

2019

**CIHR-ICRH/AZ Canada/CLA
Emerging Clinician
Scientist
Award (ECSA)**

Program Guidelines

(May 2019 Competition)

TABLE OF CONTENTS

TABLE OF CONTENTS 2

A. GENERAL INFORMATION 4

1) Award Description 4

2) Objectives 4

3) The Partners 4

4) Submission Deadline 6

5) Incomplete/Unacceptable Applications 6

6) Competition Results 6

7) Non-Employee Status 6

8) Public Information 6

9) Ethical Requirements 7

10) Indirect Costs 7

11) Publications 8

12) Four Themes of Health Research 9

13) Multiple Submissions/ Funded Grant Applications 9

14) Status of Publications 10

B. RESEARCH INTEGRITY POLICY 11

C. SPECIFIC PROGRAM INFORMATION 12

1) Award Description 12

2) Available Funding 12

3) Eligibility Criteria 12

4) Evaluation Criteria 13

5) Tenure 14

6) Application Requirements 15

a. Letter of Institutional Support 15

b. Proposed Research Program 15

c. Scientific, Methodological or Budgetary Overlap: Current Funding and Pending or Contemplated Grant Submissions 16

d. Candidate’s Statement 16

e. Budget Request and Justification 16

6.1 Submission of Application 16

7) Monitoring Progress 17

8) Final Report 17

D. SUPPLEMENTAL INFORMATION	18
1) Proposed Research Program Guidelines.....	18
b) Organization	18
c) Multi-Centre/Site Applications	18
2) Budget Guidelines.....	19
b) Summer Students/Graduate Students.....	19
c) Research Equipment (including maintenance and facility).....	19
d) Experimental Animals	20
e) Materials and Supplies	20
f) Payments to Study Subjects.....	20
g) Other	20
h) Service Contracts.....	21
i) Travel	21
j) Financial Contributions from Other Sources (if applicable)	21
Contact Information:	22

A. GENERAL INFORMATION

1) Award Description

The CIHR-ICRH/AZ Canada/CLA Emerging Clinician Scientist Award is an establishment grant program for clinician scientists (e.g., Doctor of Medicine, Doctor of Medicine-Doctor of Philosophy, Doctor of Dental Sciences, PhD-Respiratory Therapist, PhD-Registered Nurse, PhD-Physiotherapist, PhD-Occupational Therapist or equivalent) in the **first five (5) years of their of their first faculty appointment** (or first academic appointment by September 1, 2019) that provides them with a minimum of 50% protected research time. These funds can only be used to support the research program of the clinician scientists (i.e., the funds cannot be allocated to the salary or benefits of the principal investigator/applicant). Priority areas include basic and translational research programs in chronic respiratory disease, including but not limited to chronic obstructive pulmonary disease (COPD), asthma, cough, chronic bronchitis, bronchiectasis, cystic fibrosis (CF), bronchopulmonary dysplasia (BPD), alpha one antitrypsin deficiency (AATD), interstitial lung disease (ILD), idiopathic pulmonary fibrosis (IPF).

2) Objectives

The CIHR-ICRH/AZ Canada/CLA Emerging Clinician Scientist Award is expected to:

- Increase research capacity in the area of chronic respiratory diseases;
- Support the research career of promising clinician scientists;
- Produce high-quality research in chronic respiratory diseases;
- Contribute to knowledge translation activities.

3) The Partners



[The Canadian Institutes of Health Research \(CIHR\)](#)

is the Government of Canada's health research investment agency. Its mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened health care system for Canadians.

Composed of 13 Institutes, CIHR provides leadership and support to more than 13,200 health researchers and trainees across Canada.

[The CIHR-Institute of Circulatory and Respiratory Health \(CIHR-ICRH\)](#)

supports research into the causes, mechanisms, prevention, screening, diagnosis, treatment, support systems and palliation for a wide range of conditions associated with the heart, lung, brain

(stroke), blood, blood vessels, critical and intensive care, and sleep. The CIHR-ICRH vision is to achieve international leadership by fostering an environment of openness, excitement, energy, commitment and excellence in highly ethical, partnered initiatives focused on research, research training, and research translation for the circulatory and respiratory sciences and for the betterment of the health of Canadians.



[AstraZeneca \(AZ\)](#) is a global, innovation-driven biopharmaceutical business with a primary focus on the discovery, development and commercialization of primary and specialty care medicines that transform lives. Our primary focus is on three important areas of healthcare: Cardiovascular, Renal and Metabolic disease; Oncology; and Respiratory, Inflammation and Autoimmunity. AstraZeneca operates in more than 100 countries and its innovative medicines are used by millions of patients worldwide. In Canada, we employ more than 800 employees across the country and our AstraZeneca Canada headquarters are located in Mississauga, Ontario



The [Canadian Lung Association \(CLA\)](#) works at the national, provincial and community levels to improve and promote lung health. We focus on chronic lung disease like asthma and COPD, infectious diseases such as tuberculosis, flu, and pneumonia, and breathing disorders such as sleep apnea. We fund world-class medical research in Canada to find treatments- and ultimately a cure- for lung diseases.

4) Submission Deadline

- Registration deadline: **June 26, 2019 by 3:30pm EST**

Applicants must **register** at:

[https://form.simplesurvey.com/f/1/Emerging Clinician Scientist Award 2019 Registration](https://form.simplesurvey.com/f/1/Emerging_Clinician_Scientist_Award_2019_Registration) by **June 26, 2019 by 3:30pm EST**. Applicants are required to provide the name of the Principal Investigator, and three (3) suggested reviewers, the project title, keywords, and a maximum (one) 1 page abstract of your research project. The Lung Association will confirm receipt of your application via e-mail.

- Application deadline: **July 31, 2019 by 3:30pm EST**

Upload one (1) electronic copy of the application to:

[https://form.simplesurvey.com/f/1/Emerging Clinician Scientist Award 2019 Application](https://form.simplesurvey.com/f/1/Emerging_Clinician_Scientist_Award_2019_Application) by **July 31, 2019 by 3:30pm EST**. The electronic copy must include a completed copy of the application form with signatures and all the relevant documents. The Lung Association will confirm receipt of your application via e-mail. Please ensure that your e-mail address is included in section 1 of the application.

Applications submitted after the deadline will be considered late. The CLA reserves the right to decline late or incomplete applications.

5) Incomplete/Unacceptable Applications

All applicants are strongly cautioned to carefully *read* and *follow* the instructions and requirements outlined in this guideline document.

In order to maintain the principle of fairness to all applicants, the outlined instructions *must* be adhered to in the preparation of the ECSA application. *Any* infraction of the instructions will lead to the truncation or immediate rejection (without appeal) of the application.

The CLA reserves the right to decline incomplete applications.

6) Competition Results

Official results for will be posted on the CLA website in October 2019. Official letters will be sent in advance of **31 October 2019**. The winners will be expected to attend the CHEST Annual Meeting in New Orleans, October 19 – 23, 2019 where the results will be announced.

7) Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee relationship nor a partnership between the grantor and the grantee.

8) Public Information

Successful applicants need to be aware that the title of their research project and the lay summary may be placed into the public domain or included in CLA publications without notification. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

We would like to encourage applicants to help us communicate the importance of research to CLA donors and to the general public. In this increasingly difficult economic climate, raising funds to support research is becoming progressively more difficult. More than ever, we need to let our donors and the public know that their donations are being used to support world-class research. You are one of the best representatives to explain to the public the role of research in increasing lung health and reducing the burden of lung disease.

9) Ethical Requirements

By signing and submitting applications to the CLA, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the following guidelines and host institution research policies, as applicable.

The CLA reserves the right to periodically request additional approval forms during the term of the project. Forms included with the application must be valid at least 30 days beyond the start date of the grant.

Applicants must ensure all experiments comply with the following guidelines and host institution research policies, as applicable:

- Tri-Council Policy Statement: *Ethical Conduct for Research Involving Humans*¹.
- Good Clinical Practice (GCP), if appropriate.
- Good Laboratory Practice (GLP), if appropriate.
- In the case of laboratory animal experimentation, the guiding principles and standards enunciated by the Canadian Council on Animal Care².
- Guidelines and standards for biological and chemical hazards as outlined in the Public Health Agency of Canada *Laboratory Biosafety Guidelines*³.
- Any research involving human pluripotent stem cells must adhere to the CIHR *Guidelines for Human Pluripotent Stem Cell Research*⁴. The institution must notify the CLA as to the results of the review by the CIHR's Stem Cell Oversight Committee.

10) Indirect Costs

The CLA 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).

11) Publications

A Principal Investigator must acknowledge the support of the CLA, AZ Canada and CIHR-ICRH in all scientific publications and presentations related to their grant with the following wording: *“This work was supported by a peer-reviewed Emerging Clinician Scientist Award jointly funded by the Canadian Lung Association (CLA), AstraZeneca Canada (AZ Canada), and the CIHR Institute of Circulatory and Respiratory Health (CIHR-ICRH)”*. In addition, a copy of publications and presentations must be submitted with each progress and final report. To facilitate the implementation of the CLA’s programs for knowledge transfer and exchange, we request that the CLA be notified in advance of the publication date of any major publications and/or press releases arising from research funded by the CLA.

¹ See <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default> for details.

² See www.ccac.ca/en/standards/guidelines for details.

³ See <http://www.phac-aspc.gc.ca/lab-bio/res/blk-acb/lbg-ldmbl-eng.php> for details.

⁴ See <http://www.cihr-irsc.gc.ca/e/42071.html> for details.

12) Four Themes of Health Research

ECSA applicants must estimate what proportion of the proposed research and proposed project budget falls under the four health research themes. These data are gathered for the CIHR's and the CLA's use only.

The four (4) themes of health research as defined by CIHR are:

Basic Biomedical (I)

Research with the goal of understanding normal and abnormal human function, at the molecular, cellular, organ system and whole body levels, including the development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

Clinical (II)

Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of patients.

Health Services/Systems (III)

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and ultimately Canadians' health and well-being.

Social, cultural, environmental and population health (IV)

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine health status.

13) Multiple Submissions/ Funded Grant Applications

There are no restrictions for ECSA applicants applying to other Grant competitions such as with CIHR.

Recipients of an ECSA grant who are also successful in obtaining an operating grant from another funding organization as a Principal Investigator (or co-Principal Investigator) after the start of a funded ECSA grant will be allowed to keep the ECSA grant for the

entire duration, provided there is ***no scientific or budgetary overlap with the research projects***. ECSA grant recipients are required to inform the CLA of any newly acquired operating grants.

14) Status of Publications

Manuscripts may not be attached unless they have been published or the manuscripts have been submitted or accepted for publication. Any manuscript included with an application, but not yet published must be accompanied by documentation from a journal verifying that the manuscript has been submitted, is accepted for publication or is in press. The CLA will not accept letters indicating confirmation of acceptance for publication of a paper after August 1, 2019 as peer review of applications occurs early in August - September.

B. RESEARCH INTEGRITY POLICY

The primary objective of the CLA's Research Integrity Policy is to protect and defend the integrity of the research process and to deal with allegations of scientific misconduct in a timely and transparent fashion. The CLA and partners agree with and have adopted the basic policies and recommendations outlined in the Tri-Agency Framework: *Responsible Conduct of Research*⁵. As a condition of funding, all CLA grant recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

The CLA defines research misconduct to include actions that are inconsistent with "integrity" as defined by the Tri-Agency Framework, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.⁶

The CLA will deal with allegations of scientific misconduct in the following manner:

- Any allegation of scientific misconduct will be initially reviewed by the CLA to determine whether an investigation is warranted. If it is felt that an investigation is required, the CLA may request that this be conducted by the host institution of the individual considered to have performed the alleged misconduct.
- The CLA will not act on verbal allegations of misconduct. All allegations must be submitted in writing. Although the confidentiality of persons who submit an allegation of scientific misconduct will be protected as much as possible, it must be recognized that due process will often result in the identity of this person being released to the investigating institution.
- The institution will be required to submit a written report upon conclusion of the investigation. This report will summarize the findings of the investigation and any future actions that will be undertaken by the institute as a result of the findings.
- In cases where misconduct is concluded to have occurred, the CLA may apply sanctions against the individual(s) implicated. These sanctions will range from a reprimand letter to a ban from applying for or holding CLA funds for a set period of time.

⁵ Available from www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/. The Tri-Agency Framework: *Responsible Conduct of Research* was produced by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada.

⁶ Wording adopted from the US Department of Health and Human Services, Public Health Service Policies on Research Misconduct, Final Rule. May 17, 2005

C. SPECIFIC PROGRAM INFORMATION

1) Award Description

The CIHR-ICRH/AZ Canada/CLA Emerging Clinician Scientist Award is an establishment grant program for clinician scientists (e.g., Doctor of Medicine, Doctor of Medicine-Doctor of Philosophy, Doctor of Dental Sciences, PhD-Respiratory Therapist, PhD-Registered Nurse, PhD-Physiotherapist, PhD-Occupational Therapist or equivalent) in the **first five (5) years of their of their first faculty appointment** (or first academic appointment by September 1, 2019) that provides them with a minimum of 50% protected research time. These funds can only be used to support the research program of the clinician scientists (i.e., the funds cannot be allocated to the salary or benefits of the principal investigator/applicant). Priority areas include basic and translational research programs in chronic respiratory disease, including but not limited to COPD, asthma, cough, chronic bronchitis, bronchiectasis, CF, BPD, AATD, ILD, IPF.

2) Available Funding

The total amount available for this competition is \$400,000, which is sufficient to fund up to 2 awards. The maximum amount per grant is \$100,000 per year. This support may be provided for a maximum of two (2) years. ECSA funds may only be used to support research conducted in Canada. All grants become tenable April 1, 2020 following announcement of the competition results in October 2019.

3) Eligibility Criteria

2.1 General – Research Training / Appointment

- a. Principal Investigators will have a full-time academic or institutional appointment in Canada. However, under special circumstances, applications from other scientifically qualified individuals may be considered. In such circumstances, the research must be conducted at a Canadian institution and Principal Investigators must have an academic or institutional appointment as of September 1, 2019. Any applicant in an adjunct position must submit a letter from their dean/chair/division director to clarify their specific appointment (i.e., amount of protected time available, local infrastructure in place). This information can be included within the institutional support letter.
- b. At the time of application submission deadline, no more than five (5) years may have passed since the date of the first faculty appointment at the Assistant or Clinical Assistant Professor level or equivalent. This would include Adjunct positions in a research track for which the applicant is eligible to write a Grant-in-Aid/operating grant (as a Principal Investigator).
- c. In order to increase capacity and allow as many researchers as possible to benefit

from this program, at the time of application submission deadline, principal investigators are ineligible if they hold or have already held peer reviewed grants as Nominated Principal Applicant (NPA) with a total sum value of \$300,000 or more. This includes, but is not limited to, peer-reviewed funding from CIHR, Natural Sciences and Engineering Research Council (NSERC), or Social Sciences and Humanities Research Council (SSHRC). In addition, those currently holding another similar salary award, such as a Canada Research Chair Award, New Investigator Award or Early Career Investigator (ECI) award from any source will be considered ineligible.

- d. The applicant must have a track record of research publications and excellence and be a Doctor of Medicine (MD) with graduate research training (i.e., MSc, MPH, MEng), Doctor of Dental Sciences (DDS) with graduate research training, or other clinician (i.e., Nurse, Physiotherapist, Respiratory Therapist, Occupational Therapist) with doctoral-level graduate research training.
- e. ECSA applications must be supported by the university or institution at which the applicant will conduct the proposed research. The university or institution is expected to guarantee the applicant appropriate academic rank, integration, protected research time, structured mentorship, space, equipment, career path, and start-up operating support.
- f. The Dean, Department Head, or institutional equivalent must guarantee protected research time for the applicant.
 - i) **Applicants with a health professional degree at a doctoral level (e.g. MD; or other regulated accredited health professionals who have a PhD) who hold a license to practice in a province or territory of Canada** must be guaranteed at least a minimum of 50% protected research time.
 - ii) Applicants with a PhD degree or applicants with a health professional degree at a doctoral level (e.g., MD; or other regulated accredited health professionals who have a PhD) who do not hold a license to practice in a province or territory of Canada must be guaranteed at least a minimum of 50% protected research time.
- g. The NPA must have successfully completed one of the sex- and gender-based analysis [training modules](#) available online through the CIHR Institute of Gender and Health and have submitted a Certificate of Completion by application deadline.
- h. At the time of submission, and for the duration of the award, principal investigators are **ineligible** if they hold or have already held funding from the tobacco and/or cannabis industry.

4) Evaluation Criteria

- a. All applications undergo a relevance review undertaken by the funding partners and

administrative review by the CLA.

- b. Should the application be deemed relevant and pass the administrative review, it will be evaluated for merit via an independent, peer review undertaken by a Scientific Review Committee organized by the CLA, which will include expert reviewers that align with research areas of chronic respiratory lung disease. Please note that representatives from funding partner organizations may be present as observers for discussions during peer review.
- c. The applicant track record, quality of the research plan, and the research and mentorship environment are the principal criteria on which the applications will be judged. More specifically, points considered in the assessment of an application are as follows:

Applicant Track Record:

- Quality and diversity of academic and research training received related to chronic respiratory disease
- Demonstration of academic achievements
- Demonstration of independence and leadership related to research in chronic respiratory diseases

Research Plan:

- Clarity of research plan
- Alignment with the objectives and relevant research areas of funding opportunity
- Originality and/or innovation of the research plan
- Appropriateness of proposed research methodologies to be employed
- Extent to which the research plan provides evidence of the applicant's independence and leadership in the design and conduct of the proposed research
- Appropriate integration of sex as a biological variable and gender as a social determinant of health in the research question, analysis and reporting. If either sex or gender are not integrated, a sound, evidence-based justification is required.

Research and Mentorship Environment:

- Demonstration of a strong institutional/organizational commitment to the continued scientific development and productivity of the applicant
- Demonstration of the institution's/organization's commitment to protect the applicant's time for research activities
- Suitability of the environment (mentor(s), milieu, and project) to support the applicant.
- Availability and accessibility of personnel, facilities, infrastructure and/or other resources required to carry out the research plan
- Suitability of the environment for the training of personnel.

5) Tenure

The grant will be for a period of two (2) years. Funding in the second year of the grant is conditional upon the receipt of a satisfactory progress report.

6) Application Requirements

- 1) Applicants must register by submitting to the Canadian Lung Association:
 - A one (1) page abstract and other information. Please refer to section A4 for the information requirements of the registration.
- 2) Applicants must submit to the Canadian Lung Association:
 - One (1) PDF of the complete application. Please refer to sections C 6 and D for the structure and format of the PDF application.

Each copy of the complete application must include:

a. Letter of Institutional Support

A letter, co-signed by the Dean or Department Head (or institutional equivalents), must be submitted confirming institutional commitment to meet the following conditions for the duration of the grant. The letter must clearly describe details on:

- Applicant's confirmed, protected research time (this includes how that investigator's research time will be funded (salary support);
- Integration into an established research team or Institute;
- Structured mentorship based on best practices;
- Adequate research space, equipment, and access to support staff;
- Secured salary support (through peer-reviewed funding and/or institutional support);
- Clear career path with milestones/expectations;
- Start-up operating support for the duration of the grant, consistent with institutional policy.

b. Proposed Research Program

A detailed description of the proposed research program (maximum ten (10) pages, excluding charts, tables, figures, photographs and references, which may be appended on separate pages). The research proposal must provide a clear and concise description of the research plan, including the role of the applicant as described in the [evaluation criteria](#). The research proposal must include the following:

- Hypothesis to be tested;
- Knowledge to date;

- Methods to be used;
- Anticipated results, and conclusions;
- Possible problems; and
- Pertinent references.

Further information about formatting and organization of the proposed research program can be found in Section D. Supplemental Information.

c. Scientific, Methodological or Budgetary Overlap: Current Funding and Pending or Contemplated Grant Submissions

For each currently funded grant, grants under submission/in preparation, attach the necessary information to the ECSA application that describes whether/how there is any scientific, methodological, or budgetary overlap with the current application (i.e. registration copy from CIHR). A percentage the degree of overlap must be provided on the application, where requested, under each of the three (3) categories.

d. Candidate's Statement

The candidate's statement should be no longer than one (1) page and should provide an overview that addresses their involvement in the research area, outline their specific areas of interest within this research area, and outline their future plans for research and overall career development.

e. Budget Request and Justification

The ECSA establishment grant provides funding of up to \$100,000 per annum for up to two (2) years (maximum \$200,000).

Submitted budgets can exceed the \$100,000 per annum maximum; in such instances, funding from other sources and/or in kind contributions should be detailed and justified in the budget section of the application.

Rigorous justification of all proposed spending must be provided and will be thoroughly reviewed by the CLA. Failure to provide detailed information and appropriate justification may result in budget cuts that could adversely affect the final budget awarded for the program. Further information about budget requests and justification can be found in Section D. Supplemental Information.

6.1 Submission of Application

The applicant must submit 1 PDF copy of the full application at:

https://form.simplesurvey.com/f/1/Emerging_Clinician_Scientist_Award_2019_Application.

Attachments should be inserted within the application where appropriate i.e. proposed research program (item #18) should be inserted directly after item #18 in the application, NOT at the end. Appendices (if applicable) should appear after the CVs.

7) Monitoring Progress

A progress report that will be shared with funding partners must be submitted to the CLA no later than September 1st of the end of the first full year of the grant. The progress report template can be requested at research@lung.ca.

8) Final Report

A final report that will be shared with partners must be submitted to the CLA no later than one (1) month after completion/termination of the grant. The final report template can be requested at research@lung.ca.

D. SUPPLEMENTAL INFORMATION

1) Proposed Research Program Guidelines

a) Formatting

- Text must be single-spaced, 12 point Times New Roman or 11 point Arial (including labels and descriptions, accompanying figures, tables, charts, photographs, etc.).
- Margin of 2 cm (3/4 inch) around the entire page.
- Header:
 - “Proposed Research Program” (left corner)
 - Applicant Name (right corner)
- Footer:
 - Number pages consecutively
 - Page numbers must be centered

b) Organization

- The Proposed Research Program should be predominantly text and is limited to ten (10) pages excluding figures, charts, tables and references.
- To improve the clarity of the proposal, figures, charts, tables, etc. may be appended after the references.
- Additional supporting documentation such as questionnaires, RCT methods, consent forms, etc. may be attached as a separate document.

Failure to adhere to the guidelines above risks the application being deemed unacceptable and removed from the competition.

c) Multi-Centre/Site Applications

Where a research project involves multiple centres/sites by reason of location of activity and/or investigators, Multi-Centre/Site ECSA applications must demonstrate benefit to all centres/sites involved. It is the responsibility of the applicant to ensure that applications demonstrate the following:

- A high probability of informing policies, practice, programs and/or science.
- Significant “value-added” to perform a particular project across centres/sites.
- A research design reflecting work done at each centre/site.
- Roles and responsibilities of each team member located at each site/centre.
- Budget required for these projects may be higher than single-site/centre grants and MUST be well justified.

2) Budget Guidelines

Applicants should review the [Use of Grant Funds](#) section of the Tri-Agency (CIHR, NSERC and SSHRC) Financial Administration Guide for a complete listing and description of allowable costs and activities.

a) Salaries and Benefits (excluding those of the applicant)

Under no circumstance can funds be used to support the salary or benefits of the principal investigator/applicant.

Provide names (if known), categories of employment and proposed salaries (including non- discretionary benefits) of all personnel identified in the budget. Attach a copy of the institutional guidelines relating to requested benefit levels. Briefly describe the percentage of dedicated time and responsibilities of each position for which support is requested and attach a brief CV as an appendix for those positions for which an individual has been identified. The CLA will not cover any salary increases.

Salaries for unnamed research assistants, technicians and research associates should also conform to those of the institution in which the individual is carrying out the research, subject to the approval of the CLA.

b) Summer Students/Graduate Students

Stipend levels must be aligned with CLA guidelines as listed below stipend levels are:

- **Doctoral Level Trainees (PhD):** \$21,000
- **Post-Doctoral Level Trainees** who hold a health professional degree at a doctoral level (e.g., MD, PharmD, DVM; or other regulated accredited health professionals who have a PhD) who hold a license to practice in a province or territory of Canada: \$55,000
- **Post-Doctoral Level Trainees** who hold a PhD degree or applicants with a health professional degree at a doctoral level (e.g., MD, PharmD, DVM; or other regulated accredited health professionals who have a PhD) who do not hold a license to practice in a province or territory of Canada: \$45,000

Where comparable values do not exist (ex. Summer students, undergraduate, master's level), stipend levels must be aligned with institutional guidelines. However, support will not be provided for benefits towards summer students, undergraduate students, graduate students, and/or post-doctoral fellows.

c) Research Equipment (including maintenance and facility)

Budget requests for research equipment and/or services amounting to more than \$25,000 *cumulative* over the span of two (2) years **will not be accepted**.

Research equipment is defined as any item (or interrelated collection of items comprising a system) that meets all three (3) of these conditions:

- Non-expendable tangible property;
- Useful life of more than one (1) year; and
- A cost of \$2,000 or more.

For example: A laptop computer that costs less than \$2,000 would be considered as materials or supplies even though it is a non-expendable tangible item with a useful life of more than one year.

A cost quotation must be provided for equipment or service contracts greater than \$10,000.

Provide a breakdown and justification of the items requested. Give details of models, manufacturers, prices and applicable taxes. In addition, for maintenance and/or equipment items listed, indicate:

- The availability and status of similar equipment.
- The anticipated extent of utilization.
- The reasons for choice of specific type, model or service contract, in relation to alternatives.
- Where applicable, the necessity for upgrading existing equipment or service contracts.

For equipment or service contracts costing more than \$5,000, attach at least one (1) quotation for cost.

d) Experimental Animals

Include species to be used and sample size justification along with calculations, if applicable. Provide an estimate of costs 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.

e) Materials and Supplies

Provide specific details and justify / explain major items (ex. costs for purchasing cell lines, primary cells, global estimates for disposables including reagents, kits, etc.). Do not simply list items.

f) Payments to Study Subjects

The CLA and partners allow well justified and reasonable reimbursements for required travel, parking, childcare, honoraria, or other items that would reduce barriers to participation.

g) Other

Provide justification / explanation for each item listed.

h) Service Contracts

Provide justification / explanation for each item listed (e.g., Biostatistical time, proteomic services, glassware washing, access to administrative databases, etc.).

i) Travel

Up to \$2,000 per year can be requested in support of travel to conferences and other academic meeting. Proper justification and a brief explanation of how each activity relates to the proposed research are required. The purpose and estimated cost (up to a maximum of \$2,000 per year) of such travel must be given.

j) Financial Contributions from Other Sources (if applicable)

Provide a brief explanation of any financial (not in-kind) contribution from other sources (if applicable).

Contact Information:

National Research Programs Canadian Lung Association

885 Meadowlands Dr., Suite 502 Ottawa, ON K2C 3N2

Tel: 613-569-6411, ext. 262

Fax: 613-569-8860

E-mail: research@lung.ca