Services may be shared at the discretion of Canadian Blood Services. Awardees shall ensure that any materials submitted to Canadian Blood Services do not infringe third party intellectual property rights and comply with appropriate copyright and academic authorship standards.

DISSEMINATION AND PUBLICATIONS

Any publications, reports or public presentations resulting from work conducted during the tenure of a Canadian Blood Services Kenneth J. Fyke Award must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the Kenneth J. Fyke Award Program will be provided.

OFFICIAL LANGUAGES

Where appropriate, the Awardee should deliver its services, programs, projects, or activities in both official languages.

RECORDS

The Awardee and its institution must keep all records, information, databases, reports, financial information, costs and expenditures, and all other documentation related to the project for a period of six (6) years from the end of the Period of Award.

Canadian Blood Services and/or its funders shall have the right to: (i) monitor and review project through site visits or other means, and (ii) conduct inspections of financial records or audit the Awardee, institution, and Project Team, to confirm compliance with these Guidelines and the appropriate use of funds. Canadian Blood Services shall have the right to share copies of reviews, evaluations, and audit reports with its funders.

The Auditor General of Canada also reserves the right to conduct an inquiry into the Project Team's use of funds. The Awardee, Institution, and Project Team shall cooperate with Canadian Blood Services, its

funders and/or the Auditor General of Canada and his/her representatives or agents in connection with such a review, audit, or inquiry, and shall grant access to its documents, records and premises as required for purposes of any such review, audit or inquiry. The results of an inquiry by the Auditor General of Canada may be reported to Parliament in a report of the Auditor General.

V. FINANCIAL ADMINISTRATION OF AWARD FUNDS

Financial administration of the Award funds will be through the Canadian Blood Services' Centre for Innovation. Canadian Blood Services' Centre for Innovation will instruct Canadian Blood Services' Finance Services to transfer the approved funds to the Awardee's institution, subject to the terms of a transfer of funds agreement completed by the Awardee and its institution. The Awardee and its institution are responsible for administering the funds according to the Guidelines and for financial reporting on expenditures using Form 300 or equivalent to Canadian Blood Services.

Awardees are expected to exercise appropriate stewardship over the financial resources entrusted to them from Canadian Blood Services. In no circumstances shall the total disbursement exceed the funds available for the award. Expenditures exceeding the award will be neither assumed nor reimbursed by Canadian Blood Services. The Awardee and its institution will return to Canadian Blood Services any funds to which it is not entitled, including payments made in error and paid costs that are not eligible for reimbursement.

VI. CONTACT AND ENQUIRIES

Enquiries should be addressed to the Centre for Innovation at centreforinnovation@blood.ca or by phone at (613)739-2496.