

# **2012/2013 Grants & Awards Guide**

July 2012

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**CYSTIC FIBROSIS CANADA****2012/2013 GRANTS & AWARDS GUIDE**

Cystic Fibrosis Canada offers the following grants and awards:

- research grants
- Cathleen Morrison senior scientist research training awards
- scholarships
- clinical fellowships
- fellowships
- studentships
- summer studentships
- clinic incentive grants
- transplant centre incentive grants
- visiting allied health professional awards
- visiting clinician awards
- visiting scientist awards
- special travel allowances
- travel supplement grants for the European CF Society Conference
- small conference grants
- clinical project grants
- other Cystic Fibrosis Canada initiatives and partnerships

The terms of each of these grants are outlined in this *Guide*. Additional information, and application forms, may be obtained from:

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Toronto, Ontario M4S 2B4

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## I. GENERAL INFORMATION

### Application schedule<sup>1</sup>

Type of grant	Deadline	Notification
<u>Clinical care</u>		
Clinic Incentive grants	1 October	1 March
Transplant Centre Incentive grants	1 October	1 March
<u>Research</u>		
Clinical Project Grants – Notice of Intent to Apply	1 February	N/A
Clinical Project Grants – Full Application (based on February 1 <sup>st</sup> Notice of Intent to Apply)	1 April	early June
Research Grants – Notice of Intent to Apply	1 August	N/A
Research Grants - Full Application (based on August 1 <sup>st</sup> Notice of Intent to Apply)	1 October	1 March
Senior Research Training awards	1 October/1 April	1 March/15 June
Scholarships	1 October <sup>2</sup>	1 March
Clinical Fellowships	1 October	1 March
Fellowships	1 October	1 March
Studentships	1 October	1 March
Summer Studentships	1 February	1 March
<u>Other</u>		
Visiting Allied Health Professional awards	application by letter at any time	within six weeks
Visiting Clinician awards	application by letter at any time	within six weeks
Visiting Scientist awards	application by letter at any time	within six weeks
Special Travel allowances	application by letter at any time	within six weeks

continued...

<sup>1</sup> If an application deadline falls on a weekend or statutory holiday, the deadline will be 5:00 PM ET on the following business day.

<sup>2</sup> Applications will be accepted only in odd-numbered years (i.e. 2013).

Application schedule<sup>3</sup>

<b>Type of grant</b>	<b>Deadline</b>	<b>Notification</b>
Travel Supplement grants for the European CF Society Conference	1 April	late April
Small Conference grants	application by letter at any time	within six weeks

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<sup>3</sup> If an application deadline falls on a weekend or statutory holiday, the deadline will be 5:00 PM ET on the following business day.

Stipend and salary levels for personnel awards

TRAINING AWARDS	QUALIFICATIONS		STIPEND (\$)	TRAVEL ALLOWANCE	TERM (Years)	RENEWABLE
<i>Summer Studentships</i>	Undergraduate		4,000	n/a	3 months	No
<i>MSc Studentships<sup>4</sup></i>			20,000 <sup>5</sup>	1,200	2	No
<i>PhD Studentships<sup>3</sup></i>			22,500 <sup>4</sup>	1,200	2	Yes
<i>Clinical Fellowships &amp; Fellowships<sup>3</sup></i>	Years of post-graduate academic experience	0-2	40,000 <sup>4</sup>	1,200	2	Yes
		3-5	50,000 <sup>4</sup>	1,200		
<i>Senior Research Training Award</i>	Recipient of a CF research grant		Up to 30,000	n/a	3 months to 1 year	No
SALARY AWARD	QUALIFICATIONS		SALARY (\$)	RESEARCH ALLOWANCE	TERM (Years)	RENEWABLE
<i>Scholarships</i>	Recipient of a Cystic Fibrosis Canada research grant		60,000	n/a	1 to 3	Yes

It has been the general practice of the organization to maintain parity with prevailing rates. Should these rates be increased during the term of the award, the recipients will be notified in due course of the revised value of the award.

<sup>4</sup>The organization should be contacted regarding the recommended guidelines for the amount that may be deducted for fellows and students supported on a Research grant.

<sup>5</sup> Effective April 1, 2011.

### Granting process

Applications received by the date indicated in the application schedule will be assessed by Cystic Fibrosis Canada's Medical/Scientific Advisory Committee in November. Incomplete applications and applications which are not received by the deadline will be returned to the applicant.

All applications are subject to rigorous internal review by the members of the Medical/Scientific Advisory Committee. Applications for Research grants and Scholarships are also evaluated by at least two external reviewers with expertise in the appropriate area.

The recommendations of the Medical/Scientific Advisory Committee are presented to Cystic Fibrosis Canada's Board of Directors for approval in late February. Applicants are then notified, usually by the beginning of March, of the outcome of the competition. If an application is successful, a copy of the award letter is sent to the appropriate supervisor or head of department, and to the financial officer of the institution concerned.

### **All grants and awards are offered subject to the availability of funds.**

Grants are administered by Cystic Fibrosis Canada's office, to which all correspondence should be directed.

### Cystic Fibrosis Canada policies

#### (a) Research involving human subjects

Approval from the appropriate institutional review board is a condition of funding for any research projects involving human subjects. Cystic Fibrosis Canada does not endorse the payment of subjects for the purposes of human experimentation, or the payment of honoraria to persons enrolling or examining human subjects. However, reasonable reimbursement for costs of participation will be considered. All investigators must submit all required institutional approvals for experiments involving human subjects by February 1<sup>st</sup> the following year in which the application for a Research grant is submitted.

(b) Research involving animal subjects

Cystic Fibrosis Canada requires strict adherence to the policies of the Canadian Council on Animal Care. Approval from the appropriate institutional review board is a condition of funding for any research involving the use of animals. All investigators must submit all required institutional approvals for experiments involving animal subjects by February 1<sup>st</sup> of the following year in which the application for a Research grant is submitted.

(c) Research involving human pluripotent stem cells

The Federal **Act Respecting Assisted Human Reproduction and Related Research** (the “Act”) now regulates, among other things, the use and creation of human pluripotent stem cells. Details may be found on the web site of Canada’s Parliament <http://www.parl.gc.ca/> or the Canadian Institutes of Health Research web site <http://www.cihr-irsc.gc.ca/e/42071.html>. This Act dictates, at a minimum, the regulations incumbent on applicants, host institutions, and Cystic Fibrosis Canada regarding stem cell research.

Any applicant to Cystic Fibrosis Canada who proposes the creation or use of human pluripotent stem cells, or proposes any research that would fall under the Act, must clearly indicate this fact and disclose all relevant details in the proposal. It is the applicants’ and the host institutions’ joint responsibility to ensure that all local ethics approvals have been obtained.

As the Act is phased in, Cystic Fibrosis Canada will decide what additional special certificates and approvals may be necessary (beyond approval via the usual local ethics review board).

(d) Research involving biohazardous materials

Cystic Fibrosis Canada requires that applicants provide the appropriate certificates of approval for the use of biohazardous materials. All investigators must submit all required institutional approvals for experiments involving biohazardous materials by February 1 the following year in which the application for a Research grant is submitted.



## (e) Patents and royalties

## Exploitation of Inventions

- A. In this policy “Invention” refers to new and useful tools, technology, processes or objects arising out of research funded in whole or in part by Cystic Fibrosis Canada (“Cystic Fibrosis Canada”), for example, diagnostic tools, proteins and genes, drugs, and methods of treatment.
- B. The Institution and the Principal Investigator shall within 10 days provide Cystic Fibrosis Canada with a copy of any Invention disclosure statement or record of like effect prepared by one or both of them, and with a copy of all patent applications and patents pertaining to Inventions made by one or both of them. In the event that none of the foregoing documents has been prepared, the Principal Investigator shall provide Cystic Fibrosis Canada with a statement of the results of research funded in whole or in part by Cystic Fibrosis Canada upon conclusion of such research.
- C. Cystic Fibrosis Canada does not claim intellectual property ownership of Inventions, and Cystic Fibrosis Canada’s name need not appear on patent applications. Therefore, title to any Invention shall belong to the Institution, the Principal Investigator, or to any other individual or organization designated by the Institution according to the Institution’s established obligations at the date of grant (the “Owner”). The Institution and Principal Investigator may transfer ownership of the intellectual property only to persons agreeing to be bound by the terms of this Policy.
- D. The Institution and the Principal Investigator shall acknowledge the contributions of Cystic Fibrosis Canada, by name, to their research in all non-commercial publications and broadcasts respecting Inventions. None of the Institution, the Principal Investigator and the Owner shall use the name of Cystic Fibrosis Canada or any Cystic Fibrosis Canada trademark or official mark in any communication in a manner which states or implies an

endorsement by Cystic Fibrosis Canada of any business, commercial product or service.

- E. Cystic Fibrosis Canada expects that the Owner will seek patent protection for all commercially valuable Inventions in at least the United States of America, and that Cystic Fibrosis Canada will participate in all proceeds to the Owner arising from the transfer, licensing or exploitation of the Inventions (the "Proceeds") while the patents remain pending or in force. The "Proceeds" shall include all monies and other benefits received less the direct out-of-pocket costs associated with patenting the Invention. Cystic Fibrosis Canada will consider waiving all or part of its share of the Proceeds where appropriate to promote the treatment, cure and control of cystic fibrosis.
- F. Cystic Fibrosis Canada's share of the Proceeds shall be determined by the mutual agreement of the Owner and Cystic Fibrosis Canada. If the parties are unable to agree, Cystic Fibrosis Canada's share of the Proceeds will correspond with the proportion of Cystic Fibrosis Canada's financial contribution to the overall costs of the research leading to and commercialization of the Invention. If Cystic Fibrosis Canada and the Owner are unable to reach an agreement as to the calculation of such proportion, the matter shall be referred for final resolution to arbitration, in accordance with the *Arbitration Act*, S.O. 1991, as amended.
- G. Cystic Fibrosis Canada may require the Owner or any successor in title to the Invention, and patents pertaining to it, to grant licences to make, use or sell the Invention on a non-exclusive, royalty-free basis for academic, non-commercial research which in Cystic Fibrosis Canada's sole judgement may lead to a treatment, cure or control for cystic fibrosis.
- H. The Owner shall require that any transfer or exclusive license of the Invention or patents pertaining thereto reserve the rights in paragraph "G" above and the rights in paragraph "I" below.

- I. Cystic Fibrosis Canada shall have the right to cancel or amend any licenses which have been granted, and to grant exclusive or non-exclusive licenses to the Invention, where an Owner or licensee subject to cancellation has (i) taken no steps to towards making the invention generally available for the past year, or (ii) not made the Invention generally available within five years of the date of making the invention, or within such further time as may be required to complete necessary antecedent steps such as clinical trials. Cystic Fibrosis Canada will consider waiving or revising its rights under this section in appropriate circumstances.
- J. The Owner shall report in writing to Cystic Fibrosis Canada annually, on the anniversary date of the first patent application respecting an Invention, as to all Proceeds received or expected by the Owner respecting the Invention. Cystic Fibrosis Canada shall have the right to audit the books and records of the Owner and those of any licensees of the Invention to verify the accuracy of the reports.

(f) Support of personnel

The support of graduate students and post-doctoral research fellows from Cystic Fibrosis Canada research grant proceeds will be permitted, at the discretion of the applicant, however the organization highly encourages these individuals to apply to the applicable Cystic Fibrosis Canada stipend award programs and other funding agencies. The organization should be contacted regarding the recommended guidelines for the amount that may be deducted for fellows and students supported on a Research grant.

(g) Publications by grantees and awardees

The organization requests your assistance in publicizing support of your research, as donations from the public make it possible. Any scientific communication, publication, presentation or exhibit arising out of research funded in whole or in part by Cystic Fibrosis Canada, must contain an acknowledgement of the organization's support. By communicating about your work and highlighting the

value and impact of CF research, you will be actively helping the organization to generate more funds.

(h) Publicity

Information conveyed to the media with respect to the program and activities of Cystic Fibrosis Canada should meet with the prior approval of the organization, and of the institution where the program is in operation.

(i) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.

## II. GRANTS IN AID OF CLINICAL CARE

### CLINIC INCENTIVE GRANTS

#### ***Purpose***

Clinic Incentive grants are intended to enhance the standard of clinical care available to Canadians with cystic fibrosis, by providing funds to initiate a comprehensive program for CF patient care, research, and teaching; or to strengthen an existing program. Basic support for clinical care is the responsibility of provincial governments, Cystic Fibrosis Canada Clinic Incentive grants, which are under the jurisdiction of the CF clinic director, are not intended to supplant public funding.

#### ***Eligibility***

Canadian hospitals and/or medical schools are eligible to apply for Clinic Incentive grants.

#### ***Term***

Clinic Incentive grants are awarded for a term of one year, and are renewable on an annual basis.

#### ***Criteria***

Applicants must demonstrate:

- (a) the regional need for specialized clinical care for cystic fibrosis;
- (b) the need of the institution for assistance, and its plans to attract complementary funding from other sources to develop a complete CF program;
- (c) the potential for the development of a comprehensive program for CF care, clinical research, and teaching;
- (d) the desire to collaborate with Cystic Fibrosis Canada and with other Canadian CF clinics, in a collective effort to advance the objectives of CF treatment, research, and teaching.

#### ***Application requirements***

Applications must be received by the organization no later than 1 October. Electronic submission of applications is required. Late applications will be

subject to a penalty equal to 10% of the value of the award. This penalty will be deducted from the clinic director's honorarium.

***Use of funds***

(a) Payment of personnel

Clinic Incentive grants provide an honorarium for the clinic director, as compensation for his or her administrative responsibilities. Where appropriate, this honorarium may be divided amongst physicians who share the administrative duties associated with the clinic.

Requests may be made for salary support for other non-physician clinic personnel. All personnel compensated under a grant shall be considered employees of the institution in receipt of the grant, not of Cystic Fibrosis Canada. Please note that these are incentive grants, and are not intended to provide full funding for clinic personnel.

(b) Travel

A component of Clinic Incentive grants is allocated to travel, to encourage clinic directors and other clinic personnel to attend CF-related meetings in Canada or elsewhere. The amount of the travel grant is determined by the organization, and specified in the award notification.

(c) Outreach clinics

Requests will normally be considered for clinics which sponsor outreach programs and which serve large areas. Clinics requesting such funds should submit a detailed description of their outreach programs, and a detailed rationale for the funding request. Please note that funds are not available in this category to cover the costs of photocopying, telephone expenses, pamphlets, etc.

(d) CF camps

In light of the risk of cross-infection with pathogenic bacteria, Cystic Fibrosis Canada does not endorse CF camps, or participate in

the funding of such camps. Funds awarded as part of a Clinic Incentive grant may not be used for this purpose.

(e) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups, such as Kin Canada, directly to a Cystic Fibrosis Canada-funded clinic, or to the hospital organization in the clinic's name, an equal amount will be deducted from the Clinic Incentive grant for the following fiscal year.

***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, beginning 1 April, through the CF clinic's host institution. Cystic Fibrosis Canada Clinic Incentive grants are under the jurisdiction of the CF clinic director.

(b) Cancellation of grants

Cystic Fibrosis Canada reserves the right to cancel a grant and to request the return of any unexpended funds, for appropriate cause. A grantee institution also may cancel a Clinic Incentive grant. In either case, 90 days written notice is required.

(c) Unexpended funds

Clinic Incentive grant funds which remain unexpended at the end of each grant year must be returned to the organization.

(d) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Clinic Incentive grant is not the responsibility of Cystic Fibrosis Canada. Also, a deficit against a Clinic Incentive grant may not be carried forward from one year to the next.

(e) Accreditation Site Visits

The organization's Medical/Scientific Advisory Committee conducts an ongoing program of Accreditation Site Visits, whereby each Cystic Fibrosis Canada-funded clinic is required to host a site review once every 4-7 years, extenuating circumstances notwithstanding. Site reviewers are appointed by the M/SAC Clinic Subcommittee. The full cooperation of clinic directors and other personnel will be sought in arranging and conducting these Accreditation Site Visits. Clinics which have hosted a site visit since submitting their last Clinic Incentive grant application are requested to comment on the resulting site visit report, and its recommendations.

(f) Canadian Patient Data Registry

Participation in the Canadian Patient Data Registry is a requirement for recognition as an approved CF clinic, and for the renewal of Cystic Fibrosis Canada Clinic Incentive grants.

(g) Financial reports

Clinics in receipt of Clinic Incentive grants must provide an accounting of expenditures by 1 June. Financial reporting forms are sent to CF clinics at the appropriate time each year. The organization reserves the right to request interim statements.

It is expected that expenditures will be consistent with the approved budget. Flexibility within categories is permitted; shifting funds from one category to another is not. Any significant deviation from the approved budget must be authorized in advance by the Medical/Scientific Advisory Committee.

Each year unexpended funds must be returned to the organization.

(h) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant grants do not provide for institutional overheads and/or indirect costs of research or clinical care.



## **TRANSPLANT CENTRE INCENTIVE GRANTS**

### ***Purpose***

Transplant Centre Incentive grants are intended to enhance the quality of care available to CF transplant candidates by providing eligible centres with supplementary funding for the following purposes:

1. support for personnel, excluding licensed physicians
  - (a) directly involved in the provision of patient services;
  - (b) to liaise with referring CF clinics, regarding pre- and post-transplant care;
2. administrative costs associated with:
  - (a) providing data annually to Cystic Fibrosis Canada\*;
  - (b) ensuring that CF patients who are accepted as lung transplant candidates will have access to information and assistance with respect to accommodation, transportation, and oxygen;
  - (c) administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts;
3. travel to scientific meetings on lung transplantation, or related to CF care.

\* As with the organization's Clinic Incentive grant program, as a condition of acceptance and renewal of a Transplant Centre Incentive grant, submission of data will be mandatory.

### ***Eligibility***

Any Canadian lung transplant centre which currently has one or more individuals with cystic fibrosis listed for transplant may apply for a Transplant Centre Incentive grant. (Please note that under no circumstances will funding be provided to more than one transplant centre in the same city.)

### ***Term***

Transplant Centre Incentive grants will be renewable on an annual basis.

### ***Value***

The value of Transplant Centre Incentive grants will be determined in accordance with a formula which takes account of the number of patients accepted for transplantation; transplanted; followed in the first year, in the second to fifth year, and more than 5 years post-operatively in a given

centre, based on an average of three years' activity, ending 31 December of the year preceding the application.

***Criteria***

Applicants must demonstrate how any funds awarded would serve to enhance the quality of care available to CF patients in their centre.

Applicants must document that CF patients, who are accepted as lung transplant candidates, will have access to information and non-financial assistance with respect to accommodation, transportation, and oxygen; and assist with administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts.

Applicants must provide a rationale for the funding request, and a detailed report on patient care and research within the lung transplant program.

All applications will be adjudicated by the Clinic Subcommittee of Cystic Fibrosis Canada.

***Application requirements***

Applications must be received at the organization's office no later than 1 October. Electronic submission of applications is required, and should be sent to [imcintosh@cysticfibrosis.ca](mailto:imcintosh@cysticfibrosis.ca). Late applications will be subject to a penalty equal to 10% of the value of the award.

***Use of funds***

(a) Payment of personnel

Transplant Centre Incentive grant funds may be used for the support of personnel, excluding licensed physicians, (a) directly involved in the provision of patient services; (b) to liaise with referring CF clinics, regarding pre- and post-transplant care. All personnel compensated through a Transplant Centre Incentive grant will be considered employees of the institution in receipt of the grant, not of Cystic Fibrosis Canada.

(b) Travel

A component of Transplant Centre Incentive grant is allocated to travel, to encourage members of the transplant centre team to

attend scientific meetings on lung transplantation, or related to CF care.

(c) Administrative expenses

Funds are also awarded (a) to facilitate data submission to Cystic Fibrosis Canada; (b) to ensure that CF patients who are accepted as lung transplant candidates will have access to information and non-financial assistance with respect to accommodation, transportation, and oxygen; and (c) to help in the administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts.

***Terms and conditions***

(a) Accreditation Site Visits

Centres which hold a Transplant Centre Incentive grant will be subject to a Cystic Fibrosis Canada Accreditation Site Visit once every 4-7 years. Site reviewers will be designated by the Clinic Subcommittee of Cystic Fibrosis Canada, and the full cooperation of transplant centre personnel will be sought in arranging and conducting these site reviews. Centres that have hosted a site visit since submitting their last grant application are requested to comment on the resulting site visit report, and its recommendations.

(b) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, beginning 1 April, through the transplant centre's host institution. Cystic Fibrosis Canada Transplant Centre Incentive grants are under the jurisdiction of the director.

(c) Financial reports

Centres holding a Transplant Centre Incentive grant will be required to submit an annual financial report by 1 June. Centres that do not comply with the reporting deadline will have the 1 October grant payment withheld until the financial report has been received.

(d) Cancellation of grants

Cystic Fibrosis Canada reserves the option to cancel a grant and to request the return of any unexpended funds, for appropriate cause. A grantee institution also may cancel a Transplant Centre Incentive grant. In either case, 90 days written notice is required.

(e) Unexpended funds

Transplant Centre Incentive grant funds which remain unexpended at the end of each grant year must be returned to the organization within 90 days.

(f) Over-expenditure

Any commitment incurred by a transplant centre in excess of the amount of the Cystic Fibrosis Canada Transplant Centre Incentive grant is not the responsibility of Cystic Fibrosis Canada.

(g) Submission of data

As with the organization's Clinic Incentive grant program, as a condition of acceptance and renewal of a Transplant Centre Incentive grant, submission of data will be mandatory.

(h) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.

### III. GRANTS IN AID OF RESEARCH AND TRAINING

#### **RESEARCH GRANTS**

##### ***Purpose***

Research grants are intended to facilitate the scientific investigation of all aspects of cystic fibrosis.

##### ***Eligibility***

A principal investigator should hold a recognized, full-time faculty appointment in a relevant discipline at a Canadian university or hospital. Under exceptional circumstances, and at the discretion of the Research Subcommittee, research grant applications from other individuals may be evaluated on a case-by-case basis, with significant emphasis placed on the degree of independence of the applicant, and on the institutional commitments to this individual. Such applications must include a statement from the applicant addressing the issue of salary support during the term of the grant, and the availability of laboratory space; and letters from the Departmental Chair and Dean of Faculty, clarifying the nature and extent of the institutional commitment to the applicant. This same eligibility criteria regarding a faculty appointment applies to any named co-investigator.

While applications may be submitted by groups of individuals who plan to collaborate, only one principal investigator may be listed on an application. Co-principal investigators are not allowed on an application. There are no limits on the number of co-investigators or collaborators that can be listed. The investigators must have clearly defined roles which are justified. Only one initial grant may be submitted to the October competition. The institution receiving funds indicates where the ultimate responsibility for the grant lies.

Generally, the organization funds research which is carried out in Canada, and the principal investigator must be based at a Canadian institution. While the organization will fund a collaboration from outside of Canada, funds must be directed through a Canadian institution and Canadian investigators intending to collaborate with individuals from outside of Canada should contact the organization.

##### ***Term***

Research grants are awarded for a term of one, two, or, in a limited number of instances, three years.

**Value**

The amount of a grant will be determined by the Medical/Scientific Advisory Committee, following a detailed review of the applicant's proposed budget.

**Criteria**

Decisions concerning the amount and term of any given award, are made by the organization's Medical/Scientific Advisory Committee, on the basis of the following considerations:

- the quality and scientific merit of the research proposal;
- the relevance of the proposal to cystic fibrosis;
- the qualifications of the principal investigator, along with any co-investigator(s) and/or collaborator(s) named in the application, to conduct the proposed research;
- the availability to the applicant(s) of the resources necessary to conduct the proposed research;
- the degree of overlap with other operating grants held by the applicant(s);
- the potential of the proposed work to produce significant results.

**Application requirements**

Application forms are available on [the organization's website](#) and are updated annually.

All applicants, for initial and renewal grants, must advise the organization's office, by August 1, of their intent to apply for funding by completing [a notice-of-intent to apply form](#) and submitting the following information:

- name and address of principal investigator;
- name(s) and address(es) of co-investigator(s) and collaborator(s);
- title of grant application;
- keywords and a 250-word proposal summary; and
- suggested external reviewers and name(s) of any external reviewer(s) to whom you would prefer that the application not be sent to.

Full applications must be received by the organization no later than October 1. Incomplete and/or late applications will be returned to the applicant. All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous

materials by February 1 of the following year in which the application for a Research grant is submitted.

Investigators are eligible to hold more than one research grant. No more than one initial application may be submitted to a single competition; and it is a requirement that the focus of a second grant application be clearly delineated from an existing one. The specific aims of a second grant should represent new approaches to the CF problem, and not an expansion of an existing research program.

Renewal applications will be treated independently.

### ***Use of funds***

(a) Guidelines for expenditure

Grants are awarded in global annual amounts. Minor reallocations between budget categories are permitted, provided that the global budget is not exceeded. However, major deviations (greater than 10%) require the prior approval of the Medical/Scientific Advisory Committee.

Research grants may be allocated, in accordance with the approved budget, to:

- personnel (research assistant(s), technicians, fellows<sup>6</sup>, students<sup>5</sup>, specified other personnel);
- materials and supplies (expendables, animals, services);
- equipment (total not to exceed \$10,000, once per term grant);
- travel (\$1,750-ON/QC; \$2,000-AB/MB/SK; \$2,250-BC/PEI/NS/NB; \$2,500-NL).

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<sup>6</sup>The organization should be contacted regarding the recommended guidelines for the amount that may be deducted for fellows and students supported on a Research grant.

Research grants do not provide support for:

- construction costs;
- institutional overheads for laboratory facilities;
- institutional overheads and/or indirect costs of research;
- purchase of equipment in excess of \$10,000;
- severance pay/packages.

(b) Clinical Trials

Cystic Fibrosis Canada recognizes the importance of strong support for clinical trials of new drugs or treatments for cystic fibrosis.

In most instances, particularly where new products are involved, funding will emanate from the manufacturer, as a normal component of the drug or product development process. In cases where such funding is not available or appropriate, the organization will entertain applications for limited support.

In no instance will Cystic Fibrosis Canada provide financial support to trials which, by their nature, should be assumed by pharmaceutical companies or equipment manufacturers.

Clinical trial funding from Cystic Fibrosis Canada will be considered by Cystic Fibrosis Canada's Medical/Scientific Advisory Committee for scientific merit, within the context of the overall medical/scientific budget. Given the significant costs associated with clinical trials, and the limited resources of the organization, Cystic Fibrosis Canada support for such initiatives will, of necessity, be of relatively modest proportions and, generally, will be directed to the research component of the study. In most cases, support will also be contingent upon the identification of at least one additional funding partner. It is expected that the Canadian CF Clinical Studies Network (CSN) will emerge as an information resource to investigators with respect to co-funding arrangements.

The following components of single- and multi-centre clinical trials will be considered allowable budget items in grant applications: (a) salary support for personnel involved in study design, coordination, monitoring, and analysis, including supplies and equipment needed



for sample analysis; (b) meeting and travel expenses associated with study design and the data safety monitoring committee.

Funding should be requested using Cystic Fibrosis Canada's standard *Research Grant* application form. In addition, the principal investigator must submit a cover letter which includes a detailed budget for the entire project, in order that the support requested from Cystic Fibrosis Canada can be placed in context; and the details of requests submitted or pending to other funding agencies, and the date on which decisions are expected.

(c) Travel

Research grants include a travel component. The organization encourages investigators to attend CF-related meetings in Canada or elsewhere, to report on their own research and to remain abreast of significant developments in CF research. Presentation of a paper at a reputable scientific meeting, or attendance at a major symposium or conference related to the grantee's research are considered legitimate uses of travel funds.

(d) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March.

(b) Unexpended funds

An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada support period does not lapse. Grantees will have an additional one fiscal year to use unspent funds. Any

funds remaining at the end of this additional one fiscal year period must be returned to Cystic Fibrosis Canada. Additional extensions will not be considered.

(c) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Research grant is not the responsibility of Cystic Fibrosis Canada. In the case of multi-year, renewal and terminal grants, over-expenditures may be applied to the budget of the following year(s), up to a ceiling of 10%.

(d) Financial reports

Grantees must provide an annual financial report by 1 June.

(e) Budget increases

The organization does not provide funds for unanticipated increases in cost, or for the expansion of a research project during the term of a grant.

For multi-year grants, and subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to Research grants.

(f) Termination of funding

In the event of a renewal application failing in the annual competition and subject to the availability of funds, the Medical/Scientific Advisory Committee may, on a discretionary basis, award terminal funding. Terminal funding, if awarded, would be equivalent to three months at the existing level of support.

(g) Progress reports

Grantees may be requested to submit interim progress reports, in addition to the report which is required on renewal applications. If a grantee chooses not to renew his/her research project, he/she must complete and submit the organization's progress report form, with attached publications that relate to his/her Cystic Fibrosis

Canada-funded research. The progress report form will be sent, in advance, to those grantees.

(h) Experimental approvals

All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1 of the following year in which the application for a Research grant is submitted.

(i) Patents and royalties

All grantees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see page 8.

(j) Indirect costs

Cystic Fibrosis Canada-funded research, clinic and transplant centre grants do not provide for institutional overheads and/or indirect costs of research or clinical care.

(k) *Robbie* Promising New Research Award

On the recommendation of the organization's Medical/Scientific Advisory Committee, an applicant for an initial research grant in the October competition receiving the highest ranking will be awarded the *Robbie* Promising New Research Award. This annual award is for a one-year term. The award does not carry any supplementary monetary value.

**CATHLEEN MORRISON SENIOR SCIENTIST RESEARCH TRAINING AWARD**

***Purpose***

The Cathleen Morrison Senior Scientist Research Training Award provides support to a limited number of established senior investigators by offering them an opportunity to obtain additional training that will enhance their capacity to conduct research directly relevant to cystic fibrosis. Cathleen served the CF cause in Canada, and internationally, for thirty years, as Cystic Fibrosis Canada's Executive Director, and then Chief Executive Officer, from 1981 until 2011. Cathleen has been the consummate advocate for CF research – and health research in general. She has recruited, encouraged and guided many researchers from across Canada, throughout their careers.

This award can be used for sabbatical support for qualified individuals.

***Eligibility***

Applicants must have held a recognized, full-time faculty appointment in a relevant discipline at a Canadian university or hospital for at least six years. In addition, applicants must hold major research grant funding from recognized granting agencies.

***Term***

Senior Scientist Research Training awards are awarded for a minimum of three months to a maximum of one year. Frequency of application should be reasonable; once every five years.

***Value***

The amount of the award, to a maximum of \$30,000, will be determined by the Medical/Scientific Advisory Committee, following a review of the application.

***Criteria***

Decisions concerning the award, are made by the organization's Medical/Scientific Advisory Committee, on the basis of the following considerations:

- the quality and scientific merit of the proposed research program;
- the relevance of the proposed research to cystic fibrosis;

- the qualifications of the applicant, along with the host named in the application, to conduct the proposed research;
- the availability to the applicant of the resources necessary to conduct the proposed research;
- the potential of the proposed work to produce significant results.

***Application requirements***

Applications must be received by the organization no later than 1 October/1 April. Incomplete and/or late applications will be returned to the applicant. All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by February 1<sup>st</sup> the following year in which the application is submitted.

Applicants may hold only one Cystic Fibrosis Canada personnel award concurrently.

***Use of funds***

Funds may be awarded in support of salary (including fringe benefits), travel to the host institute for the applicant (but not for family members nor for transportation of household belongings), accommodation, and for research supplies and expendables.

Senior Scientist Research Training awards do not provide support for indirect or overhead costs.

***Terms and conditions***

(a) Payment of awards

Senior Scientist Research Training awards will be paid, through the institution, in a single payment for those awards less than six months in duration, and will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March, for those awards of six months duration or greater.

(b) Accounting, unexpended funds and over-expenditure

An accounting of expenditures must be forwarded to the organization's office within 90 days of the termination of an award. Unexpended funds must be returned to the organization. Any

commitment incurred by a recipient in excess of the amount of the Senior Scientist Research Training award is not the responsibility of Cystic Fibrosis Canada.

(c) Reports

A final report (not to exceed two pages) must be forwarded to the organization's office within 30 days of the termination of an award.

(d) Patents and royalties

All award recipients must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see page 8.

## **SCHOLARSHIPS**

### ***Program details***

Cystic Fibrosis Canada Scholarship awards offer new investigators the opportunity to develop and demonstrate their independence in initiating and conducting cystic fibrosis research through provision of a contribution to their salary.

A new investigator is defined as a researcher who has received his/her first full-time faculty appointment for a period of 0 to 60 months at the time of applying.

### ***Purpose***

Cystic Fibrosis Canada Scholarships provide salary support to a limited number of exceptional investigators, who have made outstanding contributions to, and have demonstrated leadership in, cystic fibrosis research. This award offers new investigators an opportunity to develop outstanding cystic fibrosis research programs, unhampered by heavy teaching or clinical loads.

### ***Eligibility***

At the time of application, candidates must:

- a) hold an M.D. or Ph.D. degree;
- b) not be registered for a higher degree during the tenure of the award;
- c) be within five years of, or have a formal documented commitment to, their first academic appointment at the time of application and throughout the term of the award (an appointment which allows an individual to apply for research grants as an independent investigator);
- d) have a written commitment from the Dean of Faculty or Research Director guaranteeing:
  - An appointment or pending appointment for the applicant following the completion of the award.
  - A minimum of 75% protected research time (the remaining 25% may be devoted to teaching and/or clinical activities).

- Details of the appointment, including teaching load, clinical and administrative duties, lab/office space, start-up funds, etc.
  - A commitment from the Host Institution that, at a minimum, 50% of awarded scholarship funds must be classified as “non-restrictive” operating funds for use at the awardee’s discretion.
- e) be sponsored by an eligible Canadian research institution or medical school.
- f) exhibit exceptional potential, and demonstrate the ability to initiate and conduct independent research; and
- g) hold a Cystic Fibrosis Canada research grant in conjunction with the Scholarship. Applications for a Scholarship may be submitted by researchers already holding a research grant. More often, however, applications for a Scholarship and a research grant are submitted simultaneously. If the latter application is successful, the applicant will not necessarily receive a Scholarship. If the application for a research grant is unsuccessful, the applicant will be deemed ineligible for a Scholarship.

***Term***

The award will be for a three-year period, renewable for an additional two years on receipt of a satisfactory progress report during the third year of the award. In no case will an award be for more than five years.

***Value***

The value of a Cystic Fibrosis Canada Scholarship is \$60,000 per year. Scholarships are subject to the availability of funds and the Medical/Scientific Advisory Committee reserves the right not to offer a Scholarship in any given year.

***Application requirements***

Applications must be received by the organization no later than 1 October of odd-numbered years (i.e. 2013). Incomplete and/or late applications will be returned to the applicant.

Cystic Fibrosis Canada Scholarships must be held in conjunction with a Cystic Fibrosis Canada Research grant. If the applicant holds a research



grant from another Canadian granting agency other than Cystic Fibrosis Canada, s/he is eligible for this Scholarship. If the application for an initial or renewal Research grant is unsuccessful in the 1 October competition, the investigator will not be deemed eligible for a Scholarship.

***Use of funds***

Cystic Fibrosis Canada Scholarships are salary awards, and the payment, in addition, of benefits to Cystic Fibrosis Canada scholars is a matter of host institutional policy.

***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 July through 30 June.

(b) Institutional affiliation

Scholars are normally expected to remain at the university which nominated them for the entire period of the appointment. If the Scholar leaves the university, he or she is expected to relinquish the Scholarship.

If the Scholar transfers to another university, and is continuing the same type of research, the award may be continued, at the discretion of the Medical/Scientific Advisory Committee, and on receipt of letters of commitment and agreement from each of the universities involved. The authorization of the Medical/Scientific Advisory Committee must be sought in advance of such a transfer.

(c) Sabbatical leave

Sabbatical leave may not be taken during the term of a Cystic Fibrosis Canada Scholarship award without the prior approval of the Medical/Scientific Advisory Committee.

(d) Increases

Subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Scholarship.

(e) Termination of funding

The award may be terminated at any time for good and sufficient reason by the appointee, the university or the organization.

(f) Progress reports

Grantees must submit progress reports to the Medical/Scientific Advisory Committee no later than 22 months, but no earlier than 18 months, after initiating the award. A satisfactory review is required to receive funding in Years 4 and 5 of the award.

## **CLINICAL FELLOWSHIPS**

### ***Purpose***

The number of people with cystic fibrosis in Canada continues to grow each year and there are inadequate numbers of CF clinicians to provide patient care. In order to address this physician shortage, the organization has created the Cystic Fibrosis Canada Clinical Fellowship.

Cystic Fibrosis Canada Clinical Fellowships are intended for those physicians who have already obtained their residency training and who wish to pursue additional clinical training in CF care. The purpose is to train physicians to become CF specialists, so that they can provide ongoing clinical care to individuals with CF in Canada. This training would include developing competence to allow them to participate in clinical trials. This fellowship is not intended to train individuals from other countries who will not stay in Canada. One highly-ranked competitive Clinical Fellowship will be offered by the organization each year.

### ***Eligibility***

Canadian citizens or permanent residents who have an M.D. degree, have recently completed their clinical training, are exam eligible, and have obtained medical licensure in Canada, are eligible to apply.

Clinical Fellowships will not be awarded to individuals who have not completed residency training.

Clinical Fellowships are tenable in Canada or abroad and it is intended that this experience will directly benefit the Canadian CF community.

### ***Term***

Initial Clinical Fellowships will be awarded for a period of one year. Clinical Fellows may apply for a subsequent Research Fellowship through the regular Cystic Fibrosis Canada Fellowship Program. No one may receive more than three years of support under a Cystic Fibrosis Canada Fellowship.

Applications must be submitted to the 1 October competition.

Tenure of a Clinical Fellowship will commence on 1 July. Subject to the approval of the organization, the start of a Clinical Fellowship may be delayed up to twelve months upon written request.

***Value***

The value of a Cystic Fibrosis Canada Clinical Fellowship is dependent upon academic qualifications, and/or research experience. Award levels are reviewed on an annual basis, and will correspond with prevailing Canadian rates.

***Criteria***

Clinical Fellowships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record, clinical experience, and references. The suitability and excellence of the proposed institutional environment, along with the intrinsic value and feasibility of the proposed clinical/research program, will be important criteria in the evaluation process. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial Clinical Fellowship applications to any one competition. The supervisor should not rank the applications submitted.

***Application requirements***

The organization sponsors a Clinical Fellowships competition in October. Like all Cystic Fibrosis Canada grants, Clinical Fellowships are subject to the availability of funds.

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

An application is considered to be a joint effort of the applicant and the supervisor with whom he or she intends to study.

It is essential that the application describes the clinical training program. A clinical research component to the fellowship is optional, but if included, should be described. In addition, an intention to spend time in a CF lung transplant centre is encouraged.

Applicants must arrange to have three letters of recommendation submitted to the organization, one of which should be from the applicant's current or most recent supervisor. These one- to two-page letters should indicate the period of time and in what capacity the supervisor has known the applicant, and should elaborate on academic and clinical capabilities and competence, and should address the following: background preparation, motivation,

organizational ability, demonstrated skill in clinical activity, and communication and interaction within multidisciplinary teams, etc. Also required in the application form is a description of the proposed clinical training program, including a clinical research component if applicable, and official transcripts of the applicant's complete academic record. Applications that do not include these documents will be rejected.

***Use of funds***

Cystic Fibrosis Canada Clinical Fellowships are salary awards, and the payment, in addition to benefits to Cystic Fibrosis Canada Clinical Fellows, is a matter of host institutional policy.

***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held.

(b) Institutional affiliation

Clinical Fellows are normally expected to remain with the same supervisor for the period of the award. If the Clinical Fellow leaves the university, he or she is expected to relinquish the Clinical Fellowship.

If the Clinical Fellow transfers to another supervisor and/or university, and is continuing the same type of research and clinical activity, the award may be continued, at the discretion of the Medical/Scientific Advisory Committee. The authorization of the Medical/Scientific Advisory Committee must be sought in advance of such a transfer.

(c) Increases

Clinical Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates. In addition, subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Clinical Fellowship.

(d) Earnings from other sources

Fellows may be remunerated for other work but may not hold a second major award.

(e) Progress reports

Clinical Fellows should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

(f) Leaves of absence, maternity/paternity and sickness

The organization must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

## **FELLOWSHIPS**

### ***Purpose***

A limited number of competitive Fellowships are offered by the organization each year for basic or clinical research training, in areas of the biomedical or behavioural sciences pertinent to cystic fibrosis.

### ***Eligibility***

Individuals who hold M.D. or Ph.D. degrees are eligible to apply.

Medical graduates should have already completed basic residency training, and must be eligible for Canadian licensure.

**NEW!** Fellowship (initial) applicants who will have completed four or more years of training as of the October 1st application deadline, following their PhD or M.D. (post-M.D. clinical training), are not eligible for Cystic Fibrosis Canada Fellowships. Cystic Fibrosis Canada does offer flexibility on calculating years of training post-PhD or post-M.D. given parental leave, medical leave or exceptional circumstances. Applicants must contact Cystic Fibrosis Canada in advance, and before submitting an application, if applying given parental leave, medical leave or exceptional circumstances.

Fellowships are tenable at approved universities, hospitals and research institutes in Canada. Canadian Fellowship applicants of exceptional quality requesting funding to study abroad will be considered. Applicants will be expected to demonstrate that comparable training is not available in Canada. In addition, applications will be strengthened by indication of an intention to return to Canada upon the completion of training.

Equitable consideration will be given to Fellowship applicants from outside of Canada, who intend to return to their own country on completion of a Fellowship.

### ***Term***

Initial Fellowships will be awarded for a period of two years. Fellows may apply for a one-year renewal. No one may receive more than three years of support under a Cystic Fibrosis Canada Fellowship.

Applications for renewal will compete on equal terms with initial applications, and if a renewal application fails to indicate that satisfactory

progress has been made, the organization reserves the right to terminate support.

Applications must be submitted to the 1 October competition.

Tenure of a Fellowship will commence on 1 July. Subject to the approval of the organization, the start of a Fellowship may be delayed up to twelve months upon written request. Routine notification will be required from the supervisor by the following 1 February that the Fellow plans to proceed through the second year.

### ***Value***

The value of a Cystic Fibrosis Canada Fellowship is dependent upon academic qualifications, and research experience. Award levels are reviewed on an annual basis, and will correspond with prevailing Canadian rates.

### ***Criteria***

Fellowships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record, research ability, and references. The suitability and excellence of the proposed research environment, along with the intrinsic value and feasibility of the proposed research program, will be important criteria in the evaluation process. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial fellowship applications to any one competition. The supervisor should not rank the applications submitted.

### ***Application requirements***

The organization sponsors a Fellowship competition in October. Like all Cystic Fibrosis Canada grants, Fellowships are subject to the availability of funds.

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

Applications are considered to be a joint effort of the applicant and the supervisor with whom he or she intends to study.



Applicants must arrange to have three letters of recommendation submitted to the organization, one of which should be from the applicant's current or most recent supervisor. These one to two page letters should indicate the period of time and in what capacity you have known the applicant, elaborate on academic capabilities, competence and research potential and address the following: background preparation, motivation, organizational ability, demonstrated skill at research, etc. Also required, in the application form, are a description of the proposed research and training program, and official transcripts of the applicant's complete academic record. Applications that do not include these documents will be rejected.

### ***Use of funds***

Cystic Fibrosis Canada Fellowships are salary awards, and the payment, in addition, of benefits to Cystic Fibrosis Canada fellows is a matter of host institutional policy.

### ***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held.

(b) Institutional affiliation

Fellows are normally expected to remain with the same supervisor for the period of the award. If the Fellow leaves the university, he or she is expected to relinquish the Fellowship.

If the Fellow transfers to another supervisor and/or university, and is continuing the same type of research, the award may be continued, at the discretion of the Medical/Scientific Advisory Committee. The authorization of the Medical/Scientific Advisory Committee must be sought in advance of such a transfer.

(c) Increases

Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates. In addition, subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Fellowship.

(d) Allocation of time

During the tenure of the award, the Fellow must devote his or her full-time attention to the research training and Fellowship program.

(e) Earnings from other sources

Cystic Fibrosis Canada Fellowships may not be held in conjunction with any other award that exceeds 35% of the value of the Fellowship.

(f) Kin Canada Research Fellowship

On the recommendation of the organization's Medical/Scientific Advisory Committee, an applicant for an initial Fellowship in the October competition receiving high standing will be named the Kin Canada Research Fellow. This award does not carry any supplementary monetary value. Only applicants to the October competition are eligible.

(g) Progress reports

Fellows should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

(h) Leaves of absence, maternity/paternity and sickness

The organization must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

## **STUDENTSHIPS**

### ***Purpose***

For those undertaking full-time research training in areas of the biomedical or behavioural sciences relevant to cystic fibrosis, a limited number of competitive Master's studentships are offered by the organization each year to 1) highly qualified students who will be registering for a Master's programme in the coming academic year or 2) highly qualified graduate students who are already registered for a higher degree. As well, a limited number of competitive PhD studentships are offered by the organization each year to 1) highly qualified graduate students who will be registering for a PhD in the coming academic year or are already registered for a higher degree, and who are undertaking full-time research training in areas of the biomedical or behavioural sciences relevant to cystic fibrosis or 2) highly qualified students who are registered in a joint MD/MSc or MD/PhD program.

### ***Eligibility***

Studentships are awarded for studies at the master's or doctoral level. If a Student receiving support for studies leading to a master's degree elects to continue to a doctorate degree, he or she must reapply for an initial Cystic Fibrosis Canada Studentship at the doctoral level.

Students are expected to spend at least 75% of their time on the research training described in their application. It is recognized that for joint MD/MSc or MD/PhD programs the percentage of time spent on research training may vary.

Awards are tenable only at Canadian universities.

Equitable consideration will be given to Studentship applicants from outside of Canada, who intend to return to their own country on completion of a Studentship.

### ***Term***

Initial Studentships are awarded for a term of two years. Routine notification will be required from the supervisor by 1 October indicating that the Student has taken up the award and that he or she plans to proceed through the second year.

A renewal application at the master's level will not be permitted. A renewal application at the doctorate level may be approved for one or two years, up to a maximum of five years. No one may receive more than six years of support under a Cystic Fibrosis Canada Studentship. Further, a Cystic Fibrosis Canada Student who has not yet received the maximum six years of funding will be deemed ineligible for further support if that applicant has already been enrolled in a post-graduate program for six or more years, as of this award's April 1<sup>st</sup> start date.

Applications for renewal will compete with initial applications, and if a renewal application fails to indicate that satisfactory progress has been made, the organization reserves the right to terminate support.

Applications must be submitted to the October competition.

Studentship funding will commence on 1 April.

### ***Value***

The value of a Cystic Fibrosis Canada Studentship is reviewed on an annual basis, and will correspond with prevailing Canadian rates. Studentships awarded for joint MD/MSc or MD/PhD programs will be prorated based on the time available for research in each year of the program.

### ***Criteria***

Studentships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record and references. The suitability and excellence of the proposed research environment, along with the intrinsic value and feasibility of the proposed research, will also be considered. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial studentship applications to any one competition. The supervisor should not rank the applications submitted.

### ***Application requirements***

The organization sponsors a Studentship competition in October. Like all Cystic Fibrosis Canada grants, Studentships are subject to the availability of funds.

Applications must be received by the organization no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

Applicants must arrange to have official transcripts and two letters of recommendation forwarded directly to the organization. One of the letters of recommendation should be from the applicant's current or most recent supervisor. These one to two page letters should indicate the period of time and in what capacity you have known the applicant, elaborate on academic capabilities, competence and research potential and address the following: background preparation, motivation, organizational ability, demonstrated skill at research, etc. Also required, in the application form, are a description of the proposed research and training program. Applications that do not include these documents will be rejected.

#### ***Use of funds***

Cystic Fibrosis Canada Studentships are salary awards, and the payment, in addition, of benefits to Cystic Fibrosis Canada students is a matter of host institutional policy.

#### ***Terms and conditions***

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held. In addition, funding through the joint MD/MSc or MD/PhD programs may be carried over a maximum of seven years, including all renewals.

(b) Institutional affiliation

Students are normally expected to remain with the same supervisor for the period of the award. If the Student leaves the university, he or she is expected to relinquish the Studentship. Students wishing to transfer to a different supervisor must seek the approval of the Medical/Scientific Advisory Committee in advance of the transfer.

(c) Increases

Subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Studentship.

(d) Earnings from other sources

Studentships may not be held in conjunction with any other award that exceeds 35% of the value of the Studentship.

(e) Leaves of absence, maternity/paternity and sickness

The organization must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

(f) Progress reports

Students should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

## **SUMMER STUDENTSHIPS**

### ***Purpose***

Cystic Fibrosis Canada Summer Studentships are intended to provide support to students engaged in summer research projects in areas of the biomedical or behavioural sciences relevant to cystic fibrosis, normally under the direction of CF clinic directors or principal investigators based at a Canadian host institution. The research project should be attainable within the three-month term of the award.

### ***Eligibility***

Full-time students pursuing an undergraduate degree in an appropriate discipline are eligible to receive this award. Under certain circumstances, other special academic situations may be considered for a Summer Studentship.

The proposed supervisor need not be in receipt of a Cystic Fibrosis Canada grant.

### ***Term***

Cystic Fibrosis Canada Summer Studentships are intended to provide financial support for the three-month period June to August, and are awarded for a single summer. Summer Students are eligible to apply for an award in successive years.

### ***Value***

The value of a Cystic Fibrosis Canada Summer Studentship is reviewed on an annual basis, and will correspond with prevailing rates.

### ***Criteria***

Summer Studentships will be awarded on the basis of the demonstrated merit and potential of the applicant; the suitability and excellence of the proposed research environment; and the intrinsic value and feasibility of the proposed research.

One supervisor cannot submit more than two summer studentship applications to any one competition. The supervisor should not rank the applications submitted.

***Application requirements***

Applications must be made by the proposed supervisor on behalf of a student. Applications directly from students cannot be accepted.

Applications, official transcripts and a letter of support from the proposed supervisor must be received by the organization on or before the 1 February deadline. Incomplete and/or late applications will be returned to the applicant.

***Use of funds***

Cystic Fibrosis Canada Summer Studentships are stipend awards.

***Terms and conditions*****(a) Payment of grants**

Summer Studentship awards will be paid, through the institution concerned, in a single payment on 1 June.

**(b) Earnings from other sources**

Summer Studentship awardees may not hold a second major award.

**(c) Reports**

All students participating in this program must agree to complete the summer studentship award form and submit a report, written by the student, describing their summer project, no later than September 30. This report is not to exceed four (4) pages with figures to be inserted, and should include: a brief statement of the purpose of the project; methods and materials used; results and their interpretation; conclusions; and a declaration that the student performed the necessary experimentation and wrote the report. A list of appropriate references should be included following the 4-page report.

It is the responsibility of the supervisor to ensure that the student submits the completed form and written report. If a report is not submitted, the supervisor will not be permitted to submit a summer student application the following year.



(d) Transfer of awards

Summer studentship awards may not be transferred from the student in whose name the application was submitted.

(e) Karen Lackey Award

The application for a Summer Studentship that receives the highest ranking in the annual competition will be awarded the Karen Lackey Award, a \$250 book allowance.

To accept the award, the Summer Student must submit a one-page biography and a brief statement of his or her career goals. The \$250 book allowance is payable at the conclusion of the grant, upon receipt of the four-page report on the research project, and a letter of thanks to Mrs. Gladys Lackey written *c/o* Cystic Fibrosis Canada.

Subject to the availability of funds and under certain circumstances, the recipient the Lackey Summer Studentship award may also be eligible to apply, in writing, for a Special Travel allowance to assist with travel expenses that are related to the presentation of their research at a scientific meeting.

(f) William J. Skelly Award

Each year, all Summer Students are considered for this \$500 cash award, initiated by the Kinsmen of District 8. The Skelly Award is granted to the Summer Student who is deemed, on the basis of his or her report, to have conducted the most outstanding work that summer. The award is made on the recommendation of the organization's Medical/Scientific Advisory Committee. If, in the opinion of the Committee, no project is considered worthy in any one year, the prize need not be awarded.

Subject to the availability of funds and under certain circumstances, the recipient of the Skelly Summer Studentship award may also be eligible to apply, in writing, for a Special Travel allowance to assist with travel expenses that are related to the presentation of their research at a scientific meeting.

#### **IV. OTHER GRANTS AND AWARDS**

##### **VISITING ALLIED HEALTH PROFESSIONAL AWARDS**

###### ***Description***

Subject to the availability of funds, a limited number of awards may be made to allied health professionals from abroad who are invited to engage in CF clinical observation or activity at a Canadian institution; or Canadian allied health professionals who wish to visit another clinic in Canada or abroad. To qualify, an allied health professional must be associated with a recognized CF clinic, and be an active member in CF clinical care. It is intended that this experience as a Cystic Fibrosis Canada Visiting Allied Health Professional will, in some way, benefit Canadian CF clinical care.

###### ***Application requirements***

Applications should be made in the form of a letter, with a brief budget included and accompanied by a supporting letter from the head of the appropriate department of the applicant's institution. A supporting letter signed by the department head of the host institution should also be provided.

Applications may be submitted at any time, but the organization should be consulted in advance with respect to the availability of funds.

##### **VISITING CLINICIAN AWARDS**

###### ***Description***

Subject to the availability of funds, a limited number of awards may be made to clinicians from abroad who are invited to engage in CF clinical observation or activity at a Canadian institution; or Canadian clinicians who wish to visit another clinic in Canada or abroad. To qualify, a clinician must be associated with a recognized CF clinic, and be an active member in CF clinical care. It is intended that this experience as a Cystic Fibrosis Canada Visiting Clinician will, in some way, benefit Canadian CF clinical care.

###### ***Application requirements***

Applications should be made in the form of a letter, with a brief budget included and accompanied by a supporting letter from the head of the appropriate department of the applicant's institution. A supporting letter signed by the department head of the host institution should also be provided.

Applications may be submitted at any time, but the organization should be consulted in advance with respect to the availability of funds.

### **VISITING SCIENTIST AWARDS**

#### ***Description***

Subject to the availability of funds, a limited number of awards may be made to senior investigators from abroad who are invited to engage in CF research at a Canadian institution; or junior and senior Canadian investigators who wish to work in another laboratory in Canada or abroad. A senior investigator can be considered such if he or she has attained at least the position of an associate professor, or has six years of equivalent experience. It is intended that this experience as a Cystic Fibrosis Canada Visiting Scientist will, in some way, benefit the Canadian CF research effort.

#### ***Application requirements***

Applications should be made in the form of a letter, with a brief budget included and accompanied by a supporting letter from the head of the appropriate department of the host university. A supporting letter signed by the head of the department and the dean of the faculty of the applicant's own university should also be provided.

Applicants to this program must have a faculty/institutional appointment.

Applications may be submitted at any time, but the organization should be consulted in advance with respect to the availability of funds.

### **SPECIAL TRAVEL ALLOWANCES**

#### ***Description***

The organization encourages Cystic Fibrosis Canada-supported Fellows and Students to attend and participate in scientific meetings related to cystic fibrosis. In addition, allowances may be utilized to acquire new knowledge (i.e. visit another lab).

Special Travel allowances are intended to cover travel costs not to exceed the lowest applicable advance booking airfare, and reasonable accommodation and meals, up to a maximum determined annually by the organization.

An allocation to support travel is normally included in Cystic Fibrosis Canada Research grants, in Clinic Incentive grants and in Transplant Centre Incentive grants. For this reason, additional travel funds for principal investigators and clinic directors are not normally considered under this program.

***Eligibility***

Special Travel allowances may be awarded to Cystic Fibrosis Canada-supported Fellows and Students, for each year of their award, upon written application and pending the availability of funds. No Cystic Fibrosis Canada-supported Fellow or Student may receive more than one special travel allowance per year. Subject to the availability of funds and under certain circumstances, Cystic Fibrosis Canada-supported Scholars, physicians who are not CF clinic directors but who specialize in the clinical care of adults with cystic fibrosis at Canadian CF clinics, and recipients of the Skelly and Lackey Summer Studentship awards, may also be eligible.

***Term***

Fellows and Students are eligible to apply for Special Travel allowances during each year of tenure of their award (subject to the availability of funds) and, in the event that no Special Travel allowance was made during the final year, for a six-month period following the completion of their award. Unused allowances may be accumulated at the discretion of the Research Subcommittee chair and the Chief Executive Officer.

***Value***

The amount of the travel allowance for 2012/2013 is up to a maximum of \$1,200 CDN annually.

***Application requirements***

Applications should be made in the form of a letter, and must be submitted prior to the proposed travel. The letter must indicate the conference or meeting for which the allowance is requested and must include a proposed travel and accommodation budget, along with the supervisor's signed endorsement. Proof of active participation (i.e. abstract acceptance, etc.) is also required.

Applications may be submitted at any time, but the organization must be consulted in advance of the proposed travel. Please direct your completed application, all required supporting documentation and questions relating

to travel allowances to Andrea Mackesy, Program Director, Research at [amackesy@cysticfibrosis.ca](mailto:amackesy@cysticfibrosis.ca).

An itemized breakdown of expenses incurred and the original receipts must be submitted to the organization upon return from the conference or meeting, and any unexpended funds returned to the organization.

### **TRAVEL SUPPLEMENT GRANTS FOR THE EUROPEAN CF SOCIETY CONFERENCE**

#### ***Description***

Cystic Fibrosis Canada has a special travel fund to assist a limited number of individuals who plan to play an active role in ECFS conferences.

Up to five travel supplement grants for the upcoming conference will be awarded on a competitive basis in accordance with the following guidelines:

- the travel supplements will be available to Cystic Fibrosis Canada-funded investigators; Canadian CF clinic directors or clinicians; and Canadian CF clinic coordinators and allied health professionals (applications from clinicians, coordinators and health professionals must be endorsed by the clinic director);
- the maximum award will be \$2,000 per person;
- individuals requesting the supplement must show evidence of **active** participation at the conference, i.e. documentation indicating that you will be presenting a paper or abstract, or participating in a workshop;
- a complete application form, including supporting documentation and budget, must be submitted Cystic Fibrosis Canada; and
- frequency of application from any particular individual should be reasonable (i.e. once every four years).

An itemized breakdown of expenses incurred and the original receipts must be submitted to the organization upon return from the ECFS conference, and any unexpended funds returned to the organization.

#### ***Application requirements***

Additional details and the grant application form can be found on [the organization's website](#). Please direct your completed application form and questions relating to supplementary travel grants to Andrea Mackesy, Program Director, Research at [amackesy@cysticfibrosis.ca](mailto:amackesy@cysticfibrosis.ca).

Applications must be received by the organization on or before the 1 April deadline. Incomplete and/or late applications will be returned to the applicant.

### **SMALL CONFERENCE GRANTS**

#### ***Description***

Small Conference grants may be offered in support of the following:  
Medical/scientific conferences:

*Grants to support small conferences which are focussed on subjects of direct relevance to cystic fibrosis.* Such grants will be up to a maximum of \$2,500; and are intended to supplement other funding sources.

Inter-clinic exchanges:

*Grants to facilitate the exchange of special expertise between larger, university-based CF clinics and smaller, more remote clinics.* Requests of this type will involve fewer individuals, and will not normally exceed \$1,000.

#### ***Eligibility***

Applications will be accepted only from CF clinic directors and Cystic Fibrosis Canada-funded investigators where the applicant is a member of the conference organizing committee but not a speaker, and the priority would be for conferences held in Canada.

Subject to the availability of funds, grants are available on a first-come, first-served basis. Frequency of application from any particular individual or group should be reasonable.

#### ***Application requirements***

Applications should be made in the form of a letter. For medical/scientific conferences, the application must indicate who is organizing and attending the conference, the specific topic/s and purpose of the conference and include an itemized budget for the conference support requested. For inter-clinic exchanges, the application must specify the proposed arrangements for, and the specific purpose of the exchange.

Applications may be submitted at any time, but the organization should be consulted in advance with respect to the availability of funds.

## **CLINICAL PROJECT GRANTS**

### ***Description***

Clinical Project grants are intended to bolster Cystic Fibrosis Canada's commitment to clinical research and to further develop clinical studies, up to \$15,000 for one grant per year.

Awarded at the discretion of the leaders of the Medical/Scientific Advisory Committee, in consultation with expert reviewers, clinical project grants provide a mechanism whereby the most important ideas for clinical studies can be forged into viable protocols, and strategies of urgent clinical relevance can be pursued (i.e. 'seed money' for small, start-up pilot projects).

### ***Application requirements***

By February 1st, interested applicants must notify Cystic Fibrosis Canada of their intent-to-apply for a Clinical Project Grant by submitting a complete notice-of-intent application form.

A complete application form must then be submitted in which a clear hypothesis is detailed, relevance to CF is demonstrated, and a brief budget is outlined. Applicants who submitted a clinical-focused research project during the annual October competition, which was unsuccessful, will be invited to submit a modified proposal for consideration.

Applications from all interested sources must be submitted by the annual April 1st deadline with funding commencing July 1st.

## **OTHER CYSTIC FIBROSIS CANADA INITIATIVES AND PARTNERSHIPS**

From time to time, Cystic Fibrosis Canada will fund special research initiatives towards the goal of a cure or effective control for CF. Furthermore, Cystic Fibrosis Canada may partner with other Canadian granting agencies and charities to offer additional research funding opportunities. Please refer to the organization's Web site for updates on these initiatives and partnerships.