



GENERAL INFORMATION

The Mission of the Crohn's and Colitis Foundation of Canada is to find the cure for both Crohn's disease and ulcerative colitis. The CCFC's Grants in Aid of Research program (GIA) committed to supporting a range of research on inflammatory bowel disease. Funds are dedicated for the support of research which is conducted by qualified investigators with an appointment in not for-profit research or academic facilities located in Canada. These guidelines are designed to assist in the completion of the CCFC GIA application form. Applicants are advised to read the guidelines carefully. Applications which do not conform to these guidelines and eligibility criteria will be returned without review.

GRANTS AVAILABLE – New Funding amounts beginning with 2011 competition

Operating grants are for the support of research projects with a defined objective, conducted by an investigator working alone or in collaboration with others. Funding is limited to a maximum of \$125,000 per year, for up to 3 years. These funds may be used to pay technicians' and/or qualified students' salaries, purchase materials, supplies and items of equipment (costing less than \$5,000 annually), to buy and maintain animals, and to support travel costs to a limit of \$2,500 annually.

Establishment grants are designed to support research projects undertaken by new investigators. New investigators are defined as applicants within three years of their first faculty appointments at a Canadian institution. In addition to the funding provided by an operating grant, up to \$25,000 may be granted for the purchase of materials, supplies and equipment needed for the startup of a new laboratory. Justification must be provided to support the need for, and cost estimates of, such materials and equipment.

ELIGIBILITY

Investigators who hold an academic appointment at a Canadian University in a Faculty of Medicine, Nursing, Pharmacy, Veterinary Medicine or other Graduate Faculty are eligible to apply to the CCFC as principal investigators for grant support of their research. The research proposed must have a clear connection to the Mission of the Foundation.

If an applicant does not hold an academic appointment at the time of submitting an application, a covering letter from the Dean of the Faculty must be attached to the application, indicating the planned position and the date it will take effect. Investigators in Faculties other than the health sciences may also apply if the proposed research is deemed relevant to the CCFC's mission and strategic directions.

If the research is to be done in a hospital or other health care facility, the signature of that institution's officer on the 1st page of the application certifies that appropriate space and resources are available, and will be provided to the applicant.

Support for qualified undergraduate and graduate students within the operating budget is permissible. In order to be eligible to receive funding for a GIA from the CCFC, recipients must be members of the CCFC IBD Research Institute.

IMPORTANT CHANGES TO ELIGIBILITY

Researchers may apply for a 2nd Grant in Aid of Research from the CCFC even if they are the principal investigator or a co-applicant on one other **currently** funded CCFC GIA. Applicants may be listed on up to two applications per annual GIA competition. The applicant may be the principal investigator on one of these, and a co-investigator on one other grant per cycle. Funding under other specific CCFC programs (example: Innovations in IBD, GEM project, personnel award or Symposium) do not restrict eligibility for GIAs.



LEVEL OF FUNDING

The amount funded will be established on the basis of the grant proposal's requirements and significance to the Foundation's Mission. Grants will be in the range of **\$5,000 to a maximum of \$125,000** CA per year. Specific CCFC Board policy forbids the use of any funds to cover institutional overhead.

PERIOD OF SUPPORT

Grants may be awarded for up to three years.

ASSESSMENT PROCEDURES

Each application is assessed for its scientific merit and relevance by the Grants Review Committee (GRC) of the CCFC IBD Research Institute convened by the Research Chair of the Scientific and Medical Advisory Council of the CCFC. Applications are independently reviewed in-depth by GRC members as well as by external referees who are considered expert in the field(s) concerned.

The committee discusses the application and by consensus (or by majority vote if necessary) assigns it a score between **0** and **5**. These scores represent the following categories: **OUTSTANDING (4.5-4.9)**, **EXCELLENT (4.0-4.4)**, **VERY GOOD (3.5-3.9)**, **GOOD (3.0-3.4)**, **AVERAGE (2.5-2.9)** or **UNACCEPTABLE (<2.5)**. This assignment is based on the Committee members' assessments of the application in light of the discussion, consideration of the application itself, the reports of the internal reviewers and the external referees. Each member of the GRC who has participated in the discussion (GRC members from the same institution or otherwise in conflict) then assigns to the application a score within a range of ± 0.3 of the consensus score. Scientific merit. An average of these submitted scores then determines the final score and rank. Only those proposals receiving at least one reviewer score in the range of good or better (3.0 or above) are discussed in detail by the GRC. In addition, relevance to the Mission of the CCFC to find a cure for IBD is rated as a choice between not relevant, low, medium or high relevance. Those deemed not relevant would be unacceptable and therefore rejected. Final overall rating is on scientific merit. In the event of a tie on the scientific merit scale, the relevance rating would be the deciding factor.

The Grants Review Committee is also required to recommend a budget or appropriate level of funding for each application. This is decided by consensus within the committee. In arriving at a recommended budget, the CCFC National Board of Directors expects that the Grants Review Committee will bring to bear on the problem its collective judgement and knowledge of research requirements and costs. It should consider closely the budget submitted by the applicant and recommend funding that will permit the applicant(s) to make reasonable progress over the period of the grant. This recommendation of the budget is separate and distinct from the assessment of scientific merit and is made subsequent to that assessment.

The CEO of the CCFC considers the ratings and recommended budgets submitted by the Grants Review Committee in light of the Foundation's fiscal resources and program priorities and announces the final decision. There will be no appeals of these decisions.

APPLICATION DEADLINE DATE

All applications must be postmarked or received by the **December 5th, 2011**. The funding period commences in July 2011.

Documentation postmarked after the closing date will generally be returned to the applicant.

NUMBER OF COPIES

One original (with signatures) and a copy of each application and of all attachments (reprints, photographs, etc.) in addition to one PDF file of the complete application are required.



MAILING ADDRESS

Grants in Aid of Research Competition 2011
Crohn's and Colitis Foundation of Canada
600 - 60 St. Clair Avenue East
Toronto, Ontario M4T 1N5
Attn: National Assistant, 416-920-5035 x228

NOTIFICATION

Applicants and the Dean of the appropriate Faculty are sent official notification of the CCFC's decision. The Finance office of the University or Institution concerned is also notified of grants awarded.

EVALUATION REPORTS

Copies of all evaluations made by external referees and committee reviewers will be forwarded to applicants, without identification of authors. A summary of the GRC discussion will also be included for those applications discussed, scored and ranked by the GRC.

APPLICATION FORM

It is the responsibility of the applicant to provide clear and concise answers to all questions on the application form and to submit the required original, copy and PDF version of the application.

PLEASE COMPLETE THE "CHECK LIST" AND VERIFY THAT ALL ITEMS ARE ENCLOSED BEFORE SUBMITTING THE APPLICATION. The checklist must be included with all copies of the application.

Applicants are encouraged to submit their CV and budget pages using the current Canadian Institutes of Health Research (CIHR) format. A maximum of 10 pages may be attached for the details of proposed research section. Bibliographic references are excluded from the ten-page limit. In addition, completed manuscripts, preprints, reprints, and letters from prospective collaborators may be submitted as appendices. Appendices should be clearly defined.

Page limits will be enforced and material which is received over the limits noted above will be returned to the applicant who will have 72 hours for re-submission. Type must be no smaller than the equivalent of 12 point font.

Page 1

Applicant

The applicant(s) is/are recognized by the Foundation as the author(s) of the intellectual content of the application submitted. In the case of multi-authored applications, the Foundation will correspond with the first (principal) applicant listed. Principal applicants must be affiliated with a not-for-profit Canadian research institution.

If an applicant expects a significant contribution from collaborators (other than co-applicants), a signed statement from each collaborator must be appended to the application.

Institution

The Institution is considered by the Foundation to be responsible for the provision of space, facilities, furniture and general services required for the conduct of the research project described.

Amount Requested

Applicants may choose to use budget pages consistent with the current version of the CIHR application.

Itemize by category and justify funds requested for each year of support. Items of equipment and other non-recurring expenses anticipated in any subsequent year should be requested within the budget for the first full year. The amount requested must be quoted in Canadian dollars.

Ethical Considerations

Check the appropriate boxes. Ethical approval and standard assurance for animal, human experimentation, and/or biological and chemical hazards must be obtained within three months of notification of funding. Documentation should be completed and returned as soon as possible following granting of funds and no later than three months following first payment. Subsequent funding may be delayed or denied if any required documentation is not received.

Official Language Policy

The CCFC is prepared to serve the scientific community and the public in either official language of Canada where feasible. This will include the language of choice on the application form for the GIA. Indicate your preference on the form.

Payment and Administration of Grant Funds

The Institution where the applicant conducts the project and/or holds an academic appointment may be designated to receive and administer the grant funds at the discretion of the PI. If the Institution designated is not the one in which the applicant conducts the project, please explain in a covering letter. Funds must be used during the period of the grant unless a request for a no-cost extension is received by the Executive Director of Research of the CCFC IBDR at least one month prior to the end of the funding period. Beginning in June of 2009, grant payments are made semi-annually. At a minimum, annual financial reports are now required at the end of each funding year, to be forwarded to the Director of Finance and Administration of the CCFC by July 30th of each year. The report in the final year of the grant is due by September 30th to allow transactions to clear. This report must present a statement of account reconciling grant payments and expenditures made to date, as well as the balance of funds remaining, if any. The report must be certified by the grantee and a business officer designated by the receiving institution.

Signatures

The signatures on the application commit both the applicant(s) and the Institution to specific responsibilities. The applicant(s) and the Institution are jointly responsible for adherence to the general conditions governing the award of a research grant as outlined in the Canadian Institutes of Health Research Grants and Awards Guide, including; the guidelines of the Canadian Council on Animal Care with respect to animal experimentation, the review for ethical propriety of all proposals relating to human experimentation, the CIHR guidelines that may apply for handling recombinant DNA molecules and animal viruses and cells, and the administration according to accepted accounting practices of the funds provided.

External Referees

Applicants are invited to suggest the names of four experts in their field(s) of research. They should not be from the same institution nor should they be or have been associated with the applicant, co-applicants or collaborators. For each, provide one key word to describe their principal areas of expertise. Please provide mailing addresses, contact numbers and e-mail addresses for the suggested referees in order to facilitate the review process. The Grants Review Committee reserves the right to make its own selection of referees to be consulted.

In addition, applicants are requested to supply the names of peers in their field(s) of research who should not be used as referees due to conflict of interest and/or collaboration.



Please see attached instructions on how to complete pages 3a), 3b), 3c), 3d), 3e) & 4a) – j)

Page 3A

Relevance to IBD

The relevance of the project to IBD research should be summarized on this page (**maximum, 1 page**).

Page 3B

Summary of Research Proposal

The objective(s), hypothesis, approach and research plan should be summarized on this page (**maximum, 1 page**).

Page 3C

Summary of Progress from Current CCFC Grant(s) (if applicable)

Summarize progress made under current CCFC grant. Do not include references, tables, charts, figures, or photographs (**maximum, 1 page**).

Page 3D

Response to Previous Reviews (if applicable)

Applicants may respond to previous reviewers' comments if this is a resubmission of an unsuccessful application. The response should be able to stand alone, and should not require reference to any other document as the current reviewers will not have access to previous application information (**maximum, 1 page**).

Page 3E

Summary of Progress from Past CCFC Grant(s) (if applicable)

Please include a list of past CCFC funded grants, relevant publications and spin off grants acquired related to these grants as well as the current status of any trainees that were funded through your grant.

Page 3F

Additional Project Information (New for 2011 GIA competition)

To help gather additional information about all proposed projects, please complete this page of questions.

Page 4

Abstract

This should be written in non-scientific language in a style suitable for the lay members of the Foundation or a press release. It must not exceed **two hundred words**.

Page 4A to 4J

Details of Proposed Research and Bibliography

Provide a concise summary of the current state of knowledge relating to the work proposed, relevant work done by the applicant, and a clear concise outline of the research proposal, including the rationale for the choice of particular methods and approaches. The objective(s) and research plan should be clearly described.

The research proposal may be provided on attachments for a total of ten-pages. Bibliographic references and figures/tables of preliminary data are excluded from this ten-page limit. The details of research and the bibliographic references must use single line spacing. **Type must not be smaller than the equivalent of 12 point font, with ¾ inch margins.** Photo-reduced type or character compression are not allowed. Applicants are permitted to submit figures and/or tables describing preliminary data and relevant legends, **after** the bibliography and not within the **10 page limit**. Publications and papers prepared for submission for publication (**maximum of 5**) may also be enclosed if included as clearly designated appendices to the research proposal. No other additions or appendices are permitted.

Page 5, 6, and 7

Financial Assistance Requested

Applicants must provide estimates of expenditures for a **FULL YEAR** regardless of when the work proposed will begin. In the case of New Grants awarded to new faculty members, the first annual instalment will be pro-rated by the Foundation according to the date the appointment becomes effective.

Include in the **FIRST YEAR** of the budget, funds requested for all equipment purchases and other non-recurring items even though these expenditures may be anticipated in other years during the tenure of the grant (travel costs are limited to **\$2,500** annually). Budget pages in the CIHR application format may be substituted, at the principal applicant's discretion.

Page 8 and 9

Personal Data

Applicants may choose to submit their data in the format of the CIHR CV module. The personal data page must be signed by each applicant. **No attachments to Sections A, B, or C will be accepted.** In Section D, list **ONLY** those publications which have appeared within the **LAST FIVE** years. The necessary attachments to Section D will be accepted.

DO NOT ATTACH A SEPARATE CURRICULUM VITA IN ANY FORMAT OTHER THAN THE CIHR CV MODULE.

Page 10

Other Funds

All applicants must list all research projects proposed to other agencies concurrently with this application, and those intended for submission in the next twelve months. List all projects for which funding is currently or has been received for all applicants, over the past 3 years. **State the nature of any overlap with this application.** The title, summary, budget, agency, precise dates, and tenure of these award(s) must be provided.

The applicant MUST INCLUDE the summary and budget pages for every other grant currently held, or applied for concurrently with this application, whether perceived to be relevant or not. If application on the same subject is pending from another agency, the applicant should immediately notify the Foundation of the results as soon as they are known.

Co-applicants' funding should also be identified, and overlap, if any, with the Principal Investigator's present application must be stated.



INSTRUCTIONS ON HOW TO PREPARE AND FORMAT ALL ATTACHMENTS

Please follow these guidelines for formatting each page of an attachment. Failure to comply will result in your application being returned to you.

What is the relevance to IBD research - Complete the page numbered **Page 3A**

Summary of research proposal – Complete the page numbered **Page 3B**

The objective(s), hypothesis, approach and research plan should be summarized on this page without any attachments.

Summary of progress – Complete the page numbered **Page 3C**

Summarize progress made under current CCFC grant. Do not include references, tables, charts, figures, or photographs (**maximum, 1 page**). Do not include references, tables, charts, figures or photographs.

For CCFC grant renewal applicants (applicants who currently hold a CCFC operating grant), summarize progress under the current grant and, if applicable, identify the term of your current CCFC grant. New applicants are encouraged to summarize previous work relevant to this application.

New Investigators should describe the research undertaken as a trainee, and, if applicable, as an independent investigator. In addition, these candidates should address their research relationship with previous supervisor(s). For Senior candidates, describe the research you have been engaged in over the last five years and the results obtained.

Response to previous reviews (if applicable) – Complete the page numbered **Page 3D**

If applicable, applicants may respond to previous reviewers' comments if this is a resubmission of an unsuccessful application. The response should stand alone, and should not require reference to any other document because the reviewers do not have access to previous application information.

Summary of progress from past CCFC grants (if applicable) – Complete the page numbered **Page 3E**

Please include a list of past CCFC funded grants, relevant publications and spin off grants acquired related to these grants as well as the current status of any trainees that were funded through your grant.

Additional Project Information – Complete the page numbered **Page 3F**

To allow applicants to self-categorize and describe their proposed research for internal tracking purposes, the CCFC is collecting additional beginning with the 2011 GIA Competition.

Pages 4a to 4j

- **At the top of each page, indicate your name, the project title, and the amount requested in year 1**
- **At the bottom of each page clearly indicate the page number (e.g., 4a, 4b, 4c, etc.)**
- **A minimum margin of 2 cm (3/4 inch) around the page is mandatory**
- **Observe page limitations, additional pages may NOT be added unless specified**
- **Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper for all attachments**
- **Supporting documents should be photo reduced if the originals are larger than 8.5" X 11"**
- **No supplementary audio or video material will be accepted**
- **A font size of 12 point, black ink. Six lines per inch. No condensed type or spacing**

Research proposal – Attach a maximum of 10 pages numbered **Page 4A, 4B, 4C etc.**

(references, figures, tables excluded)

Applicants should provide a clear, concise description of their research proposal. A maximum of 10 pages may be attached (bibliographic references are excluded from this 10 page limit.) Page limits do not include references, tables, charts, figures and photographs which may **only** be included after the bibliography. Legends should be succinct. Detailed descriptions of methods and discussion of results should be included in the body of the proposal. They should not be in the legends nor included as an appendix. Questionnaires, consent forms, publications and papers prepared for publication may be attached as appendices, where applicable. No other additions or appendices are permitted. Excess data will be returned to the applicant.