

# BloodTechNet Award Program Guidelines

These Guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services BloodTechNet Award Program. The award 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 provinces and territories (excluding Quebec). We also lead an integrated, interprovincial system for organ donation and transplantation for all of Canada. 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.

The objective of the BloodTechNet Award Program is to facilitate the development of innovative educational projects that network the transfusion, cellular therapy, and transplantation communities in Canada. To achieve this objective, the Program supports projects delivering educational tools and resources that support the development of skills, knowledge and expertise of the health professionals in this network. The BloodTechNet Award Program supports the Canadian Blood Services’ Centre for Innovation’s goal of mobilizing knowledge in order to promote excellence in transfusion and transplantation medicine. Examples of resources developed through previous BloodTechNet Award Program competitions can be found [online](#).

The total budget available for the Fall 2018 BloodTechNet Award Program competition is \$50,000. The BloodTechNet Award Program competition will support projects with a proposed budget of up to \$50,000. The number of awards funded will depend on the requested budgets and the recommendations of the review committee.

## II. ELIGIBILITY

- **Applicant:** The Applicant must be a health professional belonging to the transfusion, cellular therapy and/or transplantation communities in Canada. The BloodTechNet Award Program is targeted towards Medical Lab Technologists, Nurses and Physicians. The Applicant is responsible for submitting the application, delivering the project as approved, and for reporting on project progress to Canadian Blood Services.
- **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 educational goals and deliverables that will be completed within the **one-year term of the award**.
- While not mandatory, priority will be given to projects that are collaborative in nature and, when relevant, include team members from a variety of health care professions, departments, organizations and/or jurisdictions. Applicants are encouraged to propose collaborations with Canadian Blood Services and can contact [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) for help identifying potential collaborations.

- **Budget:** The budget must be aligned with the proposed activities. Projects of varying ranges will be equally considered; however, the project budget must not exceed \$50,000 for one year.
  - Funds may be used for the purchase of expendable materials and supplies, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), contract services, and knowledge dissemination activities (e.g., publication costs).
  - Funds cannot be used for salary support or for trainee stipend support.
  - BloodTechNet 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 & EVALUATION

- Complete the BloodTechNet Award Program Application Form and submit to Canadian Blood Services' Centre for Innovation at [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) on or before the competition deadline, as per the Instructions in the Application Form. **No applications, updates, or additional materials will be accepted after the deadline.**
- The duly received BloodTechNet Award Program Application Form 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 Form has been received by Canadian Blood Services.** Please contact the Centre for Innovation if your Application Form 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 equally weighted criteria are considered:

CRITERION	DESCRIPTION
<b>Relevance</b>	Does the proposal tackle a new learning need or one that has not been adequately addressed in the past? How significant is the issue that is being addressed? Which health professionals will benefit? What is the anticipated impact of the benefit?
<b>Proposal quality and feasibility</b>	Is the project proposal well-conceived and justified? Are the purpose, context, approach and dissemination aligned and coherent? 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?
<b>Collaboration</b>	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?

- Canadian Blood Services will inform applicants of the competition outcomes within four (4) months of the application 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 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 BloodTechNet Award should begin within three (3) months of April 1 2019.

#### **DURATION OF AWARD**

The duration of a BloodTechNet Award is one (1) year.

#### **CONDITIONS OF FUNDING**

The Awardee must respect any limitations placed on the use of BloodTechNet Award funds as outlined in the formal notification 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 the 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 BloodTechNet 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 BloodTechNet Award, is provided by the federal government (Health Canada) and the provincial and territorial ministries of health. Should Canadian Blood Services funding levels 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**

BloodTechNet Award funding may be used for the purchase of expendable materials and supplies, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), and knowledge dissemination activities (e.g., publication costs). Funding can also be used for the payment of contracted services on a fee for service basis.

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 the Award end date that includes a description of how professionals will access the learning product developed by the project. Additional progress reports may also 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 BloodTechNet Award must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the BloodTechNet Award Program will be provided.

The Awardee may be asked to participate in a webinar, organized by the Centre for Innovation, to present the project and its outcomes to Canadian Blood Services.

## **OFFICIAL LANGUAGES**

Where appropriate, the Awardee should deliver their 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 each 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](mailto:centreforinnovation@blood.ca) or 613-739-2496.