



## Hyundai Hope on Wheels Canada & C<sup>17</sup> Council

### Hyundai Hope of Wheels Canda Research Grant Application Instructions and Award Guide

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

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# HYUNDAI HOPE ON WHEELS CANADA RESEARCH GRANT COMPETITION

*The Hyundai Hope on Wheels Research Grants in Canada are adjudicated and administered by the C<sup>17</sup> Council, through the C<sup>17</sup> Research Network.*

The goal of C<sup>17</sup> Research Network is to improve the treatment, care, quality of life and the outcomes of children with cancer, blood disorders, and stem cell transplants. The C<sup>17</sup> Research Network supports research that is hypothesis driven, addresses a gap in knowledge, furthers our current understanding, or explores new ideas and areas.

The mandate of the C<sup>17</sup> Research Network is to fund Canadian-led, preferentially collaborative research involving multiple pediatric oncology/hematology centres across Canada; multi-disciplinary research; and to encourage new research collaborations. The purpose of the C<sup>17</sup> Grant Competition is to advance research with the potential to further C<sup>17</sup>'s mission of improving health outcomes and quality of life for children and adolescents in Canada with cancer and blood disorders.

**Hyundai Hope On Wheels (HHOW)**—dedicated to supporting breakthrough research and raising awareness to one day end childhood cancer — has partnered with **C<sup>17</sup> Council** to launch a new collaborative research grant opportunity through the **C<sup>17</sup> Research Network** to advance pediatric cancer science in Canada. This partnership brings together two organizations united by a single purpose: improving outcomes and quality of life for children and adolescents facing cancer.

## 1. Call for Proposals

C<sup>17</sup> Research Network will issue a call for proposals via an email to the C<sup>17</sup> Council, posted on the C<sup>17</sup> website and blog, and communicated to the C<sup>17</sup> community through the weekly C<sup>17</sup> SODIDO digest. Past grant recipients also will be notified. Researchers can be added to the distribution list by contacting the C<sup>17</sup> Research Network Office.

## 2. Registration / Grant Competition Timeline

The Hyundai Hope on Wheels (HHOW) Canada Research Grant Competition, administered by C<sup>17</sup> Council (C<sup>17</sup>) is a partnered grant competition with a two-stage application process. All applicants must first send a registration email containing name of PI, site/location, and draft project title. This information is for administrative/tracking purposes only. All applicants who receive confirmation that their registration email was received by the due date will automatically proceed to a full grant application.

Full grant applications will include a maximum 6-page research proposal inclusive of figures, tables and captions. A separate budget proposal is also required in an Excel format.

Applications must be sent by email before **4:00 pm Mountain Time** (C<sup>17</sup> office local time) on the due date. Late submissions will not be accepted

# GRANT SUBMISSION GUIDELINES

## A. GRANT SUBMISSION

Applicants will receive an email confirming receipt of the application.

Time permitting, the C<sup>17</sup> Research Office will review the applications for completeness and eligibility for competition and will notify the applicant of any outstanding items. It is the PI's responsibility to ensure completeness of applications by the submission deadline, whether submitted by themselves, or by someone on their behalf.

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

1. One (1) electronic copy of the application sent via email.

- Administrative/signature form, application form, proposal, CVs, appendixes and any additional supporting documents must be assembled into a **SINGLE PDF file** in the order outlined below. Applications spread over multiple files will not be accepted.
  - The first component of the file name should be the last name of the PI. If applicable, the funding partner for specific calls should be included in the file name (e.g., KNUDSON\_HHOW01.pdf).
  - Hardcopies of the application are not required. Please keep the original signature page on file.
2. In addition to the PDF of the application, please send a **separate detailed budget in Excel format**. The budget shall: i) include sufficient detail for review, ii) include a budget justification, iii) reflect projected expenditures allocated by category in total and by year. If any portion of the proposed project is supported by other funding sources, or overlaps with another application currently under review, the applicant must disclose all such funding, including the source, amount, and duration, and clearly describe the relationship between that support and the requested grant funds.

All applications are to be submitted to: [grants@c17.ca](mailto:grants@c17.ca)

## B. OVERVIEW OF GRANT REQUIREMENTS

All sections of the grant application form are required at the grant submission stage, unless noted otherwise.

The table below outlines the sections in the C17 Research Network application form for the HHOW Canada Research Grant.

Section/Item	
<b>A</b>	<b>ADMINISTRATIVE DETAILS</b>
1	Project title
2	Classification of study
3	Principal Investigator and Co-Investigator
4	Signatures (It is the PI's responsibility to ensure that institutional requirements are fulfilled)
<b>B</b>	<b>PROJECT/STUDY AND RESEARCH TEAM DETAILS</b>
5	Collaborators and Site Collaborators
6	Multicentre Feasibility
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## C. FORMAT

To maintain the principle of fairness to all, application instructions must be strictly adhered to in the preparation of grant applications.

- This research proposal has a maximum number of **6-pages of SINGLE-SPACED text**. The page limit includes tables, figures and captions but does not include the references.
- A reasonable list of acronyms and definitions is encouraged, and is not included in the page limit. Use only 8.5 x 11 inch (standard “letter size”) settings.
- No single page may exceed **49 lines**.
- The preferred font size is **11 point, Calibri/Arial**. The use of condensed font and/or condensed character spacing is prohibited.
- Margins should be set at no less than 1 inch for top/bottom and 0.5 inch for left/right. Headers/footers and page numbering may be included within the margin.

# GRANT APPLICATION INSTRUCTIONS

## A. ADMINISTRATIVE DETAILS

### 1. Title of project

Provide the full title of the research proposal being submitted.

### 2. Classification of study

Indicate at least one below, and a maximum of three, that best categorizes the proposed research. Please consult the call for applications each round for possible limits on the scope of study classification under consideration.

**Basic laboratory and translational research** - Basic research is directed towards attaining greater knowledge and understanding of fundamental principles of science and medicine. Translational research is the application of discoveries from basic biomedical and behavioral research toward the diagnosis, treatment or prevention of human disease, with the ultimate goal of improving public health.

**Biological sample banks and registries** - High quality banks and registries of uniformly collected information including specimens with validated clinical and outcome data will be essential for development and delivery of the new diagnostic and predictive tools. Applicants must establish policies to make appropriate patient demographic, clinical, outcome and treatment data available for use to other investigators of the specimen bank.

**Phase I, II, III and pilot studies** - A biomedical or behavioral research study of human subjects designed to answer specific questions about biomedical or behavioral interventions (drugs, treatments, devices, or new ways of using known drugs, treatments, or devices). Clinical trials are used to determine whether new biomedical or behavioral interventions are safe, efficacious, and/or effective.

**Health outcomes & health services research** - Changes in the health status of individuals, groups or populations which are attributable to a planned intervention or series of interventions. Interventions may include government policies and consequent programs, laws and regulations, or health services and programs including health promotion programs.

**Quality of life & psychosocial research** - Research that advances knowledge and understanding of the multitude of experiences, including medical and non-medical factors related to one’s overall well-being. The goal is to improve the quality of life, health and functional status.

**Prevention** - Research that is aimed at identifying interventions which reduce cancer risk by reducing exposure to cancer risks and increasing protective factors. Interventions may target lifestyle or may involve drugs or vaccines.

**Early detection, diagnosis and prognosis** - Research focuses on identifying and testing cancer biomarkers and imaging methods that are helpful in detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence.

**Relapse/refractory/progressive disease** – Research targeted understanding and advancing the treatment of relapsed, refractory and/or progressive disease, as well as disease for which there are no, or limited, therapeutic options.

**Genetics, including genetic biomarkers & precision medicine** – Research that examines the genetics of a specific disease. The goal of the genetic analyses may vary between projects, and may include identifying/understanding causative genetics, identifying genetic biomarkers that predict refractory disease or poor outcomes, genetic identification of potential druggable targets and precision medicine.

**Survivorship & late-effects** – Research that addresses either medical or Quality of Life (QoL) aspects of survivorship, as well as the prevention and treatment of late-effects.

**New therapies and druggable targets** – Research that explores new therapies of all types (e.g., chemotherapy, immunotherapy, radiation), as well as the testing of novel druggable targets. The application of current therapies for new indication.

### 3. Principal Investigator and Co-Investigators

Provide the name, position, affiliation, address, phone number and e-mail address of the ONE Principal Investigator and Co-Investigators (if applicable). Refer to Appendix A for definitions of Principal Investigator, Co-Investigator and Collaborator.

### 4. Signatures

- Grant: Date and signature of the Principal Investigator, of the C<sup>17</sup> Director (Institution Hematology/Oncology Division Head), and of the Authorized Official at the Institution.
- If the C<sup>17</sup> Director is unknown, please contact the C<sup>17</sup> Research Office.
- If you are not at one of the C<sup>17</sup> institutions, please contact the C<sup>17</sup> Research Office. In most circumstances, it will be recommended that you follow the signature policy at the PI's University/Department or Institute.
- If the applicant is a Chief/ Director, signature of the Institutional Department Chair (or equivalent) should be obtained.
- It is the PI's responsibility to ensure that institutional signature requirements are fulfilled.
- Signatures are not required for co-investigators or collaborators.

## B. PROJECT/STUDY AND RESEARCH TEAM DETAILS

### 5. Collaborators and Site Collaborators

**Refer to Appendix A for definitions of Principal Investigator, Co-Investigator and Collaborator.**

Provide the name, position, affiliation, address, phone number, e-mail address and project responsibilities of the Collaborators. Outline the specific role of the Collaborators with respect to the project. Include both duties and/or services to be provided by each individual.

Listing Site Collaborators indicates that they have read and understood the research proposal and have agreed to participate and enroll participants. Attach letters of support.

### 6. Multicentre feasibility

**Required by all applicants—do not leave blank.** Describe the extent to which the proposed research is multicentre. For example, comment on academic, clinical or research collaborations, sample collection and/or patient recruitment across Canada.

Basic/translational researchers are encouraged to explore collaboration to fulfill this aspect of the C<sup>17</sup> Research Network mandate; new collaborations are welcome and collaborations between senior and new investigators encouraged.

Please justify if the proposed research is not a multicentre study, or if only one province in Canada is included in the proposal.

## 7. Relevance & potential for practical application

**Required by all applicants—do not leave blank.** Describe below the relevance/importance of this study to the focus areas and the potential of the study results to advance the treatment of pediatric or adolescent oncology patients.

- What is the potential importance of this study?
- If the proposed research is basic or translational in nature, what is the pathway to using the research results to advance patient treatment and/or improve outcomes?
- What is the potential to generate new or required knowledge?
- What is the potential application of this knowledge?
- Comment on innovation and/or originality.

## 8. Scientific abstract and lay summary

Please be cognizant of any intellectual property issues or other sensitivities when completing the summaries section.

**Scientific Abstract** – Provide a 500-word scientific abstract. This abstract will be used to select reviewers and to provide an overview of the application during the grant review process. Scientific abstracts will not be posted on the C<sup>17</sup> website but will be shared with the Canadian Partnership Against Cancer (CPAC) for purposes of tracking research investment in Canada and the world.

**Lay Summary** - Provide a 150-200 word summary of the proposal. It should be **simple, easy-to-understand, and use non-technical language**. This section is a “snapshot” of the proposed research; it should not resemble a scientific abstract. Explain why the study is important, what the research objectives are and the relevance to pediatric cancer, using language that does not infer a post-secondary education. Do not outline research aims or methodology in technical terms. Be sure to indicate how your proposed research can improve personal health, the health of populations and/or the health delivery system. The lay abstract will be reviewed by the C<sup>17</sup> grant committee, representatives from Hyundai Hope on Wheels, and may be viewed by other lay organizations. Funded application summaries will be posted on the C<sup>17</sup> website, submitted to research organizations (e.g. CPAC) and may be supplied to the media.

## 9. Approvals

### Health Canada CTA/NOL

When required under Health Canada’s Division 5 of the Food and Drug Regulations, applicants/sponsors must submit a Clinical Trial Application (CTA) prior to initiating a clinical trial in Canada. The trial may begin once a No Objection Letter (NOL) is issued by Health Canada, or after the review period has elapsed without objection. If applicable, the CTA “No Objection Letter” status will contribute to the feasibility assessment during the review process.

### Research Ethics Board and other approvals

Where there is more than one institution involved, it is the responsibility of the Principal Investigator to ensure that all of the participating institutions have the appropriate certification/approvals in place.

**Research Ethics Board (REB) approval:** Check this box if applicable; do not append documentation. Indicate in the table whether the coordinating centre and participating sites have received REB approval. REB approval status will contribute to the study feasibility assessment during the review process.

**Animal Care/Ethics Approval:** Check this box if applicable; do not append documentation. If this application involves the use of experimental animals, a certificate must be in place from each institutional Animal Care/Ethics Committee guaranteeing that all animals will be cared for and studied under the appropriate regulations.

**Biohazard Containment:** Check this box if applicable; do not append documentation. If this application involves the use of biological materials, a certificate must be in place from each institutional Biohazards Committee guaranteeing that the project will be conducted under conditions which satisfy the appropriate regulations.

**CTRNet— The Canadian Tumour Repository Network:** C<sup>17</sup> supports the vision of CTRNet to “To enhance the capacity and quality of biobanking through standardization and improvement of biobanking processes and frameworks.” Research proposing biospecimen banking should consider CTRNet registration or certification. Please see [www.ctrnet.ca](http://www.ctrnet.ca) for additional information.

## 10. Potential reviewers

Applicants are invited to submit up to four potential reviewers with appropriate expertise in the proposed area of research, but without a conflict of interest with the PI or Co-Investigators. These individuals may be contacted to provide external scientific review when required by the committee. Provide contact information and area of expertise for each individual. Applicants may also wish to exclude potential reviewers due to personal or professional conflicts of interest.

## C. FUNDING & BUDGET INFORMATION

### 11. Funding Information Summary

Provide the total dollar value of the budget for the research proposal. Also include funding from other sources that have been requested or received for this proposal including overlapping funding.

#### Proposed project duration

Indicate the time that is anticipated for the proposed project to be entirely completed, up to the maximum allotted by the competition.

#### Is the project feasible with only HHOW funding?

Please indicate if the research outlined in this application requires additional funds to complete all the proposed aims. Specify if these funds are secured or requested (see below). Other required funds should be included in the budget to provide perspective for the reviewers.

For secured funds, outline which aims are attributable to the secured funds and which aims are attributable to the requested HHOW funds. It is acceptable to include the aims for the secured funding, but do not include any supporting information.

#### Is other matched funding dependent on HHOW funding?

Please indicate whether securing HHOW funding for this application will release other matched (or partially matched) funds from additional funders (institutional or external). Include these funds in your budget as outlined above. Please provide a letter of funding, or other pertinent information, with your application. If your grant is successful with C<sup>17</sup> we can provide a conditional letter of funding commitment for matching funds. There should be no overlap between secured match funding and the requested funding in this application.

#### Have you applied for other funds for this proposal?

If funding has been applied/received for this project, indicate i) from whom, ii) expected award notification date for pending applications, iii) the funding period, and iv) the requested/awarded value (as funds/year). Attach a copy of the research aims and the budget summary/justification. Please indicate approximate percentage overlap. Overlap of funding will be addressed with HHOW and the additional funding source prior to C<sup>17</sup> awarding funds. Additional information may be requested.

## Have you secured other funds for this proposal?

For larger projects multiple funding sources may be required. If you have secured additional funding for this project, please attach a copy of the research aims and the budget summary/justification. Include the funds in the separate Excel file document. Provided information should clarify the requirement for additional funds and which specific research aims/resources would utilize HHOW funding. There should be no overlap between secured funding and funding requested in this application. Additional information may be requested.

## 12. Budget Request and Justification

A separate budget summary in Excel format is required. The budget shall:

- a) *Include sufficient detail for review*
- b) *Include a budget justification*
- c) *Reflect projected expenditures allocated by category in total and by year.*
- d) *If any portion of the proposed project is supported by other funding sources, or overlaps with another application currently under review, the applicant must disclose all such funding, including the source, amount, and duration, and clearly describe the relationship between that support and the requested HHOW funding*
- e) *PI must have a minimum 5% effort allocated to the project or provide justification why effort is not allocated.*

Indicate the breakdown of all requested funds rounded to the nearest dollar. All budgets developed for research projects must accurately reflect the true costs of doing the research. Budget requests must be fully justified within the separate Excel file budget attachment.

Applicants must attach a detailed Excel file format budget and justification, fully explaining the requirement of **all** requested items, supplies, services and salaries in both the first and second years. It is mandatory that requested items are adequately and persuasively justified so that the Review Panel can properly evaluate the budget. Detailed justification for equipment items should be provided in this area. List all members of the proposed research team for whom support is requested. Give appropriate details regarding their specific qualifications, duties, proposed salaries, FTE or stipends. If any individual will be supported on a part-time basis, indicate the amount of time to be spent on this work. If support is sought for an individual to be recruited, please indicate this clearly and provide the same level of detail and justification.

If there are individuals who are part of the research team and for whom expenses will be incurred, but for whom salary support is not requested (e.g., trainees being paid from other sources such as external scholarships or fellowships), ensure that their participation is fully described so that their impact on the total budget request may be evaluated by the Review Panel.

If the proposed research is part of a longer study, the budget should clearly reflect what is being proposed to C<sup>17</sup> and how the remainder of the study is funded. Please note, that the two years of HHOW-funded research remains as starting on the date of award notification.

### Eligible funding requests

**Salaries:** Graduate students, postdoctoral fellows, research associates, technical and professional assistants are among those eligible to receive salary support from a grant. All multiple-year salary requests should consider applicable increments in compliance with institutional expectations. All salary requests must be broken down to identify the position title, role in the study, and FTE.

**Employee Benefits:** For salaried employees of the Host Institution, clearly indicate the budgeted amount for benefits, adhering to the policy of the Host Institution. Benefits will not be awarded for graduate students.

**Supplies:** Defined as consumable laboratory supplies, purchase of animals and general office supplies.

**Equipment:** All equipment requests are subject to approval. C<sup>17</sup> will consider requests for funding for the purchase of permanent equipment **integral to the proposed research project**; items that are standard/general laboratory equipment are not eligible. The maximum amount for requested equipment is 10% of the budget. List each equipment item and the amount requested on the form and include a quote. Care should be taken in formulating any equipment request;

subsequent substitution of approved equipment items will not normally be permitted. The equipment request should anticipate equipment needs.

**Computers are not eligible budget items.** Highly specialized IT equipment mandatory for the proposed research may be considered for funding under the category of equipment. Requests for IT equipment should include a quote and a statement detailing the intent for the equipment upon completion of the study; **C<sup>17</sup> retains the right to reallocate or recall IT equipment at the completion of the funding period.**

**Publications:** Up to \$2,500.00 of the total grant can be allocated to pay towards publication costs within the grant term.

**Other:** The following are considered as “Other” expenses within the funding criteria. No other items will be accepted unless the items are integral to the proposal research project and are fully supported by justification for the requirement.

- b. purchased services such as consultation fees, computing services, pathology reviews, sequencing, animal care, x-ray services, confocal imaging charges
- c. patient reimbursement or parking relating to research

### **Ineligible funding requests**

**Overlap or Duplicate Funding:** C<sup>17</sup> will not support any requests for funding (salaries, operational costs, supplies, equipment, etc.) that have been granted from another granting agency - duplicate funding for the same project is not allowed. If an award from another agency is received, the HHOW award will be reduced where duplicate budget lines exist. Applicants must identify within the application any pending or established overlap of funding. Failure to identify overlaps may result in the disqualification of the application, repayment of the overlap portion of the grant, or termination of an approved grant.

**Incurred Expenses:** Funding will **not** be provided for expenses incurred prior to the award notification. All grant Terms and Conditions must be satisfied prior to the release of grant funds. Any expenses incurred prior to the letter of award notification of funding will be the sole responsibility of the individual/institution signing for and incurring the expenses.

**Overhead Policy:** **HHOW/C17 grant funds cannot be used to pay overhead charges of any type, direct or indirect.** Overhead charges are a fee (percentage of the award) levied by an institution on externally funded research to cover the indirect costs of doing research or maintaining the research space. C<sup>17</sup> funding partners are charitable organizations, and most Canadian academic institutions will provide an overhead exemption for funding received from charitable organizations.

### **Salaries:**

- Principal Investigator and Co-Investigators (who are not research associates or trainees cannot receive salary support from HHOW grants;
- Any person holding an academic rank equivalent to Lecturer, Assistant Professor, or higher cannot be considered to be a professional assistant or research associate, and may not be paid from a HHOW grant;
- Employees of the federal or provincial governments and investigators based outside of Canada are not eligible to receive salary support from a HHOW grant;

**Travel:** Travel expenses for conferences, symposiums, meetings or presentations are ineligible.

**Other:** The following items are ineligible:

- legal and patent fees;
- membership fees;
- academic fees;
- funding requests for secretarial support.

## Budget Reporting

Financial statements are required as part of the annual report for funded grants. Awarded funds are to be spent only on approved budget items attributable to the requested funds.

- It is not acceptable to spend awarded funds on parts of a larger study that are funded by a different agency or are unfunded, or to reallocate HHOW funds. If there are HHOW funds remaining at the completion/end of the proposed research, these funds cannot be used to extend research. Unused funds must be returned to the C<sup>17</sup> Council.
- If the experimental direction changes, or if the approved budget requires modification, consult with the C<sup>17</sup> Research Network Coordinator.

## D. OTHER INFORMATION

### 13. Target audience and knowledge mobilization (KMb)

Knowledge mobilization (KMb) is a proactive process that leverages a 2-way relationship between the researcher and the knowledge-user, with the goal of putting research results into active use, in order to implement change and improved outcomes.

It is acknowledged that the need and scope for a KMb plan will be dependent on the output of the proposed research (e.g., target gene, candidate drug, QoL questionnaire/intervention, or a clinical trial). The KMb plan does not need to be *implemented* within the 24-month grant period if no KMb funds are budgeted in the grant. However, the KMb plan should be developed as part of the study design.

**Please *briefly outline* (1 page maximum) a KMb plan that is suitable for the potential research output. If KMb is included in the budget, include additional details in the research proposal.**

Some examples of items to comment on include:

- What is the output of the proposed research project?
- Who will be the knowledge-user?
- How have you included a knowledge-user in the study design?
- How have you incorporated patients/parents or the public into your research?
- Are presentations of research results to non-academic audiences planned?
- How will you communicate the research-output to the knowledge-user? What additional expertise will be required? Comments on products (e.g., a pamphlet, website), events and networks. This should not be restricted to scientific/medical journals and conferences.
- How will the research outputs and interaction with knowledge-users impact research design, collaborations and/or clinical care?

### 14. Patient Engagement

C<sup>17</sup> supports patient engagement in research, and it is expected that strategies for patient engagement, as well as involvement of patients with lived experiences (PWLE) are included in your grant application and subsequent project.

For information regarding patient engagement, click [here](#).

### 15. Ethical Issues and study limitations

Address any potential ethical, legal or social issues, and potential study limitations.

## E. RESEARCH PROPOSAL AND SUPPORTING DOCUMENTS

### 16. Research Proposal

#### General

- The maximum page limit is 6 pages inclusive of figures/tables/captions; references are in addition to the 6 pages.
- The research proposal should stand alone and not be reliant on any appendixes. However, content found in other sections of the application (e.g., importance, knowledge mobilization) does not need to be duplicated in the proposal.
- List of definitions and acronyms used in the proposal (not included in page limit and should precede the proposal). Excessive use of abbreviations/acronyms is unacceptable.
- Do not include clinical trial protocols and informed consent documents in your application package. You may be requested to submit them at a later date for funded grants.

#### Timeline and feasibility

- Provide a detailed timeline for the completion of the proposed research within 24-months of award notification. The timeline should contain sufficient details to enable study feasibility assessment during the review process.
- The 24-month timeline begins upon award notification, and not with the finalizing of the grant agreement or fund disbursement.
- The timeline should include any start-up activities, such as REB approval and contracts for sub-sites. Status updates after grant submission are permissible.
  - If start-up activities progressed during the grant review period, the funded applicant can choose to submit by email an update on the activities and/or an updated timeline while the grants are under review, and the timeline can be updated again at the grant agreement stage.
- Care should be taken to develop a realistic project timeline as it will be used to measure progress for awarded grants.
- Grant extensions will be limited to a total of 12-months.
- The following will be used for feasibility assessment during the grant review process, as applicable.
  - 24-month timeline
  - Feasibility and likelihood of success within the funding period
  - CTA and/or REB status, if applicable.
  - Patient recruitment numbers and strategies, as outlined in the research proposal.
  - Is the timeline for patient recruitment or obtaining biological samples realistic?
  - If research aims are dependent on a specific research method or model system, is preliminary data provided?
  - If research aims are dependent on a specific non-commercially available research reagent (e.g., antibody, drug) is there confirmation that the reagent is available to the PI? Preliminary data preferred when applicable.

#### Subject recruitment

- Justify the proposed time required to recruit the required number of study subjects. This justification often is overlooked but will contribute to the feasibility assessment during the review process.
- Ensure that sample sizes are adequate in terms of numbers, types of cases, disease entities, behavioral habits, etc. and are adequately described and justified.

#### References (not included in page limit)

- The listed references used in the preparation of the proposal should include the names of all authors, the full title, and the full journal citation.
- For manuscripts available “Epub ahead of print” or advanced publication on the journal website, provide the link to the document as a reference. Include proof of acceptance as required.
- Manuscript(s) directly relevant to the rationale of the proposed study that have been accepted for publication, but are not available online in any format, should be included as an appendix.

## Tables and figures

- Figure and table captions must be limited to only the information necessary to understand the associated figure or table and must not be used as a means of circumventing the proposal's page length limitations.
- Figures must be of a sufficient size to be reasonably legible; captions must use no less than a 10-point standard font (e.g., Calibri, Times New Roman, Arial, but not Arial narrow).
- Be sure to label your figures and reference the figure numbers in the proposal.

## Appendixes

- Directly relevant manuscripts can be included in the appendix. However, the research proposal should not depend on any appendixes for clarity; reviewers are not required to read appendixes.
- Do include a copy of any cited manuscript that is accepted for publication, but not yet available online.
- In rare circumstances an applicant may feel strongly that an appendix is required; the committee is under no obligation to read any appendixes.
- Study materials (e.g., protocols, informed consent, surveys) are not eligible appendixes but may be specifically requested by the review committee.

## 17. Curriculum Vitae

This section provides the biographical information for the Principal Investigator and Co-Investigator(s) directing the research project. Append a CV in the format of a CIHR Biosketch or Abbreviated CV, **to a maximum of 5 pages for the ONE PI and each Co-Investigator**. If a CV is over 5 pages the applicant should shorten the CV and select/prioritize content specific to this application, but ALL active grants/awards must be included.

Do not submit CVs for collaborators. If a collaborator will be contributing unique reagents/equipment or specific expertise, a letter of support should be included. Sections should include, but are not limited to the following:

**Education and Research Training:** Include any formal training, degrees, or certifications received at any post-secondary institution such as a university, research institute or health care agency; month/year of completion. Education, training, degrees, or certifications that have not yet been obtained or completed may be added and specified as not complete in the month/year section.

**Academic or Clinical Positions Held:** Include the start and end dates, title of position, institution name, and department of any academic employment and working experience. This may include experience such as technician positions, professorships, research positions, and clinical appointments.

**Academic Achievements:** Include any grants, prizes, honors, and/or scholarships that have been awarded to the applicant. Include all relevant information, including award dates (start/end), value, name of award/project and the awarded organization. For trainee/fellowship awards, include the name of the Candidate's supervisor at the time of receipt of the award.

**Publications:** Include a list of published and accepted manuscripts from the past 5 years. For manuscripts that are accepted or in press, provide proof of acceptance as a supplemental page to the CV. Do not include manuscripts that are under review or in preparation. Limit conference presentations to those directly applicable to the proposed research.

# RESEARCH FUNDING AWARD GUIDE

## A. AWARD NOTIFICATION AND AWARD AGREEMENT

Following approval by Hyundai Hope on Wheels and C<sup>17</sup> Council of the Research Network Committee's recommendations, an award notification letter will be sent to the successful applicant(s) outlining any conditions that must be met, the process for distribution of funds, and a request for the contact person for overseeing the grant agreement process. **The date on the award notification letter marks the start of year 1.**

Once these conditions are met by the PI, a draft agreement document will be sent to the PI and institutional contract person (provided by the PI). The agreement will contain a finalized budget and timeline. The institution will negotiate the agreement with the C<sup>17</sup> Council office.

**Lack of progress on agreements within 60 days of this award notification document will be interpreted as a refusal of the award.**

## B. DISBURSEMENT OF FUNDS

**Year one:** A fully executed agreement with the Applicant and their institution must be signed prior to funds being distributed. If the PI or any Co-Investigator holds an active HHOW or C<sup>17</sup> research grant, that grant must be in good standing with the C<sup>17</sup> Research Network.

**Year two:** If applicable, the second annual payment will be made 1 year after the original **award notification**, and **after** the annual report and institution-generated financial statement is received, reviewed and approved by the C<sup>17</sup> Research Network Chair.

The release of Year 2 funds will be postponed if ample Year 1 funds remain, and the grant will automatically be considered delayed. In this scenario, the grantee can request fund disbursement before the next annual report. An interim report and financial statement will be required; annual reports will remain on schedule.

Note that unspent funds for incomplete grant grants must be returned to HHOW via C<sup>17</sup> Council (see financial reporting below).

## C. REPORTING

The content of the annual and interim reporting may be used by C<sup>17</sup> to generate newsletters and other updates for HHOW about *your* specific project. In addition, you may be asked to give interviews or attend a local HHOW event to support the fundraising activities of HHOW to support future research grants in Canada.

C<sup>17</sup> will generate these newsletters/updates in collaboration with the funded researchers so as to ensure that the intellectual property of unpublished data is not compromised.

### Annual Reports

An annual progress report is due **12 months following the original award notification** and annually thereafter for the duration of the funding term, including any approved extension. Lack of compliance with reporting requirements within 60 days of the due date may be interpreted as a refusal of second year funds, or that research has not progressed and that a return of funds should be expected. A final report is required within 60 days of the project end date.

Annual reports are used to generate research updates for HHOW (e.g., HHOW promotional materials), as well as to monitor study progress. Annual reports should report on completion of approved aims, as well as regulatory progress if applicable (e.g., CTA submissions, NOL, REB approval, site activation, study reports).

- The annual report form is attached to the agreement and is available through the C<sup>17</sup> Research Network Office.
- Reports are not complete until an institutional financial report is received at the C<sup>17</sup> Research Network Office.

- If study delays have resulted in minimal expenditure of funds, an annual report is still required. The annual report should clearly document the study delays and what has been done to overcome these delays.
- The annual report should comment on the progress of the proposed research, as compared to the 24-month timeline.

### **Financial reporting:**

If Grantees do not submit the annual report with an institutional issued financial statement by the deadline date, their second year of funding may be affected. Grantees who anticipate that they may be unable to meet the deadline should contact the C<sup>17</sup> Research Network Office as soon as possible.

Financial statements are required as part of the annual report for funded grants. HHOW awarded funds are to be spent only on approved budget item attributable to those funds.

- It is not acceptable to spend HHOW funds on parts of a larger study that are funded by a different agency or is unfunded.
- If there are HHOW funds remaining at the completion/end of the proposed research, these funds cannot be used on extending the research. Unused funds must be returned to the C<sup>17</sup> Council (see below).
- If the experimental direction changes, or if the approved budget requires modification, consult with the C<sup>17</sup> Research Network Coordinator.
- If the official financial statement generated by the PIs institution does not contain sufficient detail, a more detailed spending breakdown will be requested from the PI
- In the event that HHOW funds are spent on non-budget items, the PI will be responsible for return of the off-budget funds to their C<sup>17</sup> grant account and documentation of the corrective actions provided to the C<sup>17</sup> Research Network Coordinator.

### **Interim Study Updates**

In addition to regular annual reports, applicants may be contacted occasionally to inquire about the progress of the study. For grants in good-standing, these requests are used to generate newsletters and other updates for HHOW for *your* specific project. Photos of your research team and eye-catching data images are always welcome.

You may be asked to give interviews or host visitors to help promote pediatric oncology research with the public and HHOW.

## **D. STUDY PROGRESS/DELAYS**

Individuals anticipating or experiencing study delays are advised to contact the C<sup>17</sup> Research Office as soon as possible. C<sup>17</sup> is committed to supporting research and would value the opportunity to facilitate study initiation or progress.

### **1. Study start-up**

The C<sup>17</sup> Research Network office may request an update for all new awards approximately 6-months from award notification; delays in responding to this update will be regarded as an indication of study delay.

Studies that have not demonstrated progress within six months of receiving notice of award will be reviewed by the C<sup>17</sup> Research Network Chair, who may determine that the funding will be withdrawn. The purpose of this accountability mechanism is to ensure that our funding partners are supporting active research and can communicate research updates to their supporters.

### **2. Study progress and interim study updates**

Study progress detailed in the annual reports will be measured against the proposed research timeline. In addition, applicants may be contacted occasionally to inquire about the progress of the study.

### 3. Study delay

Significant study delays identified at the time of the year-one annual report will be brought to the attention of the Chair of the C17 Research Network. Depending on the nature and extent of the delay, and the likelihood of completing the proposed research within the approved grant period, investigators may be required to provide an updated project timeline and an adjusted schedule for reporting and fund disbursement. In cases of substantial delay, the matter may also be referred to Hyundai Hope on Wheels Canada and the C17 Council Executive to determine whether the remaining grant funds will be released.

## E. GRANT EXTENSION

A no-cost grant extension may be requested for those studies that are not completed at the end of year 2. However, the applicant should note that **extensions are not guaranteed**.

- The requested extension must be in the form of a signed letter that accompanies an annual report and justifies fully the requirement for an extension. An official institutional financial statement and an updated timeline are also required.
- The maximum total of extension will not exceed 12 months, and the request must be in 3 months prior to the end of grant.

## F. RETURN OF FUNDS

Occasionally a funded study cannot proceed for reasons outside of the control of the PI, or funds remain at the completion of the funded research. In this scenario the remaining funds must be returned to C<sup>17</sup> Council, retaining remaining funds for related research is not permitted, as per the signed grant agreement. A final report and financial statement will be required.

The return of funds should be payable to: C<sup>17</sup> Council

Mailing address: C<sup>17</sup> Council  
5-083 ECHA, 11405 - 87 Avenue  
Edmonton AB T6G 1C9

Email: [grants@c17.ca](mailto:grants@c17.ca)

## G. ATTRIBUTION GUIDELINES

Applicants receiving grants must acknowledge support from HHOW/C<sup>17</sup> 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<sup>17</sup>. Grantees should refer to the original agreement for the partners to be acknowledged.

- Preferred wording is "This research project [or study] was funded [in part] by Hyundai Hope on Wheels Canada with support from C17 Council."
- Where possible, authors should include the logos of HHOW and C<sup>17</sup>. Logos for both can be obtained from the C<sup>17</sup> Research Network Office.
- HHOW, C<sup>17</sup> Council and/or C<sup>17</sup> 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<sup>17</sup> grant agreement, including permission for HHOW/C<sup>17</sup> to reference the project title and results and to use related materials for national promotional purposes.

- The C<sup>17</sup> 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<sup>17</sup>.**

***C<sup>17</sup> 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.***

# APPENDIX A - DEFINITIONS

## Principal Investigator

- a) There is **ONE** Principal Investigator for each grant. Additional investigators sharing responsibility for directing the proposed research are termed Co-Investigators.
- b) A Principal Investigator is:
  - i. Responsible for the direction of the research study; and
  - ii. Assumes the administrative and financial responsibility for the grant or award; and
  - iii. Receives all related correspondence from C<sup>17</sup> Research Network
- c) A Principal Investigator does not need to have a faculty appointment nor an independent research program, but must have approval from the C<sup>17</sup> Director and their program director if the individual does not report to the C<sup>17</sup> Director and be able to receive the award following local institutional guidelines. Applicants need to check with their local institution as some institutions do not permit non-faculty members to receive grant funding.
- d) The Principal Investigator must be based in, or formally affiliated with (but not necessarily receive salary support from), an eligible Canadian host Institution such as a university, research institute or health care agency.

## Co-Investigator

- a) The Co-Investigator shares the responsibility for the direction of the proposed activities. Often the Co-Investigator may take the responsibility for particular administrative and/or scientific aspects of the research project.
- b) Co-Investigator may include independent researchers who may or may not have a faculty appointment or a formal affiliation with the Host Institution.
- c) Graduate students, postdoctoral fellows, research associates, and technical support staff are eligible to be a Co-Investigator.
- d) Co-Investigators are not eligible to receive salary support from a C<sup>17</sup> Research Network grant.

## Collaborator

- a) The Collaborator contributes intellectually to the project, but is not responsible for the direction.
- b) The Collaborator provides a specific service (e.g. access to equipment, provision of specific reagents, training in a specialized technique, statistical analyses, access to a patient population, etc.).
- c) The Collaborator may be employed by, or be affiliated with, the applicant/grantee organization or another organization participating in the project.
- d) The Collaborator does not need to have a faculty appointment nor an independent research program.
- e) Collaborators are not eligible to receive salary support from the C<sup>17</sup> Research Network grant.

## Multi-disciplinary or Interdisciplinary

- a) Involves drawing appropriately from multiple disciplines, and sub-specialties to research a hypothesis
- b) Individuals can be from one site or several different sites.

## Multi-site or Multi-centre

Involves enrolling participants at several different centres, preferentially C<sup>17</sup> sites.