

Breathing as One - Boehringer Ingelheim Canada: COPD Catalyst Grant Competition

Guidelines for Applicants: 2019 Competition Launch

Contents

Introduction	1
Purpose.....	1
Funding Available.....	2
Eligibility	2
Deadlines.....	2
Application Requirements	3
Use of Awards	4
Employment Under Grants.....	5
Administration.....	6
Breathing as One - Boehringer Ingelheim Canada: COPD Catalyst Grant Important Dates	6

Introduction

Breathing as One is a national fundraising campaign that supports The Lung Association's new, innovative research strategy. The National Respiratory Research Strategy (NRRS) is an initiative of The Lung Association, in collaboration with the Canadian Thoracic Society and the Canadian Respiratory Health Professionals. The NRRS advances the prevention, detection, management, and treatment of breathing disorders and respiratory diseases to improve the lung health of Canadians by funding research, enhancing and integrating training for researchers, and supporting knowledge translation. The Canadian Institutes of Health Research (CIHR) Institute of Circulatory and Respiratory Health (ICRH) joined as a partner for this competition cycle.

Purpose

The *Breathing as One -Boehringer Ingelheim Canada COPD Catalyst Grant* competition promotes innovative research related to the treatment/quality of life, mechanism of disease, and health care services for COPD. Catalyst grants are scalable research studies that can be pilot studies, feasibility studies, translational studies, and novel and innovative approaches.

Applicants should be creative and think broadly. To this end, submissions to this grant competition should only be made for **new project ideas and not the continuation of an existing project.**

Even though your long-term goals for the project may extend beyond the means and time-line of this grant, within one-year, the results of the catalyst projects should enable the development of funding proposals that are eligible for submission to national or international peer-reviewed competitions.

Funding Available

The partnership with the CIHR-ICRH increased the total funding amount available for the 2019 competition to \$90,000. The maximum amount per grant is \$30,000. For one year and the funding is non-renewable.

Partial funding for this competition has been provided by a donation from Boehringer-Ingelheim Canada to The Lung Association's Breathing as One campaign for lung research. The donor will not be involved with adjudication or the funding decisions for this competition.

Eligibility

- A. Catalyst Grant applications will be considered for innovative research proposals related to the treatment/quality of life, mechanism of disease, and health care services for COPD.
- B. Research project ideas must be new and not the continuation of an existing project.
- C. A successful application will provide evidence that appropriate facilities are available for the research. An institution through which funds would be administered will also need to be identified and this institution must be authorized to administer CIHR grant and award funds (please see the list of such institutions via <http://cihr-irsc.gc.ca/e/36374.html>).
- D. Applicants must hold a faculty appointment at a Canadian University at the time of application submission.
- E. Applicants can only submit one application as principal investigator or co-principal investigator.
- F. Collaborations (particularly multi-disciplinary collaborations) are highly encouraged but must be justified.
- G. At the time of registration, and for the duration of the award, principal investigator, co-principal investigators, and co-investigators are ineligible if they hold or have held funding, directly or indirectly, from the tobacco and/or cannabis and/or vaping industry.

Deadlines

Registration and Submitting Applications

1. All applicants must register by uploading one (1) abstract and completing the online registration form via <https://form.simplesurvey.com/f/l/bao-copd-catalyst-grant-2019-registration> by **Tuesday, December 10, 2019 by 3:30 p.m. Eastern Daylight Time**. Applicants are required to provide the name of each investigator, and three (3) suggested reviewers, the project title, keywords, and a maximum (one) 1 page abstract of the research project. The Lung Association will confirm receipt of your registration via e-mail.
2. All applicants are required to upload one (1) complete application (format: PDF) with all the supporting documentation via <https://form.simplesurvey.com/f/l/bao-copd-catalyst-grant-2019-application> by **Tuesday, December 24, 2019 by 3:30 p.m. Eastern Daylight Time**. Applications from applicants who did not register will not be accepted.

Application Requirements

Documentation

In order to meet the needs of the various reviewers, and of the Lung Association itself, it is imperative that each applicant provide concise answers to all questions on the application form and submit the application including all supporting documentation.

Use only 8 ½" by 11" paper for all attachments, typed on one side only. Print should be of letter quality. **Attached pages should be single-spaced using either 12 point Times New Roman or 11 point Arial font. Condensed type or spacing will not be acceptable. A margin of 2 cm around the page is needed.** No photo-reduction except for figures.

Before having the applications countersigned by those authorized to do so on behalf of the institution, applicants are urged to see to it that their applications are correctly completed and that sufficient information is provided to permit assessment of the research proposal.

Similar to CIHR guideline, applications submitted that do not contain all the necessary information as described will be withdrawn from the competition process. The time between the closing dates for receipt of applications and the meetings of the review panel does not permit consideration of late or incomplete applications. The Lung Association will assume no responsibility in following up with applicants who submit incomplete applications. **The entire responsibility to ensure completeness of the application submitted (including all required signatures) will rest with the applicant.**

The Lung Association reserves the right to DECLINE LATE or INCOMPLETE applications.

Grant Proposal

The grant proposal is a **maximum of 2 pages**, excluding references, tables, charts, figures, and photographs. **Additional materials** (references, tables, charts, figures, etc.) **must not exceed 2 pages**. The proposal should focus on the hypotheses, the background, the approach, the impact, and the knowledge translation plan. Applicants should focus on methods where they are critical to the application or the applicant has no experience in the area. Avoid detailed technical methods.

Investigators and Co-Applicants:

Applications may be submitted by one or more investigators, if the proposed research entails significant collaboration with investigators not named as co-applicants, the applicant(s) should include a signed statement of support for each collaborator(s).

Progress Reports:

All investigators receiving a Catalyst Grant award must submit a progress report to The Lung Association.

Ethics Approval:

All applications must include approval by the institution's Ethics Committee for Human or Animal Experimentation, on the prescribed form of the institution. If there is a delay in obtaining the approval, the application will be processed provided that written approval is received before **December 31, 2019**. **If ethics approval is not received by December 31, 2019 the application will be withdrawn from**

the competition. Funding will not be released prior to receipt of ethics approval.

Budget Justification:

Salaries and Benefits: Provide names (if known), categories of employment and proposed salaries (including non-discretionary benefits) of all personnel identified in the budget.

Experimental Animals: Include species to be used and sample size justification along with calculations, if applicable. Provide a breakdown for procurement, breeding, boarding, feeding and wherever possible include a copy of the Institution's standardized costs for these tasks as they vary from Institution to Institution.

Materials and Supplies: Provide details and justify/explain major items. Do not simply list items.

Others: Provide justification/explanation for each item listed.

Financial Support (if applicable): Provide a brief explanation of any financial (not-in-kind) contribution from other sources (if applicable). If investigators already hold a grant, or if they are applying for grants, they must clearly describe the degree to which they overlap with the current application. This requirement includes grants funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. Budget, budget justification, and summary page for other funding support (ongoing or applied) must be attached. Applicants are required to disclose all other funding sources. Priority will be given to scientifically excellent grants that are not currently funded from other sources.

Use of Awards

Indirect Costs Policy

The Lung Association supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).

Categories of Expenditures

Although the individual investigator is allowed discretion in the categories of expenditures within the approved budget, approval of the Lung Association should be obtained before undertaking any major changes in the way in which the award is spent. In addition, any limitations specified in the grant notification must be respected.

Excess Expenditures

Any commitments (or expenditures) incurred by an investigator either in excess of the current grant funds or beyond the term of the grant are the responsibility of the investigator. All salary approvals and other special authorizations are given subject to the availability of the funds in the grant.

Ineligible Expenditures

- Catalyst grant funds may not be used to pay fees for membership in scientific societies or for journal subscriptions.
- Catalyst grant funds may not be used to support travel costs.

- Catalyst grant funds may not be used to purchase equipment.

Publication Costs

It is acceptable to include an anticipated publication cost of a maximum of \$2000.00 in total, into the expendables category of your budget.

Transfer of Awards or Equipment

The awards are to be undertaken at the institution named in the award. If the principal investigator moves to another institution, the award can be transferred only with the written approval of the Lung Association.

Patent Rights

The Lung Association does not claim patent rights in any invention resulting from research supported by Lung Association funds. However, it expects the grantees and/or their institutions will seek patent protection for inventions or developments supported through grant-in-aid. Grantees wishing to obtain information concerning the patents applicable to discoveries arising from their research should seek advice from Canadian Patents and Development Limited, 275 Slater Street, Ottawa, Ontario, Canada, K1A 0R3.

Unspent Balance

Any unspent balance remaining following the end of the grant reverts to The Lung Association.

Inability to Complete Research

The institution is responsible for advising the Lung Association promptly if the grantee is unable for any reasons to carry out or complete the research for which the grant was given.

Acknowledgements

The support of the Lung Association should be acknowledged in any publication arising from research supported by the award. Copies of abstracts and publications arising from the Catalyst Grant supported research should be forwarded to the Lung Association at the time of the publication.

Location of research

Catalyst Grant funds may only be used to support research conducted in Canada.

Employment Under Grants

Guidelines for employment are the same as those applicable to CIHR within the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide. Please consult the guidelines via https://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

- A. Technicians and research assistants may be employed under grants. The university's classification of technicians for whom funds are requested must be indicated on the application. The rates of pay shall be in accordance with the salary scale of the university or institution concerned. Investigators who seek funds for the employment of research assistants must describe the role of the individual in the research project. Provision may not be made under grants for the employment of practicing clinicians who wish to participate in a research project on a part-time basis, or for payments to individuals who receive remuneration for teaching or social work. Funding for graduate student and post-doctoral fellow support will be limited to CIHR guidelines.

- B. Individuals paid from Catalyst Grants are not employees of the Lung Association. Employer contribution to superannuation, group insurance and other employee benefits normally available to the institution's employees may be paid by the institution on behalf of the individuals employed under the Lung Association's grants, and the cost of such contributions may be charged to the appropriate grant.
- C. Grantees or co-grantees shall not receive remuneration from any funds provided by the Lung Association through its Grants Programs. The regulations of the university with respect to the employment of relatives apply also to the use of the Lung Association's funds for this purpose. Only under exceptional circumstances will the Lung Association approve payment to members of university staff for consultative or other services. It is important to complete in full the section on other research funds of the grant application. The applicant must include an indication not only of other grants received or applied for but also any which may overlap with the present application. Budget, justification and summary page of any ongoing or applied-for grants must be included with the application form.

Administration

To facilitate communication of research within our organization, scientific abstracts and lay summaries of Catalyst Grant funded research may be released for print.

Awards will be posted on The Lung Association website.

Progress and Final Reports to the Lung Association

It is a requirement of the Lung Association awards that the investigator(s) document outcomes of the research supported by Catalyst Grants. All investigators receiving Catalyst Grant awards are expected to submit a progress report by the date specified within the award terms of acknowledgment and acceptance, as well as a final report and a financial report at the end of the funding period.

Indemnification

The Lung Association, its directors, officers and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring as a result of these applications.

Breathing as One - Boehringer Ingelheim Canada: COPD Catalyst Grant Important Dates

1. Registration including abstract submission via <https://form.simplesurvey.com/f/1/bao-copd-catalyst-grant-2019-registration> by **December 10, 2019 by 3:30 p.m. EDT**
2. Electronic copy of application submitted via <https://form.simplesurvey.com/f/1/bao-copd-catalyst-grant-2019-application> by **December 24, 2019 by 3:30 p.m. EDT**
3. All ethics approvals submitted to The Lung Association via research@lung.ca by **December 31, 2019**
4. Notification of funding by **February 28, 2020**
5. Receipt of funding award by **March 31, 2020**
6. Funding timeframe: **January 1, 2020 to December 31, 2020**