



## Terry Fox New Investigator Application Guide (2020)

### Key Dates

1	Submission of Registration of Intent (ROI)	Friday, June 28, 2019 (5:00 pm PDT)
2	Invitation for Full Application	Week of July 8, 2019
3	Submission of Full Application	Friday, September 13, 2019 (5:00 pm PDT)
4	Peer-Review of Applications	November 2019
5	Decisions Announced	Early December 2019
6	Funding Starts	January 1, 2020

### Competition Website

Applicants can find competition details and document templates at

<https://www.tfri.ca/funding-opportunities/funding-programs/program/new-investigator-program>.

### Submission Format

#### Registration of Intent

Applicants must submit the Registration of Intent (ROI) electronically before the deadline (date stamped before 5:00 pm Pacific Time on the deadline date) to the email address [newinvestigator@tfri.ca](mailto:newinvestigator@tfri.ca). TFRI will review all received ROI and invite eligible applicants to submit their full applications.

#### Full Application

Applicants must submit the Full Application electronically before the deadline (date stamped before 5:00 PM 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). Our email system only accepts documents of up to 25MB in size. If larger, please separate the application into smaller files and send in sequence.

### Naming of Electronic Files

Applicant is asked to replace 'APPLICANTNAME' in the file name with their last name followed by first name, i.e. '2020 TFRI NI FULL APPLICATION – SMITH John.docx'.

### Acknowledgement of the ROI and Full Application

You should telephone / email the contact at the end of this Guide if you do not receive an acknowledgment of your ROI or Full Application a week after its submission.

## **Format of the ROI and Full Application Document**

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.

## **REGISTRATION OF INTENT (ROI)**

The ROI stage of the competition is to evaluate the applicant's eligibility.

### **1. Host Research Institute**

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

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

A short paragraph to state the objective / hypothesis of the study; methodology / technology to be employed; and desired outcomes.

### **3. Name of sponsoring project**

The applicant must discuss sponsorship of their project with one of the eligible sponsoring programs funded by TFRI or CIHR (See the List of Eligible Sponsoring Programs document obtainable [online](#)) 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.

### **5. Keywords**

Provide up to ten keywords that describe the research proposal, including tumour site(s), techniques and methodologies the study will employ and the areas of interest, etc.

### **6. TFRI CV**

Include your curriculum vitae in the format required by TFRI that is available from the TFRI website.

## **FULL APPLICATION**

### **1. 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 TFRI. If the Institution does not yet have a Memorandum of Understanding (MOU) with the Terry Fox Research Institute, one will need to be signed before funds flow. A template for the MOU may be found [online](#).

### **2. 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 lay summary use as little technical language as possible and is written at the level of a Grade 8 student. As succinctly as possible, please consider using the following format: objective, previous research, project methods, and impact and relevance to cancer.

### **3. 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 program.

### **4. Response to Reviewers [Re-applicants only]**

A maximum 2-page allowance is permitted to respond to the comments of the peer-reviewers of your previous unsuccessful application.

### **5. 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. A list of references is additional to the maximum of 20 pages. Only the list of references can be presented in single line spacing.

The table of contents page is also not part of the page count, but should be completed to assist the reviewers 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 suggest revisions to the scientific proposal before it is submitted.

## **6. Summary of Letters of Sponsorship, Institutional Support 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 nature and extent of Institutional support for the Applicant. Such a letter may include the commencement date of an Applicant's appointment with a Host Institution if it occurs after submission of the Full Application. Provide details of the Host Institution's research support provided to the Applicant. Identify the actual time or percentage of the total hours per week the Applicant will be supported to perform research (It is expected that a majority of the Applicant's time will be devoted to research).
- 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 who is not at the same Institution as the Applicant.
- c. Confirm agreement to collaborate with the Applicant on specifics of the Applicant's program; e.g., access to biomaterials, access to technology and expertise, etc.

## **7. 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, technicians 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.

Applicants should refer to the [TFRI Research Administration Policy](#) for a list of ineligible costs.

## **8. 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 grants, 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.

## **9. 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.

## **10. Appendices**

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

- a. **Curriculum Vitae:** Please include your curriculum vitae in the format required by TFRI that is available from the [TFRI website](#).
- b. **Certificates:** Use the table provided to list 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
- e. **Statement of Inclusion of Sex and Gender in Research Design:** Applicants are expected to include a statement in the proposal that they have considered sex- and gender-based analysis (SGBA) as appropriate. The purpose of SGBA is to promote rigorous science that is sensitive to sex and gender and therefore has the potential to expand our understanding of health determinants for all people.<sup>1</sup>

For inquiries, please contact:

**Shane Duan**

Projects and Database Administrator

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<sup>1</sup> Please refer to <http://www.cihr-irsc.gc.ca/e/50836.html> for more resources.