**MSM Research Grant Program**

**2018 Application Form**

# Overview

Applicants are advised to review the Canadian Blood Services’ MSM Research Grant Program Guidelines to ensure alignment of their applications with the program objective, research priorities, and eligibility criteria.

The complete application package must be delivered to Canadian Blood Services

**by 11:59 PM [PST] June 30 2018.**

# Instructions

It is the applicant’s responsibility to ensure that all documents are delivered by the application deadline. **No applications or additional material will be accepted after this deadline.** **Late or incomplete applications will not be considered.**

All documents must be delivered **by email to** [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca).

The submitted application package must include the following documents:

1. **Completed Application Form:** Ensure that all fields are complete, including signatures, before submitting the application. **Page/space and word count limitations must be adhered to**. Sections of the application that exceed the identified limits will not be considered.
2. **Supporting Documents**
3. **Project Team Members’ CVs:** A Canadian Common CV (<https://ccv-cvc.ca/>) in the **CIHR Academic format (or equivalent)** must be provided for the Principal Investigator and for each Co-Investigator. CCVs should be appended to the application.
4. **Letters of Collaboration:** A letter of collaboration must be provided by each collaborator and partner (including stakeholder groups) involved in the project. Letters of collaboration should be appended to the application.

# Section A: General Information

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| **PROJECT TITLE** | | | |
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| **PRINCIPAL INVESTIGATOR** | | | |
| Family Name: |  | | |
| Given Name(s): |  | | |
| Institution and Department: |  | | |
| Phone: |  | | |
| Email: |  | | |
| **CO-INVESTIGATOR(S)**  **Co-Investigators** are expected to contribute to the research program, and their expertise must be clearly required to address the project goals. Co-Investigators are expected to require material budget items of some nature. | | | |
| Name (Last Name, First Name) | | Institution and Department | City, Country |
|  | |  |  |
|  | |  |  |

*Insert rows as needed.*

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| **COLLABORATOR(S) and PARTNER(S)**  **Collaborators** and **Partners** are individuals or organizations (including stakeholder groups) whose role in the research project is to provide a specific service or expertise (e.g. access to information, access to patient populations, access to equipment or resources, provision of specific reagents, statistical analysis, subject matter expertise) and may be knowledge end-users. Collaborators and Partners are not requesting a budget. | | |
| Name of Individual (Last Name, First Name) or Organization | Institution and Department (if applicable) | City, Country |
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# *Insert rows as needed.*

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| **PROJECT TYPE**  A small project is a one-year project with a maximum budget of $50,000.  A large project is a two-year project with a maximum budget of $300,000. | |
| Small Project: | Large Project: |

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| **AGREEMENT** | |
| The undersigned acknowledge that the enclosed application for research funding from Canadian Blood Services represents a study of which the Principal Investigator was responsible for the proposal development. If funded, the Principal Investigator will assume primary responsibility for the implementation and performance of the proposed study.  The undersigned agree that the general conditions governing the MSM Research Grant Program, as set out in the Guidelines, are accepted by the Principal Investigator on behalf of the project team and the academic institution.  Signatures: | |
| Principal Investigator | Head of department at academic institution for Principal Investigators who are not employed by Canadian Blood Services or Héma-Québec.  Appropriate authority at the blood operator for Principal Investigators who are blood operator employees. |
| Name:  Date: | Name:  Date: |

# Section B: Project Team

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| **PROJECT TEAM ROLES** |
| **In the space provided below**, outline the role of each of the Principal Investigator and Co-Investigator(s) in the proposed study, specifically addressing the research and/or technical expertise each will bring to the proposed project and the proposed division of labour within the team. If applicable, elaborate on the contributions of collaborators and partners (including stakeholder groups).  In a separate file, provide a full Canadian Common CV (<https://ccv-cvc.ca/>) in the **CIHR Academic format (or equivalent)** for the Principal Investigator and all Co-Investigators. If applicable, provide a letter of collaboration from each collaborator and partner. |
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# Section C: Project Information

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| **PROJECT ABSTRACT** |
| Provide a summary (**200 words max.**), in **lay terms**, of the proposed project, highlighting project objectives and deliverables and describing how the research is aligned with the MSM Research Grant Program’s objective, including identified Research Priorities. If the project is approved, **this summary may be published on Canadian Blood Services’ website.** |
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| **RELEVANCY TO PROGRAM OBJECTIVE AND RESEARCH PRIORITIES** |
| **In the space provided below**, provide a brief description of how the proposal addresses the MSM Research Grant Program’s objective and one or more of the Research Priorities identified for this competition. This justification should include how the proposal will provide adequate evidence-based research for alternative screening approaches for blood donors, and how it could evolve the current deferral policy for men who have sex with men (MSM) while maintaining the safety of the blood supply. |
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| **RESEARCH PROPOSAL** |
| **In a maximum of** **five (5) pages for a Small Project application or eleven (11) pages for a Large Project application** (not including appendices, using font size 11):   1. Describe the proposed research (central hypothesis, research questions, specific objectives); 2. Describe the proposed research methodology and/or assays and outline any preliminary data and background information; 3. If applicable, describe how the proposed research complements or extends a project currently funded through the Canadian Blood Services MSM Research Grant Program; 4. Describe the relevance of the proposal to the MSM Research Grant Program’s objective and Research Priorities; 5. Describe how the proposed research could inform changes to the blood donor deferral policy for men who have sex with men while maintaining the safety of the blood supply; and 6. Identify any potential pitfalls and outline how the project goals will be achieved if pitfalls are encountered (work plan, timelines, analysis and interpretation of results).   References, tables, charts, figures and photographs may be included **in addition** to the page limit. Legends must be succinct. Detailed descriptions of methods and discussion of results should be included in the body of the proposal, not in the legends or in an appendix. |
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| **SCHEMATIC OF PROJECT PLAN** |
| In **one page maximum**, provide (a) the key steps, milestones and deliverables described in the research plan and (b) the Investigators, Collaborators and Partners involved in each step. |
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| **RELEVANT PUBLICATIONS** |
| A maximum of **three (3)** published or submitted articles relating to progress, plus a maximum of **two (2)** published articles substantiating the subject matter expertise of the Principal Investigator and Co-Investigators may be appended to the application. Submitted articles must be accompanied by proof of submission to a journal.  List all appended articles in the space below. |
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| **HEALTH AND SAFETY CERTIFICATION** | | | |
| Indicate if the proposal involves the following. Note that this information is used for administrative purposes to ensure that research ethics approvals are in place prior to the release of funds to successful applicants. This information is not used to evaluate the merit of the application. | | | |
| Biohazards | | | |
| Pathogenic agents | | Yes  No | |
|  | Containment level required: 1 2 3 4 none | | |
| Recombinant genetics | | Yes  No | |
|  | Containment level required: 1 2 3 4 none | | |
| Radioisotopes | | Yes  No | |
|  | Containment level required: 1 2 3 4 none | | |
| Human Experimentation | | | |
| Has ethics approval been applied for or obtained? | | | Yes  No  Not applicable |
| Animal Experimentation | | | |
| Has ethics approval been applied for or obtained? | | | Yes  No  Not applicable |

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| **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 D: Budget

The maximum budget for a Small Project Grant is $50,000 for a maximum duration of one year and for a Large Project Grant is $300,000 for a maximum duration of two years. Applicants should review the ‘Use of Grant Funds’ section in the MSM Research Grant Program Guidelines to become familiar with the eligible and non-eligible expenses under this program.

Note that a small portion of the budget (up to 15%) may be used for co-investigators from outside of Canada if the international investigator provides expertise not available in Canada and if the proposed work is essential to the success of the project. Provide justification as appropriate.

Outline the budget requested for each year of the research proposal. For part-time and/or shared resources, indicate fractions to represent the time commitment to the project (e.g., 0.5).

**BUDGET - Overview**

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| --- | --- | --- |
| **TOTAL BUDGET REQUESTED:** | | **$** |
| **Budget requested for Principal Investigator** | **Year 1** |  |
|  | **Year 2**  (if applicable) |  |
| **Budget requested for Co-Investigator: Insert Last Name** | **Year 1** |  |
|  | **Year 2**  (if applicable) |  |
| **Budget requested for Co-Investigator: Insert Last Name** | **Year 1** |  |
|  | **Year 2**  (if applicable) |  |

*Insert rows as needed.*

**BUDGET - Year 1**

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| --- | --- | --- | --- | --- | --- |
| **BUDGET DETAILS** | | | | | |
| Research staff (excluding trainees) | | | | | |
|  | No. | Salary | Benefits | Funds Requested | |
| Research assistants |  |  |  |  | |
| Technicians |  |  |  |  | |
| Other personnel |  |  |  |  | |
| Research trainees | | | | | |
|  | No. | Stipend | Benefits | Funds Requested | |
| Postdoctoral fellows |  |  |  |  | |
| Graduate students |  |  |  |  | |
| Summer students |  |  |  |  | |
| Materials, Supplies, and Service | | | | | |
|  | | | | | Funds Requested |
| Animals\* | | | | |  |
| Expendables | | | | |  |
| Services | | | | |  |
| Other | | | | |  |
|  | | | | | Funds Requested |
| Travel | | | | |  |
| Equipment (maximum $8500 per grant) | | | | |  |
| **TOTAL** | | | | |  |

\* Funding for animal studies is dependent upon an approved animal protocol. If animal studies are contracted out, include this budget allocation under “Services”.

**BUDGET – Year 2 (if applicable)**

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| **BUDGET DETAILS** | | | | | |
| Research staff (excluding trainees) | | | | | |
|  | No. | Salary | Benefits | Funds Requested | |
| Research assistants |  |  |  |  | |
| Technicians |  |  |  |  | |
| Other personnel |  |  |  |  | |
| Research trainees | | | | | |
|  | No. | Stipend | Benefits | Funds Requested | |
| Postdoctoral fellows |  |  |  |  | |
| Graduate students |  |  |  |  | |
| Summer students |  |  |  |  | |
| Materials, Supplies, and Service | | | | | |
|  | | | | | Funds Requested |
| Animals\* | | | | |  |
| Expendables | | | | |  |
| Services | | | | |  |
| Other | | | | |  |
|  | | | | | Funds Requested |
| Travel | | | | |  |
| Equipment (maximum $8500 per grant) | | | | |  |
| **TOTAL** | | | | |  |

\* Funding for animal studies is dependent upon an approved animal protocol. If animal studies are contracted out, include this budget allocation under “Services”.

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| **BUDGET DESCRIPTION** |
| **In seven (7) pages maximum,** provide a detailed justification for all budget items requested. In addition, outline how funds will be allocated between the Principal Investigator and Co-Investigator(s). In kind contributions to the project must be identified. |
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| **REAL OR PERCEIVED BUDGETARY OVERLAP** | |
| **In the space provided below**, supply details of any overlap with existing or proposed funding. Use this space to dispel any uncertainties that could arise in the minds of reviewers as to whether you are already funded, in whole or in part, for the proposed work, as they review the list of funded and submitted grants in your CCV. | |
| Source: |  |
| Amount: |  |
| Comment as to overlap/lack of overlap: |  |
| Source: |  |
| Amount: |  |
| Comment as to overlap/lack of overlap: |  |

*Insert Rows as needed.*