**James Kreppner Award Program**

**Application Form**

# Overview

Applicants are advised to review the Canadian Blood Services’ James Kreppner Award Program Guidelines to ensure alignment of their applications with the program objectives, research priorities, and eligibility criteria.

The complete application package must be delivered to Canadian Blood Services

**by 11:59 PM November 30 2017**.

# Instructions

It is the applicant’s responsibility to ensure that the complete application package is delivered by the application deadline. All documents must be delivered by email to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca).

The application package must include the following documents:

1. **Completed Application Form:** A single word file consisting of the completed 2017 Application Form using the pre-formatted settings. Ensure that all fields are complete, including signatures, before submitting the application.
2. **Supporting Documents:**
   1. **Project Team Member(s) CV:** A single PDF of a full Canadian Common CV (<https://ccv-cvc.ca/>) in the **CIHR Academic format or equivalent** for all identified project team members. See Section C for details.
   2. **Letter of Support:** If the project budget is to be used toward the salary of the applicant, a letter of support is required from the applicant’s institution that indicates the institution’s commitment to provide research and office facilities (as required) and to protect the applicant’s time. See Section D for details.

# Section A: General Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT** | | | | | | |
| Family Name: |  | | Given Name(s): | |  | |
| **ACADEMIC INSTITUTION AFFILIATION** | | | | | | |
| Position: |  | | | | | |
| Department: |  | | | | | |
| University: |  | | | | | |
| Phone Number: |  | | | | | |
| Email: |  | | | | | |
| **INSTITUTION PAID** | | | | | | | |
| Institution/Organization where research will be conducted: | | | | |  | | |
| Faculty/School/Department where research will be conducted: | | | | |  | | |
| Name of Institution that will administer the funds: | | | | |  | | |
| **PROPOSED PROJECT** | | | | | | |
| Project Title: |  | | | | | |
| Project Start Date (provide a proposed start date on or within six months of April 1 2018): | | | | | |  |
| **AGREEMENT** | | | | | | |
| The undersigned acknowledge that the enclosed application for research funding from Canadian Blood Services represents a study for which the applicant was responsible for the proposal development. If funded, the applicant will assume primary responsibility for the implementation and performance of the proposed study. The undersigned agree that the general conditions governing the James Kreppner Award Program, as set out in the Guidelines, are accepted by the applicant on behalf of the project team and the academic institution. | | | | | | |
| Applicant | | Head of department at academic institution | | | | |
| Name:  Date: | | Name:  Date | | | | |

# Section B: Project Proposal

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| **PROJECT SUMMARY** |
| **In 200 words maximum**, provide a summary, in **lay terms**, of the proposed project, highlighting project objectives and deliverables and describing how the research is aligned with the James Kreppner Award Program’s priorities. If the project is funded, **this summary may be published on Canadian Blood Services’ website.** |
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| **PROJECT PROPOSAL** |
| **In four (4) pages** **maximum** (including tables and figures):   1. Describe the background, rationale, and objectives of the project, including any relevant preliminary findings; 2. Outline the proposed research methodology, clearly demonstrating the integration of project members’ expertise towards achieving the goals of the project; 3. Describe the relevance of the proposal to the research priorities of the James Kreppner Award Program; and 4. Detail the key deliverables anticipated by the end of the funding period.   A list of selected references may be included **in addition** to the four (4) page limit. |
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| **HEALTH AND SAFETY CERTIFICATION** | | |
| Indicate if the proposal includes research involving human participants and if ethics approval has been applied for or obtained. Note that this information is used for administrative purposes to ensure that research ethics approval is in place prior to the release of funds and is not used to evaluate the merit of the application. | | |
| Human Experimentation | |
| Has ethics approval been applied for or obtained? | Yes  No  Not applicable |

|  |  |
| --- | --- |
| **SEX AND GENDER** | |
| Sex and gender must be considered when developing the research proposal. Visit the [CIHR](http://www.cihr-irsc.gc.ca/e/32019.html) website for resources to help with incorporating sex and gender into research design. | |
| Are sex (biological) considerations taken into account in this proposal? | Yes  No |
| Are gender (socio-cultural) considerations taken into account in this proposal? | Yes  No |
| Describe how sex and/or gender considerations will be considered in your research proposal: | |
|  | |

# Section C: Project Team

In the table below, list all proposed project team members, **including** trainees that have been identified to work on the proposed project.

In a separate file, provide a full Canadian Common CV (<https://ccv-cvc.ca/>) in the **CIHR Academic format or equivalent** for all identified project team members, including trainees.

|  |  |  |
| --- | --- | --- |
| **Name** | **Position and Institution** | **Email** |
| 1. **Applicant**: |  |  |
| Role in project: | | |
|  |  |  |
| Role in project: | | |
| 3. |  |  |
| Role in project: | | |

*Insert rows as required.*

# Section D: Project Budget

Within this section, outline the budget requested and provide justification that the requested resources are appropriate to financially support the research project as described in the application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Research staff (excluding trainees) | | | | | |
|  | No. | Salary | Benefits | Funds Requested | |
| Applicant |  |  |  |  | |
| Research assistant(s) |  |  |  |  | |
| Technician(s) |  |  |  |  | |
| Other personnel |  |  |  |  | |
| Research trainees | | | | | |
|  | No. | Stipend | Benefits | Funds Requested | |
| Postdoctoral fellow(s) |  |  |  |  | |
| Graduate student(s) |  |  |  |  | |
| Summer student(s) |  |  |  |  | |
| Materials, Supplies, and Service | | | | | |
|  | | | | | Funds Requested |
| Equipment (maximum $8500) | | | | |  |
| Materials and supplies | | | | |  |
| Services | | | | |  |
| Meeting costs | | | | |  |
| Travel | | | | |  |
| Other | | | | |  |
| **TOTAL** | | | | |  |

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| **BUDGET DETAILS** |
| Provide a detailed justification for all budget items requested (no page limit). **If the funds are to be used towards the salary of the Applicant, a letter of support must be provided by the institution that indicates the institution’s commitment to provide research and office facilities (as required) and to protect the applicant’s time**. |
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