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The Terry Fox Foundation

## Terry Fox New Investigator Application Guide (2010)

### Timeline

1	Submission of Application Summary Deadline	May 31, 2010
2	Submission of Full Application Deadline	July 5, 2010
3	Peer-Review of Applications	Sept 2010
4	Successful Applicants Advised of Awards	Oct 2010
5	Earliest Start-Date of New Investigator Awards	Nov 1, 2010

### Submission Format

Applicants must submit the Application Summary and Full Application electronically before the deadline dates (date stamped before midnight Pacific time on the deadline date) to the email address [newinvestigator@tfri.ca](mailto:newinvestigator@tfri.ca).

The electronic document attached to the email must be either (1) a PDF formatted file, or (2) a Microsoft Word document (.doc or .docx formats). If the Application Summary or Full Application is sent by mail, courier or hand-delivered, an electronic copy must also be delivered to:

The Terry Fox Research Institute (TFRI)  
675 West 10<sup>th</sup> Avenue  
Vancouver, BC V5Z 1L3

### Naming of Electronic Files

Applicant is asked to replace 'APPLICANTNAME' in the file name with his / her last name followed by first name, i.e., 'TFF NI 2010 APPLICATION SUMMARY – Smith-John.doc'

## **Acknowledgement of the Full Application**

TFRI will acknowledge by email receipt of Full Applications by Friday 9<sup>th</sup> July, 2010.

## **Format of the Application Summary and Full Application Documents**

The Microsoft Word Template documents have been formatted in the desired format for clarity and ease for 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.

## **APPLICATION SUMMARY**

### **1. Proposed Project Title**

Please provide a full title for the proposed project for which funding is being requested.

### **2. One Paragraph Scientific Summary**

No more than half a page of text is required. The purpose of the summary is to assist the TFRI identify scientific peers for the composition of the review committee

### **3. Name of sponsoring TFF Program or TFRI Program**

This is the major item of change from previous New Investigator competitions. The applicant must discuss sponsorship of his / her project with one of the eligible sponsoring programs (See the List of Eligible Terry Fox Programs document obtainable at [http://www.tfri.ca/programs/foundation\\_2010\\_rfa.asp](http://www.tfri.ca/programs/foundation_2010_rfa.asp) and provide here the full name of that program.

### **4. Project Leader Name to verify sponsorship support**

Provide the name of the individual who has agreed to sponsor the applicant's proposal. Refer to the letter of support item under the Full Application for further details.

## **5. Suggest 2 non-conflicted reviewers for the proposal**

Provide names and contact information of two researchers who TFRI may approach for a scientific review of your Full Application. These researchers should have current expertise directly relevant to your proposal. It is important to exclude researchers with whom you may have trained or collaborated with during the past five years.

## **FULL APPLICATION**

### **1. Proposed Start Date**

This is the date when the award, if made, will start. The date must be in the window November 1<sup>st</sup>, 2010 to June 30<sup>th</sup>, 2011

### **2. Host Research Institute**

Give the full name of the research institute which will administer, and under whose authority, the project will be carried out.

### **3. Signatures**

Awards are made only with the consent and knowledge of the administrative head of the Institution where the research will be carried out. The signatures indicate that the Applicant and officials at the Host Institution have read and understood the obligations of funding received from the TFF/TFRI. If the Institution does not yet have a Memorandum of Institutional Understanding with the Terry Fox Research Institute, one will need to be signed before funds flow.

### **4. Lay Summary**

If awarded, the lay summary will be used in the Canadian Research Information System Database and on the TFRI website to describe the project to the public. Thus, it is important that the summary use as little technical language as possible, and is written at the level of a Grade 8 student. As succinctly as possible, please use the following format: objective, previous research, project methods, and impact and relevant to cancer.

### **5. Scientific Summary**

This technical summary of the proposal should outline scientific objectives of each component of the proposal, including strategies and methodologies to be used in the research. Essential

collaborators should be identified, and it is essential to outline the plan to integrate the results of this proposal with the sponsoring Terry Fox program.

## **6. Scientific Proposal**

A maximum 20 page allowance is permitted to describe the science proposed. Up to an additional 5 pages can be used to present diagrams, figures and photographs. Recommended headings are provided in the table of contents page. Within the 20 pages, the applicant has flexibility to present the most compelling case for his /her project. The table of contents page is not part of the page count, but should be completed to assist the reviewer find headings within the proposal rapidly. The applicant should replace the roman numerals in the table of contents page with the actual page number in the final document before submission. The sponsoring program should be provided time to review, comment and suggestions revisions to the scientific proposal before it is submitted.

## **7. Details of Letters of Sponsorship and Collaboration**

Complete the Table summarizing letters of agreement to sponsor and collaborate. These letters should be sent electronically with the Full Application by the deadline date, or included within the pdf file comprising the full application. It is the responsibility of the Applicant to get these letters in time to be submitted with the Full Application. Letters should:

- a. Confirm the commencement date of an Applicant's appointment with a Host Institution if it occurs after submission of the Full Application
- b. Provide support from the sponsoring program of that program's plans to integrate and mentor the Applicant's research with that of the Program. Two letters are required, one from each of two different members of the sponsoring program – with a preference for one of the letters to come from a member not at the same Institution as the Applicant
- c. Confirm agreement to collaborate with the Applicant on specifics of the Applicant's program, i.e., access to biomaterials, access to technology and expertise, etc.

## **8. Budget Request**

The total request cannot exceed \$150,000 per year.

Each line item should provide the total cost per year of that item, and full narrative is expected to justify that budget request in the Budget Narrative below.

Eligible Costs include:

- a. Salaries & Wages – Only research staff and trainees (graduate students, post-doctoral fellows, research assistants, technician and professional assistants) working directly

under the Applicant's supervision are eligible to receive salary support from the grant. Administrative staff are not eligible, nor are annual increments

- b. Consumables – Only laboratory consumables, animals, core research facility charges, information technology costs, equipment (under \$5,000), courier and research travel directly related to the Proposal should be included here
- c. Equipment (over \$5,000 and less than \$70,000 total) – Equipment proposed must be integral to the Applicant's research proposal, and should normally only be requested during the first year of the grant. Requests will be reviewed to ensure that equipment is not being proposed solely to equip the Applicant's laboratory, or mainly for use by some other Program.

## **9. Budget Narrative / Justification**

All budget line items need to be justified in the budget narrative

- a. Salaries & Wages. List all members of the proposed research team – indicating whether current or to be recruited. Outline duties including the percentage of effort required, experience necessary or required, and proposed salary or stipend. Also list individuals who will be part of the research team who will NOT be paid from the grant. Indicate how they will be compensated (fellowship, studentship, other grant, etc). Assess the impact of these individuals on the research proposal.
- b. Consumables. If a line item covers a range of reagents or services, provide a breakdown of how line item costs are estimated.

## **10. Quotes / Justification for Equipment**

Justify equipment over \$5,000. Provide two quotes for any equipment over \$10,000, one quote for equipment under \$10,000. All equipment requested must be justified in terms of its use within the scientific proposal. If the Applicant is seeking partial support for purchase of a more expensive item, list other sources of funding and whether committed or requested. The Applicant should estimate the percentage use by this proposal of requested equipment, and also identify other uses and users of that equipment.

## **11. Appendices**

Please label all appendices to avoid confusion by reviewers. Please keep appendices short.

- a. **Curriculum Vitae** – Please submit your curriculum vitae in CIHR format

- b. **Certificates** – Provide a list of all the certificates you require to complete this research. The list of certificates may include Environmental, Biohazard/Biosafety, Radiation Safety, Animal Care, Human Ethics, Human pluripotent stem cell research and regulatory approvals from Health Canada. Certificates dated to expire before the start date of the research are not acceptable. It is the responsibility of the Applicant to obtain these certificates and provide copies to the Host Institution. The Host Institution is required to ensure that you have all current certificates for the relevant section of the proposal before providing funding to your project.
- c. **Clinical Protocols, Surveys, Consents, etc.** May be submitted for proposals where such documents are integral to the research proposal.
- d. **Scientific Manuscripts.** Applicants may attach as appendices up to three manuscripts or publication that are directly relevant to the proposal

*Tuesday, May 11, 2010*