

# Blood Efficiency Accelerator Award Program Guidelines

These guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services’ Blood Efficiency Accelerator Award Program. The Blood Efficiency Accelerator 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 Québec). 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 biologics for Canada.

The objective of the Canadian Blood Services’ Blood Efficiency Accelerator Award Program is to improve the efficient and appropriate utilization of blood products, while maintaining the safety of the blood system. To achieve this objective, the Program will support innovative research projects that seek new knowledge or accelerate the application of existing knowledge. In the context of this competition, blood product is defined as a therapeutic product derived from the donation of blood or blood components and includes red blood cell and platelet concentrates, plasma and plasma derivatives (including plasma protein products), and hematopoietic stem cells (including those derived from cord blood).

While all applications aimed at improving the efficient and appropriate utilization of Canadian Blood Services’ blood products are encouraged, the current competition will give priority to projects focused on improving procedures and protocols at Canadian hospitals or at Canadian Blood Services that will result in improved utilization of red blood cells, platelets, and plasma products. These improvements may be realized at any point from vein to vein, that is, from the point of blood collection, through the manufacturing, distribution, and blood banking processes, to clinical utilization. Projects with a defined knowledge translation strategy to accelerate the uptake of the study findings or of existing knowledge by the knowledge user group will also be prioritized.

Canadian Blood Services has allocated \$60,000 per year for the Blood Efficiency Accelerator Award Program and anticipates funding two (2) projects annually at a maximum value of \$30,000 per project.

The Blood Efficiency Accelerator Award Program competition is held on a biannual basis. Applicants are strongly encouraged to apply to the first competition of the fiscal year (Canadian Blood Services fiscal year is April 1 to March 31). If there are unallocated funds remaining after the first competition of the fiscal year, they will be used to fund additional application(s) in the second competition to the extent of available program funding. The launch of the second competition will be at the discretion of Canadian Blood Services.

## II. ELIGIBILITY

- **Primary Applicant:** The Primary Applicant must be affiliated with a Canadian academic program as a faculty member or with Canadian Blood Services. The Primary Applicant is responsible for

submitting the application, delivering the project as approved, and reporting on project progress to Canadian Blood Services.

- **Team composition:** All project teams require at least one Canadian Blood Services employee. All project team members must have a defined role in the project, and their expertise must be clearly required to adequately address project goals. Applicants are encouraged to contact [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) if help is needed to identify a Canadian Blood Services project team member.
- The project must have a clear plan with defined goals that will be completed within the one-year term of the award and that are aligned with the research priorities outlined in Section I.
- **Budget:** The proposed project budget must not exceed \$30,000 for one year.
  - Funds may be used for trainee stipends, research staff salaries (e.g., research assistants, technicians, etc.), consultant and services fees, expendable materials and supplies, the purchase and maintenance of experimental animals, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), and knowledge dissemination activities (e.g., publication costs).
  - The purchase of small items of equipment is permissible; however, the maximum that can be spent on equipment is \$8500 (exclusive of applicable taxes). Funds cannot be used towards maintenance/service contracts.
  - Funds cannot be used for salary support for investigators (i.e., individuals who are eligible to apply for operating funds from the federal agencies).
  - Blood Efficiency Accelerator 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 Blood Efficiency Accelerator Award Program Application Form and prepare the supporting documents for the Application Package as per the Instructions in the Application Form.
- The Application Package (Application Form and supporting documents) must be submitted by the competition deadline as per the Instructions in the Application Form. **No applications, updates, or additional materials will be accepted after the deadline date.**
- The duly received Blood Efficiency Accelerator Award program application package constitutes an agreement to adhere to the conditions governing the award.
- Canadian Blood Services will acknowledge receipt of the Application Package 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 merit of the applications, the following criteria are considered:

CRITERION	WEIGHT	DESCRIPTION
<b>Relevance</b>	25%	Does the project address the identified priorities? How significant is the issue that is being addressed? What is the anticipated impact of the project deliverable(s)?
<b>Merit</b>	40%	Is the project proposal well-conceived and justified?
<b>Feasibility</b>	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?
<b>Collaboration</b>	10%	Do the project team members' skills and backgrounds support the project's objectives?

- Upon completion of their 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 three (3) months of the submission deadline.
- Information on successful applications will be posted on the Canadian Blood Services website.

## IV. GENERAL TERMS AND CONDITIONS

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 Blood Efficiency Accelerator Award should begin within three (3) months of notification of funding.

### DURATION OF THE AWARD

The duration of a Blood Efficiency Accelerator Award is one (1) year.

### CONDITIONS OF FUNDING

The Awardee must respect any limitations placed on the use of the Blood Efficiency Accelerator 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 Blood Efficiency Accelerator 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 Blood Efficiency Accelerator 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**

Blood Efficiency Accelerator Award funding may be used for the payment (salary and benefits, where applicable) of research staff (e.g., research assistants or technicians), the payment (stipend and benefits, where applicable) of research trainees (e.g., post-doctoral fellows, graduate students, summer students), the purchase of expendable materials and supplies, the purchase and maintenance of experimental animals, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), and knowledge dissemination activities (e.g., publication costs). Small items of equipment can be purchased; however, the maximum that can be spent on equipment is \$8500 (exclusive of applicable taxes). Funding cannot be used towards equipment maintenance or service contracts. Funding can also be used for the payment of contracted services on a fee for service basis, but under no circumstances may an investigator (i.e., individuals who are eligible to apply for operating funds from the federal agencies) be personally remunerated.

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. Additional progress reports may be requested during the tenure of the award. A progress report template will be provided.

### **DISSEMINATION AND PUBLICATIONS**

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

### **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, its institution, and the 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, its institution, and the 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



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premises as required for purposes of any such review, audit, or inquiry. The results of the 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 the Program. 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](mailto:centreforinnovation@blood.ca) or (613) 739-2496.