

## Grants-in-Aid of Research Application Guidelines

### 1. Our Promise

Crohn's and Colitis Canada's Promise Statement is to cure Crohn's disease and ulcerative colitis and improve the lives of children and adults affected by these chronic diseases. Crohn's and Colitis Canada will raise funds to: invest in IBD research, foster advances in prevention, treatments, cures and health policy; educate patients, families, industry and government about IBD; increase public awareness of IBD and Crohn's and Colitis Canada; and advocate to governments and stakeholders on behalf of those affected by IBD.

### 2. General Information

Crohn's and Colitis Canada's Grants-in-Aid of Research Program (GIA) is 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 help complete the GIA application form. Please read the guidelines carefully. Applications which do not conform to these guidelines and eligibility criteria will be returned without review.

### 3. Grants-in-Aid of Research (GIA) Grants

GIAs support 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 three 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.

Applicants within three years of their first faculty appointment at a Canadian institution may use up to \$25,000 in Year One of the \$125,000 maximum to purchase 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.

### 4. Grant 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 Crohn's and Colitis Canada as principal investigators for grant support of their research. The research proposed must have a clear connection to the mission of Crohn's and Colitis Canada. Co-Investigators based outside of Canada are acceptable.

If an applicant does not hold an academic appointment at the time of submitting an application, a cover letter from the Dean of the Faculty must be uploaded 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 Crohn's and Colitis Canada's mission and strategic directions.

If the research is to be done in a hospital or other healthcare facility, the signature of that institution's officer 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 Crohn's and Colitis Canada, recipients must be members of the [Crohn's and Colitis Canada IBD Research Institute](#).

In any given year, a researcher may apply as a Principal Investigator on one GIA, and as a Co-Investigator on one other GIA grant application. Funding under other specific Crohn's and Colitis Canada programs (example: Innovations in IBD, GEM project, personnel award or Symposium) do not restrict eligibility for GIAs. Researchers must reside in Canada to apply for funding.

## 5. Level of Funding

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

## 6. Period of Support

Grants may be awarded for up to three years, contingent upon available funds. All funding periods begin in September 2019.

## 7. Application Deadlines and Procedure

Applications must be submitted through a two-stage application process. By the deadline specified, applicants must submit a Notice of Intent to Apply via proposalCENTRAL. The completed Notice of Intent to Apply are used by Crohn's and Colitis Canada to identify suitable peer reviewers to review full applications. Applicants who submit a Notice of Intent to Apply are invited to submit a Full Application by the deadline specified. **Please note: applicants must submit a Notice of Intent to Apply to be eligible to submit a Full Application.**

## 2019 Deadlines:

- Notice of Intent to Apply must be received by 5:00 pm (EST), Friday, November 23, 2018.
- Full applications must be received by 5:00 pm (EST), Friday, January 18, 2019.

It is the responsibility of applicants to ensure their applications are complete. Incomplete applications will be disqualified from the competition. Applicants must complete the online application forms available via [proposalCENTRAL](#). Applications are not accepted via email or mail.

## 8. Assessment of Full Applications

Each full application is assessed for its scientific merit, relevancy and translatability potential by the Grants Review Committee (GRC).

Crohn's and Colitis Canada incorporates lay reviewers on its Grant Review Committee (GRC) panel in order to increase accountability and transparency of the review process, and to ensure the research is aligned with its goals, mission and strategic priorities. The lay reviewers help shed light on the relevancy of the proposal to the Crohn's and Colitis Canada mission. Crohn's and Colitis Canada places a high priority on ensuring appropriate lay summaries are submitted as part of each application.

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), Acceptable but low priority (3.0-3.4), or Unacceptable ( $\leq 2.9$ ). 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 reviewers. Each member of the GRC who has participated in the discussion (excluding GRC members from the same institution or otherwise in conflict) then assigns to the application a score within a range of  $\pm 0.5$  of the consensus score. An average of these submitted scores then determines the final score and rank. Only those proposals receiving a score in the range of very good or better (3.5 or above) are discussed in detail by the GRC. In addition, relevancy to the mission of Crohn's and Colitis Canada and prospect for translatability is considered in the overall rating. Those deemed not relevant or translatable would be unacceptable and therefore rejected.

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 Crohn's and Colitis Canada National Board of Directors expects that the Grants Review Committee will bring its collective judgment 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.

In accordance with Board direction, Crohn's and Colitis Canada program priorities and budgetary constraints, Crohn's and Colitis Canada, informed by the Grants Review Committee, considers the ratings and the recommended budgets and announces the final decision. There will be no appeals of these decisions.

## 9. Notification

Applicants will be sent official notification of Crohn's and Colitis Canada's decision. The Finance office of the University or Institution concerned is also notified of grants awarded.

## 10. Evaluation Reports

Copies of all evaluations made by 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.

## 11. Applicant

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

Applications with co-investigator(s) or collaborator(s) need to submit through the online application the information requested on each co-investigator and collaborator.

## 12. Institution

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

## 13. Ethical Considerations

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 required documentation is not received.

#### 14. Language

Crohn's and Colitis Canada is prepared to serve the scientific community and the public in either of Canada's official languages where feasible. Please indicate your preferred language of correspondence on the online form.

Crohn's and Colitis Canada no longer accepts French applications. All applications must be submitted in English. This change is in effect as of 2019 due to the significant costs incurred by Crohn's and Colitis Canada to translate applications from French into English. The IBD research community is also predominantly English-speaking, and it is not possible to have applications fairly assessed in French.

#### 15. 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 cover letter.

Funds must be used during the period of the grant unless a request for a no-cost extension is received by the Vice President, Research and Patient Programs of Crohn's and Colitis Canada at least one month prior to the end of the funding period. A no-cost extension may be granted a maximum of two times or cumulatively no more than two years. Exceptions to this rule may be considered for exceptional circumstances such as parental leave or health-related leaves of absences.

Grant payments are made quarterly.

#### 16. Grant Reporting

Annual progress and financial reports must be submitted via proposalCENTRAL at the end of each funding year by July 30th. In the final year of the grant the financial report is due by September 30th to allow transactions to clear. Both the research and financial reports must use the forms provided on the grant portal. The report must be certified by the grantee and a finance officer designated by the receiving institution.

Subsequent year payments will be withheld until the research and financial progress reports have been received by Crohn's and Colitis Canada. Any funds remaining at the end of the grant period must be returned to Crohn's and Colitis Canada within 90 days of the grant end date. A fourth end-of-grant research report is due one (1) year after the end date of the grant. Grantees who do not submit end-of-grant progress reports will be ineligible to apply to future Crohn's and Colitis Canada grant competitions until the report has been received.

## 17. Signatures

The signatures on the application commit both the applicant(s) and the Institution to specific responsibilities. Signatures of Principal Investigators and Co-Investigators are required. 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.

## 18. Grant Application Sections

### I. Project Summary Abstract

This should be written in non-scientific language in a style suitable for the lay members of Crohn's and Colitis Canada or a press release. It must not exceed two hundred and fifty (250) words.

### II. Detailed Research Report

Applicants should upload with their online application a clear, concise description of their research proposal. A **maximum of 10 pages may be submitted** (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. Applicants are permitted to submit figures and/or tables describing preliminary data and relevant legends. 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 or included as an appendix. Questionnaires and consent forms may be attached as appendices, where applicable.

Up to 5 manuscripts/publications from the candidates(s) that support this grant can be uploaded with the application.

No other additions or appendices are permitted. Excess data will be returned to the applicant, who will have 48 hours for re-submission.

#### Detailed Research Report Formatting:

- Text must be single-spaced, 11 point Arial font size (including labels and descriptions accompanying figures, tables, charts, photographs, etc.), with  $\frac{3}{4}$  inch margins on all sides.
- Header: "Grants in Aid Research Proposal" in the left corner with applicant's name in right corner.
- Footer: Number pages consecutively with page numbers centered.

### III. Budget

Applicants must provide estimates of expenditures for a full year regardless of when the work proposed will begin.

Itemize by category and justify funds requested for each year of support. Include in the FIRST YEAR of the budget, funds requested for all equipment purchases and other nonrecurring 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). The amount requested must be quoted in Canadian dollars. Applicants must complete the budget pages within the application, budget pages in the CIHR version may not be substituted.

### IV. Personal Information

Both Principal Investigators and Co-Investigators are asked to provide personal information, including education, research training, academic positions, distinctions and awards, and number of publications. Principal Investigators must submit this information through the online form. Co-investigators must complete and upload the Co-investigator Information Form. The current Canadian Institutes of Health Research (CIHR) format (or Common CV) will not be accepted. Both Principal Investigators and Co-Investigators are asked to upload to the online application a publications list from the last 5 years.

### V. 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 and percentage 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 state the total budget for every other grant currently held by the principal investigator, or applied for concurrently with this application, whether perceived to be relevant or not. If an application on the same subject is pending from another agency, the applicant should immediately notify Crohn's and Colitis Canada of the results as soon as they are known. Summary and budget pages for other grants held by Co-Investigators are not required.

## 19. Contact Information

For technical support with the online application, contact proposalCENTRAL:

[pcsupport@altum.com](mailto:pcsupport@altum.com)

1-800-875-2562 (Toll-free)

Weekdays, 8:00 a.m. to 5:00 p.m. (Eastern)



For program information or application content requirements, contact Crohn's and Colitis Canada:

Crohn's and Colitis Canada  
600 - 60 St. Clair Avenue East  
Toronto, Ontario M4T 1N5  
Attn: Research Grants & Evaluation Specialist  
416-920-5035 x252  
[research@crohnsandcolitis.ca](mailto:research@crohnsandcolitis.ca)