Hyundai Hope on Wheels Canada & C17 Council

Hyundai Hope on Wheels Canda Clinical Trials Support & Infrastructure Grant Application Instructions and Award Guide

The Hyundai Hope on Wheels Canada Grants are adjudicated and administered by the C17 Council, through the C17 Research Network.

TABLE OF CONTENTS

HYUNDAI HOPE ON WHEELS CANADA CLINICAL TRIALS SUPPORT & INFRASTRUCTURE GRANT COMPETITION

The Hyundai Hope on Wheels Research Grants in Canada are adjudicated and administered by the C[17] Council, through the C[17] Research Network.

The goal of the C[17] Research Network is to improve the treatment, care, quality of life, and outcomes of children, adolescents, and young adults with cancer, blood disorders, and stem cell transplants through collaborative Canadian research.

The Hyundai Hope on Wheels Canada Clinical Trials Support & Infrastructure Grant aims to strengthen Canada's capacity to conduct high-quality pediatric oncology clinical trials by supporting the development of the infrastructure, expertise, coordination, and operational activities required to design, implement, and expand pediatric oncology clinical trials across Canada.

This funding opportunity is intended to support projects that enable, accelerate, operationalize, coordinate, or expand pediatric oncology clinical trials relevant to children, adolescents, and young adults with cancer.

Preference will be given to projects that:

- Support multi-centre collaboration across Canadian pediatric oncology programs
- Increase patient access to clinical trials across Canada
- Improve efficiency, timelines, or coordination of pediatric oncology clinical trials
- Strengthen sustainable infrastructure supporting future pediatric oncology clinical trials
- Demonstrate measurable outcomes and deliverables within the funding period

GRANT SUBMISSION GUIDELINES

A. GRANT SUBMISSION

Applications must be received by the competition deadline and submitted electronically as follows:

1. One (1) electronic PDF copy of the complete application package submitted by email.
   - Administrative/signature pages, application form, project proposal, CVs, letters of support, appendices, and supporting documentation must be assembled into a SINGLE PDF file.
   - Applications submitted as multiple PDF files may not be accepted.
   - The first component of the file name should be the last name of the Principal Investigator.
   - Hard copies are not required.

2. A separate detailed budget in Excel format must also be submitted.

   The budget must:

   - include sufficient detail for review;
   - include budget justification;
   - reflect projected expenditures by category and by year;
   - for staff expenditures, identify time contribution (e.g. FTE)
   - clearly identify overlapping or complementary funding sources;
   - be tied to milestone-linked activities.

Applications are to be submitted to: grants@c17.ca

Applicants will receive confirmation of receipt.

The C[17] Research Office may review submissions for completeness and eligibility. It remains the responsibility of the Principal Investigator to ensure completeness of the application by the submission deadline.

Late applications will not be accepted.

B. OVERVIEW OF GRANT REQUIREMENTS

The table below outlines the sections in the C[17] Research Network application form for the HHOW Canada Clinical Trials Support & Infrastructure Grant.

Section/Item	
A	**ADMINISTRATIVE DETAILS**
1	Project title
2	Principal Investigator
3	Co-Investigator(s) – if applicable
4	Institutional affiliations
5	Signatures (It is the PI's responsibility to ensure that institutional requirements are fulfilled)
B	**PROJECT DETAILS**
6	Lay Summary (max. 500 words)
7	Academic Summary (max. 300 words)
8	Project Proposal (max. 2 pages)
9	Clinical Trial Relevance and Impact (max. 300 words)
10	Multi-Site Collaboration (max. 200 words)
11	Personnel and Team Roles
C	**MILESTONES & DELIVERABLES**
12	Milestones and Deliverables (max. 1 page)
13	Feasibility and Risk Mitigation (max. 250 words)
14	Regulatory and Ethics Status
D	**FUNDING & BUDGET INFORMATION**
15	Funding Information Summary
16	Budget Request and Justification
E	**OTHER INFORMATION**
17	Knowledge mobilization and impact (max. 250 words)
18	Patient engagement (max. 400 words)
F	**SUPPORTING DOCUMENTS**
19	Curriculum Vitae of Principal Investigator and Co-Investigator(s)
20	Letters of Support
21	Appendixes

C. FORMAT REQUIREMENTS

To ensure fairness to all applicants, formatting instructions must be strictly followed.

- The project proposal is limited to a maximum of **2 pages** of single-spaced text inclusive of tables, figures, and captions.
- References are not included in the page limit.
- Use standard 8.5 x 11-inch page settings.
- Preferred font size is **11-point Aptos or Calibri.**
- Condensed fonts and character spacing are prohibited.

GRANT APPLICATION INSTRUCTIONS

A. ADMINISTRATIVE DETAILS

1. Project Title

Provide the full title of the proposed project.

2. Principal Investigator

Provide the name and institutional affiliation of the Principal Investigator, who will hold administrative and financial responsibility for the award. Applicants may also identify Project Leads or Operational Leads responsible for specific infrastructure, coordination, regulatory, or implementation activities.

3. Co-Investigators (if applicable)

Provide the name and institutional affiliation of the Co-Investigator(s), if applicable.

4. Institutional Affiliation

Applicants must have an affiliation with one or more of Canada's pediatric oncology programs.

Projects involving multiple Canadian institutions are strongly encouraged.

5. Signatures

Applications must include signatures from:

- Principal Investigator
- Institutional signing authority
- Division Head, Program Director, or equivalent, where applicable

It is the responsibility of the Principal Investigator to ensure all institutional signature requirements are fulfilled.

B. PROJECT DETAILS

6. Lay Summary (max. 500 words)

Describe the proposed project, how it will improve clinical research in Canada and the impact it will have. The Lay Summary will be used for promotional purposes for successful applications.

7. Academic Summary (max. 300 words)

Required for all applications.

Describe the objectives, proposed activities, infrastructure improvements, impact and other relevant operational details. The Summary will be used for external reporting purposes for successful applications.

8. Project Proposal (max 2 pages)

Describe the proposed project and explain how the activities will enable, strengthen, expand, operationalize, or improve pediatric oncology clinical trials. Tables and figures are included in the page limit; references may be separate.

9. Clinical Trial Relevance and Impact (max. 300 words)

Describe the clinical trial(s) impacted by the proposed infrastructure or activities, including the anticipated benefit to pediatric oncology clinical trial capacity, how the project will improve patient access, efficiency, coordination, or trial activation, the expected measurable outcomes, and the potential for sustainability or future impact.

Describe the status of any applicable:

- Research Ethics Board approvals;
- Health Canada Clinical Trial Applications;
- institutional approvals;
- data-sharing agreements;
- contracts or site activation activities.

Regulatory readiness and feasibility may contribute to adjudication.

10. Multi-Site Collaboration and Infrastructure Impact

Describe the extent to which the proposed project supports collaboration across Canadian institutions.

Preference will be given to:

- multi-centre projects;
- projects supporting access outside the applicant institution;
- shared infrastructure or platforms benefiting multiple Canadian programs.

If the project is limited to a single institution, justification must be provided.

11. Personnel and Team Roles

Describe all personnel supported by the grant and their roles within the project.

Examples include:

- clinical research coordinators;
- trial managers;
- biostatisticians;
- regulatory specialists;
- data management personnel.

Applicants should clearly describe expected outputs and measurable contributions associated with funded personnel.

C. MILESTONES & DELIVERABLES

12. Milestones and Deliverables

Define and clearly describe milestones and deliverables for the successful implementation of your proposed project. For milestones, specify dates and include a timeline for completion of each deliverable. Ensure that deliverables are measurable, tangible and/or documentable output that are tied to a specific delivery date on the timelines. Details to be used in the award agreement for successful applications.

Milestones and deliverables must:

- be feasible and realistic;
- align with project objectives;
- include measurable parameters;
- support progress assessment and accountability.

13. Feasibility and Risk Mitigation

Applicants must describe:

- anticipated risks or barriers;
- mitigation strategies;
- feasibility within the proposed timeline;
- dependencies impacting project completion.

The milestones, deliverables, and timeline will form a key component of adjudication.

14. Regulatory and Ethics Status

Provide the status of applicable approvals.

D. FUNDING & BUDGET INFORMATION

15. Funding Information Summary

Provide:

- total amount requested;
- project duration (12 or 24 months);
- all additional secured or pending funding sources;
- description of any overlap with other funding.

Applicants must clearly describe how requested funds will support the proposed project activities

16. Budget Request and Justification

A separate detailed Excel budget is required.

Budgets must:

- include detailed justification for all requested costs;
- reflect expenditures by category and by year;
- identify personnel support and level of effort;
- identify milestone-linked activities where applicable.

Eligible Use of Funds

Applications may include requests for supplementary funding to support existing or externally led clinical trials where additional resources are required to enable or expand Canadian participation. Examples may include academic consortium studies, international collaborative trials, or multi-centre studies that align with the goals and priorities of the C17 Research Network but currently lack sufficient funding for implementation within Canada.

Funding may also support the development or enhancement of shared research infrastructure and centralized systems that strengthen national clinical trial capacity across the C17 Research Network. Applications submitted on behalf of C17 Council Directors or its Executive, for initiatives that provide broad network benefit, are eligible.

Projects considered in scope may include, but are not limited to:

- clinical trial coordination and activation support;
- centralized research infrastructure or shared services;
- database or platform development;
- regulatory and ethics support systems;
- initiatives that improve national trial access, efficiency, or collaboration.

Applicants may also submit more than one application for the same clinical trial where requests address distinct areas of support (e.g., regulatory activities, per case reimbursement, or patient/participant cost reimbursement). Each application must clearly describe a separate scope of work and budget justification.

Eligible Costs

Eligible costs may include:

Clinical Trial Development

- protocol design and development;
- protocol development meetings;
- study design support;
- regulatory support;
- operationalization activities.

Trial Infrastructure

- data management systems;
- trial coordination platforms;
- registry or database development.

Personnel

- clinical research coordinators;
- trial managers;
- biostatistical support;
- regulatory specialists;
- other highly qualified personnel directly supporting project objectives.

Network Collaboration

- multi-site coordination activities;
- infrastructure supporting multiple Canadian institutions.

Ineligible Costs

Funding will not support:

- routine clinical care;
- drug or device purchasing or shipping unless specifically justified to support access to research in Canada;
- basic laboratory research unrelated to a clinical trial;
- major equipment purchases;
- conference or meeting travel unless directly required for project outcomes;
- institutional overhead;
- legal or patent fees.

E. OTHER INFORMATION

17. Knowledge Mobilization and Impact

Describe how project outputs, tools, systems, or learnings will be shared and implemented.

Applicants should comment on:

- target users;
- dissemination plans;
- implementation strategies;
- anticipated impact on pediatric oncology clinical trials in Canada.

18. Patient Engagement

Applicants are encouraged to incorporate patient engagement and the perspectives of patients with lived experience (PWLE) where appropriate. More information about PWLE can be found here.

F. SUPPORTING DOCUMENTS

19. Curriculum Vitae

Provide an abbreviated CV for the Principal Investigator and Co-Investigators.

CVs are limited to 5 pages per individual.

20. Letters of Support

Letters of support are encouraged for:

- collaborating institutions;
- shared infrastructure commitments;
- participating clinical trial groups;
- data-sharing or operational support.

21. Appendixes

Appendixes should be limited and directly relevant to the application.

Reviewers are not obligated to review appendices.

PROJECT FUNDING AWARD GUIDE

A. AWARD NOTIFICATION AND AWARD AGREEMENT

Successful applicants will receive an award notification letter outlining:

- approved funding;
- any conditions of award;
- reporting requirements;
- milestone expectations;
- agreement requirements.

The date of the award notification letter marks the official project start date.

Funding agreements must be fully executed prior to release of funds.

B. DISBURSEMENT OF FUNDS

12-Month Projects

Funding will be distributed in two payments:

Payment 1: Released following execution of the funding agreement and approval of initial project milestones and deliverables.

6-Month Reporting: A progress report is required at 6 months.

Payment 2: Released following review and approval of the 6-month report and confirmation of satisfactory progress.

Final Reporting: A final report is required at 12 months.

24-Month Projects

Funding will be distributed in two payments:

Payment 1: Released following execution of the funding agreement and approval of initial project milestones and deliverables.

6-Month Reporting: A progress report is required at 6 months.

12-Month Reporting: A comprehensive annual report is required at 12 months.

Payment 2: Released following review and approval of the 12-month report.

Final Reporting: *A final report is required at 24 months.*

All payments beyond the initial disbursement are contingent upon satisfactory progress and approval of reports.

Funding may be withheld, delayed, or adjusted if milestones are not achieved.

C. REPORTING REQUIREMENTS

Annual and interim reports may be used to generate updates and communications regarding funded projects.

Reports should include:

- progress against milestones and deliverables;
- updated timelines;
- implementation progress;
- measurable outcomes;
- barriers or delays;
- financial reporting.

Institution-generated financial statements may be required.

D. STUDY PROGRESS AND DELAYS

Investigators anticipating delays are encouraged to contact the C[17] Research Office as early as possible.

Projects demonstrating substantial delays or failure to achieve milestones may undergo additional review.

Continuation of funding is dependent on satisfactory progress.

E. GRANT EXTENSIONS

A no-cost extension of up to 12 months may be considered.

Extension requests must:

- justify the need for the extension;
- include an updated timeline;
- include an updated financial statement;
- be submitted prior to the original project end date.

Extensions are not guaranteed.

F. RETURN OF FUNDS

Unused funds remaining at the completion of the project must be returned to C[17] Council.

Mailing address: C[17] Council
5-083 KHRA, 11405 - 87 Avenue
Edmonton AB T6G 1C9

Email: grants@c17.ca

Retaining remaining funds for unrelated or extended activities is not permitted without written approval.

G. ATTRIBUTION GUIDELINES

Applicants receiving grants must acknowledge support from HHOW/C[17] in all communications that typically recognize donors (e.g., posters, articles, annual reports, newsletters and websites). Each publication arising from the grantee's activities related to the grant shall include acknowledgment of funding from HHOW/C[17]. Grantees should refer to the original agreement for the partners to be acknowledged.

- Preferred wording is *"This project was funded [in part] by Hyundai Hope on Wheels Canada with support from C[17] Council*."
- Where possible, authors should include the logos of HHOW and C[17]. Logos for both can be obtained from the C[17] Research Network Office.
- HHOW, C[17] Council and/or C[17] Research Network may mention support of Grantees in reports, brochures, websites and similar materials. Such acknowledgment may include mentioning the Grantees in the aforementioned materials, and such website attribution may include displaying links to Grantees' websites, if applicable.
- Selected recipients must sign the HHOW/C[17] grant agreement, including permission for HHOW/C[17] to reference the project title and results and to use related materials for national promotional purposes.
- The C[17] Research Network office reviews publications and periodically conducts PUBMED searches to ensure that researchers are complying with appropriate attribution guidelines. If there has been inappropriate or missing attribution, researchers will be asked to correct the error.

Awardees that do not comply with the above-mentioned attribution guidelines may be required to request a publication revision and will not be eligible for future funding from C[17].

C[17] Council anticipates that sufficient funds are available to cover all approved and budgeted costs as noted above. However, we cannot guarantee this. It will depend on the budget allocation and on the claims submitted. Every effort will be made to keep grant awardees informed if funding levels change