



Letter of Intent (LOI) Guide

THE TERRY FOX NEW FRONTIERS PROGRAM PROJECT GRANT (PPG) (2017)

Timeline

1	Submission of a LOI	July 4, 2016 (5:00 pm PDT)
2	Invitation to Submit a Full Application	September 14, 2016
3	Submission of Full Application	November 14, 2016 (5:00 pm PST)
4	Site Visits Held	April 2017
5	Notice of Decision / Awards	May 31, 2017
6	Funding Starts	July 1, 2017

Competition Website

Applicants will find competition details and document templates at www.tfri.ca/en/research/program-project-grants/competition/program-project-grants-2017.aspx

Submission Format

Applicants must submit the completed LOI electronically before the deadline date (date stamped before 5:00pm Pacific Daylight Time on the deadline date) to the email address ppg@tfri.ca.

The electronic document(s) attached to the email(s) must be a PDF formatted file. Our email system will accept documents of up to 25mB in size. If larger, please separate the application file into smaller files and send in sequence.

Naming of Electronic Files

Applicants are asked to replace 'PROJECTLEADERNAME' or 'PI NAME' in the file name with his/her last name followed by first name:

'TFRI 2017 PPG LETTER OF INTENT – Last-First.doc'

Acknowledgement of the LOI

TFRI will acknowledge by email receipt of LOI by Friday July 8, 2016 (5:00 pm PDT)

Format of the Letter of Intent

The Microsoft Word Template documents have been formatted in the desired format for clarity and ease for the reviewer to read. It is recommended that this formatting is retained.

Page Margins: Top, Bottom, Sides all 1 inch

Font: Calibri 11 pt (acceptable replacements Times Roman or Arial at 11 pt)

Line Spacing: 1.5

Paragraph Spacing: 6 pt between paragraphs

Material in square brackets is designed to be replaced by the Applicant's text in black. Maximum page limits provided in the document templates must be observed. TFRI reserves the right to remove pages and material in excess of the limits.

COMPLETING THE LETTER OF INTENT

1. Full Name of Project Leader

One of the senior investigators on the New Frontiers Program Project Grant (PPG) proposal is required by TFRI to assume the role of Project Leader. The Project Leader will be responsible for overall scientific leadership and management of the PPG, ensuring that progress and financial reporting requirements are met and for submitting the PPG application to TFRI. Another Principal Investigator may be put forward as the Project Co-Leader. The Project Co-Leader should be identified after the Project Leader is named and signs the List of Investigators Included in the Project Project Grant Application on page 2 of the LOI.

2. Proposed Program Title

Please provide a full title for the proposed program for which funding is being requested. Note that the funded program title will take the form "The Terry Fox New Frontiers Program Project Grant in [program title]".

3. Research Institute(s)

Rows in the table provided can be expanded, duplicated or deleted as required. For each of the institutions that will receive and administer the funded PPG, provide the full name of the institution. At the Full Application stage, signatures of officials of all Institutions involved in administering parts of the PPG will be required.

4. List of Projects and Core(s)

Rows in the table can be expanded or deleted as required. For each proposed research project and core technology platform, provide a single phrase comprising the short title of the respective project or core, and the Principal Investigator (PI) who will be responsible for that

component. To be eligible for consideration, each PPG must comprise of a minimum of three PIs and their respective research project proposals. The application may also support funding of core technology platform(s), which are to be used by each of the independent research projects. Each core must be led by a PI, who can also be a Project PI. Please note that during the review process, one or more components (projects or cores) may be considered not fundable with the result that only a subset of the applied components would be recommended for funding. The final recommended program must be comprised of but not limited to three projects from three different investigators in order to receive funding. The core must also be fundable if it's viewed as necessary for the success of the program. Historically, funded PPGs have comprised of between four to seven components.

5. List of the Investigators

The table can be expanded or rows deleted as required. Provide the full name of the investigator (Last_Name, First_Name Initials), define that investigator's role in the PPG, and his/her institutional affiliation. A signature by that person on the proposal signifies that they agree to diligently carry out the responsibilities of the role assigned to them as described in the PPG proposal.

Please note that TFRI uses the following definitions for investigators:

Project Leader is an investigator who will be responsible for overall scientific leadership and management of the PPG, ensuring that progress and financial reporting requirements are met and for submitting the PPG Application to TFRI. The PPG may nominate a Principal Investigator as a Co-Project Leader to be responsible with the Project Leader for scientific leadership and management of the PPG. Salary requests are not eligible for Project Leader(s).

Principal Investigators (PIs) are those investigators who will be scientifically responsible for one or more of the components in the list of projects and cores above. Salary requests are not allowed for Principal Investigators. PIs may however, propose to receive research funding from the application.

Co-Investigators (Co-I) are investigators who may be responsible for a sub-component of a project or core. They will not be paid a salary from the application, nor will they hold a trainee position. Co-Is may however, propose to receive research funding from the application.

Collaborators are investigators who provide expertise, resources or services to a project or core. They do not receive funds from the project. The collaborator must provide a letter to be submitted with the Full Application which describes the specifics of the collaboration.

6. Table of Contents

The Table of Contents is intended to aid the reviewer navigate your proposal. It may be edited to reflect the headings you have used in your proposal. The headings should follow the items in the RFA for which information is required. The roman numeral page numbers must be replaced by actual page numbers as they appear in your final application.

7. Scientific Abstract of the Program (*max 1 page*)

Briefly outline the background to the proposed program, overall goal of the application and the components to be mobilized to reach the stated goal. The abstract should include a description of the expected outcomes and impact of the research.

8. Overall Description of the Application (*max 5 pages*)

This section must be prepared and submitted by the Project Leader. Within the limit of five pages, provide an overview of the program. Note that the next section – Progress Report – allows for a detailed description of the group's recent scientific advances. Provide a background of current knowledge relative to the proposed research, with reference to relevant publications. Summarize the objectives of the proposal, and state why they are important and are novel. Describe the established and planned collaborations, and provide a rationale why this application is considered a program project. Explain how interrelated and synergistic the projects are in their work towards a common goal. The overall program must have the potential to achieve much more than the simple sum of its component projects. Describe how the program provides a valuable research training environment for students and fellows.

Describe commitments made by the Institution that will be essential for the successful performance of this program, including the role of other partners or funders. Disclose relevant commitments made by and to those partners, for example, to give the partner preferred access to use a resource. State whether these commitments (collaborative and/or financial) are secured, requested but not yet secured, or are planned but not yet requested. Finally, describe the specifics of how the proposal fits with, integrates and synergizes with a larger program or activity at the sponsoring institution. Provide a summary of the larger program's goals and participants.

9. Progress Report (*max 3 pages*)

Within the limit of three pages, describe the results of previous research on this or any other closely related program by the investigators, with reference to relevant publications. Describe how the research undertaken has taken advantage of, and the team has provided synergy to each component in the report.

10. Individual Project Summaries

According to the RFA, a minimum of three PIs must each propose an independently fundable project. It is expected that the Project Leader will be one of those PIs. Each project is allowed a two page summary. The PI must provide a project title, PI name and names other co-investigators and collaborators, and briefly outline the background to the proposed research, its objectives, and provide a summary of the research plan. The PI must provide a rationale of what is innovative about the project and describe the anticipated results and outcomes. The project summary should describe how interrelated and synergistic the project is in the work towards a common goal. Explain how this program is more than the sum of its parts, and the value-added of each component.

11. Individual Core Technology Platform (*optional*)

An individual technology platform or core must be applicable to multiple individual projects within the program and must be defended by a clear rationale. Within the two page limit, the PI must provide a project title, PI name, and briefly outline the background to the core, its objectives, and provide a summary of the operational and business plans, and the current status of the core. Provide a summary of how the core will contribute the proposed projects, the anticipated results and outcomes, the innovation involved, and how the core integrates and adds value to the overall program.

12. List of Key References

Provide a complete list of relevant references for the preceding sections. The reference must include the full title of the paper. For this section alone, the authors should present the list with single line spacing, and not 1.5 line spacing required elsewhere in the Letter of Intent. There is no page limit for the list of references.

13. High-Level Budget Request

NOTE – New Applications may propose up to a three year budget of up to \$750,000 per annum. Renewing Application may propose a five year budget of up to \$1,500,000 per annum. Refer to the RFA for a definition of a new or a renewing application.

Complete the table with a single dollar amount per year for each major component: project, core, or program cost (program co-ordination, travel, etc) request. The short justification should be used to describe the rationale behind specific budget allocations, what each major component cost will cover, and to explain what equipment purchase is proposed (if any).

14. List of Suggested Reviewers

Please suggest a minimum of three scientific peers who would be able to evaluate your whole program. Please also suggest a minimum of two scientific peers per component (project/core) in the table provided to review your application. All suggestions must be **non-conflicted** scientific peers which indicate that the peer has **not** in the past five years: (a) been an author on a paper, (b) supervised or been a trainee of, and (c) have or had a business relationship with one of the applicants. Please refer to our **TFRI Conflict of Interest Policy** (<http://tfri.ca/documents/tfri-conflict-of-interest-policy-June-2010.pdf>) for further details.

15. List of Reviewers to Exclude

Please provide a list of reviewers who you feel would not provide an objective review of your application and a brief rationale of exclusion for each.

16. Attach Curriculum Vitae

All program applicants (Project Leader, Principal Investigators, Co-Investigators) with the exception of collaborators, are required to submit CVs. Please use the template TFRI Brief CV provided on the competition website. CVs can be combined into a single PDF document and sent with the completed letter of intent to ppg@tfri.ca

Please make inquiries to:

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