



**THE TERRY FOX RESEARCH INSTITUTE**  
**L'INSTITUT DE RECHERCHE TERRY FOX**

## **2024 Terry Fox New Frontiers Program Project Grant (PPG)**

### **Full Application Guide**

#### **Timeline**

|   |                                |                                 |
|---|--------------------------------|---------------------------------|
| 1 | Submission of Full Application | November 20, 2023 (5:00 pm PST) |
| 2 | Site Visits Held               | March/April 2024                |
| 3 | Funding Starts                 | July 1, 2024                    |

Note regarding PPG Funding Terms: New applications may select a 3, 4, or 5-year term and renewal applications may select a 5, 6, or 7-year term. New applications may apply for a maximum funding envelope of \$2,400,000 while renewal applications may apply for up to \$7,500,000.

Please ensure that your application documents all reflect the correct funding term choice that you have made. We have provided separate budget Excel worksheets for each of the funding term choices.

#### **Competition Website**

Applicants will find competition details and document templates at [https://www.tfri.ca/funding-opportunities/funding-programs/program/new-frontiers-program-project-grants-\(ppg\)](https://www.tfri.ca/funding-opportunities/funding-programs/program/new-frontiers-program-project-grants-(ppg))

#### **Submission Format and Naming of Electronic Files**

Applicants must submit the completed Full Application electronically before the deadline dates (date stamped before 5:00pm Pacific Standard Time on the deadline date) to the email address [ppg@tfri.ca](mailto:ppg@tfri.ca). Applicants are requested to submit the full application with suggested file names as follows:

| <b><i>Attachments Descriptions</i></b> | <b><i>File Names</i></b>                                                  |
|----------------------------------------|---------------------------------------------------------------------------|
| Full Application Document              | TFRI 2024 PPG FULL APPLICATION – Application - PROJECTLEADERNAME          |
| Appendices Document                    | TFRI 2024 PPG FULL APPLICATION - Appendices – PROJECTLEADERNAME           |
| Full Application Budget Worksheet      | TFRI PPG 2024 FULL APPLICATION – Budget – PROJECTLEADERNAME               |
| Full Application Budget Justification  | TFRI PPG 2024 FULL APPLICATION - Budget Justification - PROJECTLEADERNAME |

Electronic document(s) attached to the email(s) must be a PDF formatted file (or an Excel file in the case of the Budget Worksheet). Our email system will only accept documents of up to 50MB in size. If larger, please provide a download link in your submission email. If submission of

files by email is necessary for larger documents, separate the application into smaller files and send in sequence. Applicants are asked to replace 'PROJECTLEADERNAME' in the file name with last name followed by first name, i.e., 'TFRI 2024 PPG FULL APPLICATION – Application - Smith-Janet.pdf'.

### **Acknowledgement of the Full Application**

TFRI will acknowledge by email receipt of Full Applications before Wednesday, November 22, 2023.

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

The Microsoft Word Template documents have been formatted for clarity and ease for the reviewers 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 will remove pages and material in excess of the limits prior to submission to reviewers.

The budget templates are provided as Microsoft Excel workbooks. Budget data should be entered in the yellow cells on the green-colored tabs. It is intended that individual budget components be listed at a high level (i.e., all salaries for a single category, for instance grad students, in a project combined as a single line item) and then explained in more detail in the budget justification document.

### **Format of the References**

All references should include the full author list, the full title, and the PubMed ID number where appropriate. For example:

Liu T, Wang RX, Han J, Hao CZ, Qiu YL, Yan YY, Li LT, Wang NL, Gong JY, Lu Y, Zhang MH, Xie XB, Yang JC, You YJ, Li JQ, Knisely AS, Borchers CH, Ling V, Wang JS (2018). "Comprehensive bile acid profiling in hereditary intrahepatic cholestasis: Genetic and clinical correlations". *Liver Int.* 38(9):1676-1685. PMID 29412511.

For preprints, the format should include the DOI. For example:

Amoozgar Z, Ren J, Wang N, Andersson P, Ferraro GB, Krishnan S, Lei, P-J, Subudhi S, Kawaguchi K, Tay RE, Gomes-Santos IL, Huang P, Kim HJ, Fukumura D, Jain RK. Combined blockade of VEGF,

## COMPLETING THE FULL APPLICATION

The Full Application comprises four documents:

- A single PDF document with the overview section, and individual sections for each of the independent projects and core technology platforms,
- A single PDF document with the appendices for each of the application sections above,
- A detailed budget Excel worksheet, and
- A single PDF document of the budget justification.

A checklist file is provided on the TFRI web site so that you may ensure that you have completed all of the required components. [Please see the document “TFRI PPG 2024 FULL APPLICATION PAGE LIMITS AND ORGANIZATION” for a more comprehensive description of these requirements.](#)

## PAGE BUDGETS

The Project and Core applications have a combined page budget for their Research Proposal sections of seventy-five pages for a new application and one hundred pages for a renewal application and this includes tables and figures which should be inset appropriately within the body of the projects where the text references them. The Project documents have a minimum length of seven pages while Core documents have a minimum of five. Applicants may decide how best to allocate the remaining pages between individual Projects and Cores. **This page budget does not include any part of the Overview document.** Please see the document “TFRI PPG 2024 FULL APPLICATION PAGE LIMITS AND ORGANIZATION” for a more comprehensive outline of these requirements.

References are *not* counted towards the page budgets.

## **PART 1: Program Overview**

### **1. Cover and Summary Pages**

#### ***a) Full Name of Project Leader***

One of the senior investigators on the New Frontiers Program Project Grant proposal is required by TFRI to assume the role of Project Leader. The Project Leader will be responsible for the scientific management of the overall PPG, ensuring that progress and financial reporting requirements are met and for submitting the PPG Full Application to TFRI. The Project Leader must also be a Principal Investigator leading an individual project (see Section 1, f) for more details).

#### ***b) Program Title***

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 [title of program]”.

#### ***c) Lead Research Institute***

One institution must be selected as the Lead Research Institute. Normally it will be the home institution of the Project Leader.

#### ***d) Other Research Institute(s)***

Individual rows of the table can be expanded as required. For each of the institutions that will receive and administer the funded PPG, provide the full name of the institution, and obtain signatures of Principal Investigator, Head of Department, Dean/Director, and Vice President of the Institute **as appropriate for your institution**. The funds awarded will be made available to each of the Principal or Co-Investigators at his/her respective institution.

Through the signatures of the authorized officials delegated to sign on its behalf, the institution affirms it has the capacity in law to be responsible for the research and associated activities as detailed in the proposal. The institution will provide the Applicant(s) with the time, space, and designated support to complete the research as described. Applicants may need to itemize the budget for their respective institutions, however TFRI does not require this to be submitted with the application.

**It is not necessary to send original signatures.** TFRI accepts copied signatures: defined as a handwritten signature which has been copied regardless of the medium used (e.g., faxed, photocopied, scanned .pdf, .tif or stamped) and electronically inserted, in the case of scanned signatures. In submitting a copied signature, the individual so identified

is authorized to, and has indeed agreed that the Institution supports the proposal as presented.

***e) List of Projects and Core(s)***

The table can be expanded, or rows 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. Do not include here the names of co-investigators and collaborators. They should be included in the individual project proposals or individual core technology platform proposals. **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.

***f) 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.

Please note that TFRI uses the following definitions for investigators:

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

Principal Investigators are those individuals who will be scientifically responsible for each of the components in the list of projects and cores above. Salary requests are not allowed for Principal Investigators.

Co-Investigators 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.

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.

**g) Lay Summary**

Provide up to a one-page lay summary of the Program Project Grant Application. Be sure to indicate how your proposed research can improve personal health, the health of populations and/or the health delivery system. This information is used by TFRI to inform the public about the valuable research supported through public and donated funds.

**h) Keywords**

Provide up to ten keywords that describe the research proposal as a whole.

**2. Table of Contents**

The Table of Contents is intended to aid the reviewers in navigating your proposal. It should be edited to reflect the headings you have used in your proposal. The Roman numeral page numbers must be replaced by actual page numbers as they appear in your final application.

**3. 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.

**4. Progress Report / Report on TFRI Funding Results (max 5 pages)**

For **renewal applications**, within the limit of five pages, describe the results of each of the projects and cores that formed the basis of the previous research application. Applicants are also encouraged to report progress of any TFRI funded young investigator that was sponsored by the program during the funding period.

For **new applications**, this section can be used to report on progress relevant to the program under review in a maximum of five pages.

**5. Overall Description of the Program (max 15 pages including figures and tables)**

This section must be prepared and submitted by the Project Leader. Within the limit of fifteen pages, provide an overview of the program. Note that the preceding Progress Report section allows for a detailed description of the group's recent scientific advances. State concisely question(s) this program project application is designed to address and why this is important. Provide a background of current knowledge relative to the proposed research, with reference to relevant publications. Summarize specific 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. Demonstrate how the overall program will be able to achieve much more than the simple sum of its component projects; how would the removal of any project affect the other projects and the program as a whole. Describe how the program will provide a value-added research training environment for students and fellows.

Include information on initiatives to support and increase equity, diversity and inclusion as per the five Government of Canada defined equity-seeking groups. This is a component of the application which will be evaluated by the peer review committee and should include considerations of the team composition, patient sampling if appropriate, as well as mechanisms employed to ensure inclusivity is practiced in pursuit of the program.

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 are secured, requested but not yet secured, or are planned but not yet requested. Finally, describe the specifics of how the proposal adds to, and integrates and synergizes with a larger program or activity at the sponsoring institution. Provide a summary of the larger program's goals and participants.

Applicants are advised to refer to the criteria the reviewers use to evaluate your proposal, which is available on the competition website, when writing this section.

Table and Figures must be submitted that can be read and interpreted without magnification. **Applicants are required to insert Figures and Tables as close as possible to their relevant sections in the text. Many reviewers read these documents in electronic format rather than as printouts, and this arrangement minimizes the amount of searching needed to locate pertinent tables and figures.**

## **6. Research Environment (max 1 page)**

The description must include details of resources and research infrastructure which will support the proposed project. If a necessary piece of infrastructure is absent, the applicants must provide a plan of how that research infrastructure will be obtained.

## **7. Data Sharing and Management Plan (max 1 page)**

Provide a description of the preliminary Data Management and Sharing Plan. The plan should ensure that the data will be stored and maintained in a manner which is consistent with standards appropriate to that type of data, and with a clear plan for deposition of data

in an accessible, secure, and curated repository for use by the research community. In particular this is an absolute requirement for data which supports published research findings. For research involving human subjects, researchers must respect ethical, legal and commercial obligations that apply to sharing data. Controlled access repositories are acceptable for data from human participants in order to comply with ethical and informed consent requirements. Applicants are referred to the Tri-Agency Statement of Principles on Digital Data Management (<https://science.ised-isde.canada.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-statement-principles-digital-data-management>) as well as the NIH Policy for Data Management and Sharing (<https://sharing.nih.gov/data-management-and-sharing-policy/about-data-management-and-sharing-policies/data-management-and-sharing-policy-overview>) for further information. Data Management plans are evolving documents and specific standards vary between research domains, but compliance with this goal in a manner appropriate to the specific research data to be generated by this project is required. **Completion of a finalized plan is a requirement of funding if an award offer is made.**

## 8. List of References

Provide a complete list of relevant references for the preceding sections. Those references directly funded by Terry Fox support should be underlined or indicated in bold. The reference must include the full title of the paper and a full author list. For this section alone, the applicants should present the list with single line spacing, and not 1.5 line spacing required elsewhere in the Full Application. There is no page limit for the list of references.

## Appendices - Curriculum Vitae

These appendices should form part of a single compiled set of appendices for all parts of the application. Please refer to TFRI PPG 2024 FULL APPLICATION PAGE LIMITS AND ORGANIZATION for further details.

All program applicants (Project Leader, Principal Investigators, Co-Investigators), except for collaborators, are required to submit a TFRI CV. All TFRI CVs must be updated with any new information since the LOI submission. Importantly, additional information on current grants is required for the full application CV submission which was not part of the LOI CVs.

We require all applications in section B to provide a full list of authors for publications, and to embolden names of co-authors who are co-applicants in this proposal.



In addition, you are required to list any currently funded TFRF grants on which you are a co-investigator or a collaborator, but from which you receive no direct funding. In these cases, explain any relationship, difference, or overlap in scope between this application and those grants. If applicable, explain any duplication or efficiency in research effort, and how this application complements the research funded by those grants.

In section D, list any new publications since the submission of the Letter of Intent for this project.

## **Appendices - Institutional Letters of Commitment**

Include any Institutional Letters of Commitment regarding this proposal. In the table for the appendices, include a list of all attachments to the full application, including Letters of Commitment.

## **PART 2: Individual Project Proposal (minimum of three required)**

### **1. Cover and Summary Pages**

#### ***a) Full Name of Principal Investigator***

Provide the full name of the Principal Investigator who will be scientifically responsible for the individual project.

#### ***b) Program Title***

Provide the 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 [title of program]”.

#### ***c) Project title***

Provide a full title for the proposed individual project for which funding is being requested.

#### ***d) List of the Investigators Included in this Individual Project Application***

The table can be expanded, or rows deleted as required. Provide the full name of the investigator (Last\_Name, First\_Name Initials), define that participant’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.

Principal Investigators are those who will be scientifically responsible for the project.

Co-Investigators are investigators who may be responsible for a sub-component of the project. Principal Investigators and Co-Investigators will not be paid a salary from the application, nor will they hold a trainee position.

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.

***e) Keywords***

Provide up to ten keywords that describe this individual project, the techniques and the methodologies it will employ and the areas of interest.

**2. Table of Contents**

The Table of Contents is intended to aid the reviewers in navigating your proposal. It should 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.

**3. Scientific Abstract (maximum 1 page)**

Briefly outline the background to the proposed individual project, its objectives, and provide a summary of the research plan. The PI must also describe the anticipated results and outcomes.

**4. Research Proposal (minimum 7 pages)**

Within the limit of the total page budget of 75 pages for new applications and 100 pages for new applications (*refer to page 3 of this document for a description of page budgets*), and with a minimum length of 7 pages for this section, provide a detailed research proposal of the individual project. Provide a background of current knowledge, with reference to relevant publications. State concisely the question(s) this project is designed to address, and why this is important. Summarize the preliminary data and a logical flow from preliminary results to the proposed research. Describe overall goals and objectives and specific aims of

the research including hypotheses to be tested. Provide a clear and detailed description of the proposed experiments including technologies and methodologies employed. The proposal should also describe an estimate of the time required to complete the proposed aims. Lastly, provide specific synergies with the program and describe how interrelated the project is in the work towards a common goal (see synergy points on pages 6-7).

Note that figures and tables must be legible without magnification and integrated within the text at the appropriate locations close to where they are mentioned in the text. Applicants have the flexibility of appropriating the space for each project (text plus figures/tables) as they see fit, as long as the total length does not exceed the page budget (75 for new, 100 for renewal applications).

## **5. List of References**

Provide a complete list of relevant references for the preceding sections. Those references directly funded by Terry Fox support should be highlighted. The reference must include the full title of the paper and a full author list. For this section alone, the applicants should present the list with single line spacing, and not 1.5 line spacing required elsewhere in the Full Application. There is no page limit for the list of references.

## **Appendices - Other Application Materials**

These appendices should form part of a single compiled set of appendices for all parts of the application. Please refer to TFRI PPG 2024 FULL APPLICATION PAGE LIMITS AND ORGANIZATION for further details.

If you have collaborators who will provide expertise, resources or services to the project, provide letters that describe the specifics of the collaborations. Provide a letter from the Institution describing the commitments made by the Institution that will be essential for the successful performance of this project, including the role of other partners or funders. Note that the content of institutional letters provided to support the program as a whole do not need to be duplicated here. 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 are secured, requested but not yet secured, or are planned but not yet requested. Append confirming letters from those partners as applicable. If the commitment is for more than one project/core, append the letter in the Appendices section of the Overall Program application. Provide up to five key peer-reviewed publications and

submitted manuscripts directly related to the application. Attach equipment quotations if applicable.

Only letters of commitment unique to the project are necessary. If a letter of commitment included in the Overview section already includes the project, then there is no need to duplicate it.

### **PART 3: Individual Core Technology Platform Proposal**

**If chosen to be included (a core is not mandatory), a single core description is preferred. Although multiple cores are permitted, a core can be subdivided into functional sections.**

#### **1. Cover and Summary Pages**

##### ***a) Full Name of Principal Investigator***

Provide the full name of the Principal Investigator who will be scientifically responsible for the individual core technology platform (Core).

##### ***b) Program Title***

Provide the 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 [title of program]”.

##### ***c) Name of Core***

Provide a full name of the proposed Core for which funding is being requested.

##### ***d) List of the Investigators Included in this Individual Core Application***

The table can be expanded, or rows deleted as required. Provide the full name of the investigator (Last\_Name, First\_Name Initials), define that participant’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.

Principal Investigators are those who will be scientifically responsible for the Core.

Co-Investigators are investigators who may be responsible for a sub-component of the Core. Principal Investigators and Co-Investigators will not be paid a salary from the application, nor will they hold a trainee position.

Collaborators are investigators who provide expertise, resources or services to the 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.

**e) Keywords**

Provide up to ten keywords that describe this Core, the techniques and the methodologies it will employ.

**2. Table of Contents**

The Table of Contents is intended to aid the reviewers in navigating your proposal. It should 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.

**3. Scientific Abstract (max 1 page)**

Briefly outline the background and the description of the platform/technology offered. Provide a summary of the work plan for projects.

**4. Core Technology Platform Proposal (minimum 5 pages including figures/tables)**

Within the limit of the total page budget of 75 pages for new applications and 100 pages for new applications (*refer to page 3 of this document for a description of page budgets*), and with a minimum length of 5 pages for this section, provide a detailed proposal of the Core that includes a description of how it is applicable to multiple individual projects within the program defended by a clear rationale. Provide a background and objectives of the Core. Describe the specific goals for each of the Projects that will use the Core. Provide a clear and detailed description of the technologies and methodologies currently employed and research and development plan for the Core. Please integrate figures and/or tables within the main text close to where they are referred to.

**If this is a pre-existing core, or it is a core technology platform that is used by non-applicant investigators**, then provide details of the operational and business plans and the current status and productivity of the Core. Include details of the current fee for service structures for the Core and how these have been established. Describe how the core

leverages new technologies and approaches, and how the Core integrates and adds value or plans to add value to the program and the anticipated results and outcomes.

## **5. List of References**

Provide a complete list of relevant references for the preceding sections. Those references directly funded by Terry Fox support should be highlighted. The reference must include the full title of the paper and a full author list. For this section alone, the applicants should present the list with single line spacing, and not 1.5 line spacing required elsewhere in the Full Application. There is no page limit for the list of references.

## **Appendices - Other Application Materials**

These appendices should form part of a single compiled set of appendices for all parts of the application. Please refer to TFRI PPG 2024 FULL APPLICATION PAGE LIMITS AND ORGANIZATION for further details.

If you have collaborators who will provide expertise, resources, or services to the core, provide letters that describe the specifics of the collaborations. Provide a letter from the Institution describing the commitments made by the Institution that will be essential for the successful performance of the core, 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 are secured, requested but not yet secured, or are planned but not yet requested. Append confirming letters from those partners as applicable. If the commitment is for more than one project/core, append the letter in the Appendices section of the Overall Program application. Provide up to five key peer-reviewed publications and submitted manuscripts directly related to the application.

Only letters of commitment unique to the core are necessary. If a letter of commitment included in the Overview section already includes the core, then there is no need to duplicate it.

#### **PART 4: Application Budget (Excel Workbook)**

New Applications may propose a three-, four-, or five-year budget, to a maximum of \$2.4 million. Renewal Applications may propose a five-, six-, or seven-year budget to a maximum of \$7.5 million.

You must use the appropriate Excel budget template for your application. Please ensure that all project and core application documents refer correctly to the chosen funding period.

Provide an itemized program budget for each individual project and core platform in the Excel worksheet, and the relevant budget justification text on the Budget Justification Form.

Complete the tables with a single dollar amount per year for each of the following categories: Research Staff Salary, Trainee Salary, Expendables, Purchased Services, Equipment/IT/Software, Administration/Travel and Others. Please describe in detail (types of personnel, FTEs, salary and benefits amounts etc.) in the Budget Justification document. The “Justification #” column in the budget should be used for the addition of line numbers which can be referenced in the Budget Justification document. Please include these for clarity.

Funds should flow to **one institution and PI per line item**. If more than one institution is receiving funds for a project/core, use as many lines as required to ensure that the actual flow of funds to individual institutions and investigators is shown.

Salaries, expendables, and purchased services and other Project or Core Costs are to be combined into single line items in the budget, and You are advised to double-check that the totals in the Excel workbook all add up correctly before submitting the budget documents. Once the full budget information has been entered into the template, please ensure to “refresh all” in the data section of excel and confirm the flow of funds in the summary tabs.

If the current format of the Excel budget sheet poses a significant problem for the clarity of your planned budget, please email Russell Watkins ([rwatkins@tfri.ca](mailto:rwatkins@tfri.ca)) with the details of the issue(s). The worksheet currently has space for five projects and two cores. Any elements not needed can simply be left blank and then hidden prior to submission. If additional lines are required in order to increase the number of project or cores you may add them.

## 1. Program Budget ("Budget" tab on Excel Worksheet)

### i. Detailed Project Budgets

The following expenditures will be considered **eligible** for Project Budgets:

- Research operating costs for the proposed collaborative research projects, which must not overlap with those for which group members currently receive funding.
- Salaries of research assistants, technicians and other personnel who are required for the success of the project. Note: Program coordinator/manager should be included in the Program budget and *not* in the individual Project budget.
- Support for research trainees, at institution approved rates.
- Costs of data collection, database, maintenance of information holdings, the data management plan, and analysis directly related to the application.
- A portion of the cost of capital equipment to be spent in the *first year* of the award, and maintenance costs for common services and shared facilities essential for the PPG.
  - For single items of equipment or service contracts costing between \$10,000 and \$25,000, attach at least one cost quotation.
  - For single items costing more than \$25,000, attach at least two competitive quotes.

TFRI anticipates that the Applicants will seek other sources of funding to acquire the necessary capital equipment.

The following costs are **not eligible**:

- Remuneration for Project Leader, Principal Investigators, Co-Investigators, Collaborators
- Major equipment over \$10,000 not included in the approved budget.
- Academic fees for students
- Indirect costs such as overhead or infrastructure charges (e.g., institutional costs of research, building maintenance, rent, insurance, computer network charges, patenting costs)
- Laboratory and office furniture
- Membership fees
- Activities by researchers which are not part of the proposed project



## **ii. Detailed Core Budgets**

Complete the table with a single dollar amount per year for each of the following categories: Research Staff, Research Trainees, Consumables, Services, Equipment, and Other items.

The following expenditures will be considered **eligible** for Core Budget:

- Core Technology Platform operating costs for the proposed collaborative research projects, which *must not overlap* with those for which group members currently receive funding
- Salaries of key technical staff in proportion to the work directly undertaken by the proposal
- Costs of data collection, database, maintenance of information holdings, the data management plan, and analysis directly related to the application
- A portion of the cost of capital equipment to be spent in the *first year* of the award, and maintenance costs for common services and shared facilities essential for the PPG.
  - For single items of equipment or service contracts costing between \$10,000 and \$25,000, attach at least one cost quotation.
  - For single items costing more than \$25,000, attach at least two competitive quotes.

TFRI anticipates that the Applicants will seek other sources of funding to acquire the necessary capital equipment.

The following costs are **not eligible**:

- Remuneration for Project Leader, Principal Investigators, Co-Investigators, Collaborators
- Major equipment over \$10,000 not included in the approved budget
- Indirect costs such as overhead or infrastructure charges (e.g., institutional costs of research, building maintenance, rent, insurance, computer network charges, patenting costs)
- Laboratory and office furniture
- Membership fees
- Activities by researchers which are not part of the proposed project

### **iii. Program Costs**

The final section of the budget worksheet is for Program Budget costs not covered in the Individual project and the core platform sections:

- Salaries of program coordinator/manager and other personnel who will enhance the collaborative research productivity of the application.
- Travel, meetings and networking activities *directly* related to the application, including costs of collaboration, planning and knowledge exchange activities, and costs to attend the TFRI annual scientific meeting. Requests can be made up to a maximum of \$15,000 per annum for new applications and \$25,000 per annum for renewals. This total applies to the full PPG program, inclusive of all projects and cores.
- Publication costs (note, TFRI considers posting of a preprint (final version prior to acceptance) sufficient for open access purposes (i.e. APC charges can be avoided if desired)).
- An additional line item is provided for other costs.

The following costs are **not eligible**:

- Indirect costs such as overhead or infrastructure charges (e.g., institutional costs of research, building maintenance, rent, insurance, computer network charges, patenting costs)
- Entertainment or hospitality costs
- Activities by researchers not part of the Application

## **PART 5: Budget Justification**

### **1. Overall Program Budget Justification**

Provide a full justification for all budget items not covered in the individual project and core platform sections (for example: Program Manager). For travel and meeting requests, indicate the purpose of the trip(s), the people that will be traveling, and their destination(s), where appropriate.

### **2. Project Budget Justifications**

For each project, provide a full justification for all budget items relative to the proposed research. If you include a need for research personnel and trainees, state their roles and explain why you require the level (in terms of qualifications and salary) that you are requesting. If these are named individuals, please provide details. Itemize the expendables and services; for example, number and cost of animals, nature and amounts of reagents, number of subjects, or number and cost of printing survey instruments. Please reference individual line items in the budget Excel file via the “Justification #” column in the worksheet.

For maintenance and/or equipment items included in this operating budget, indicate:

- the availability and status of similar equipment;
- the anticipated extent of utilization;
- reasons for choice of specific type, model or service contract, in relation to alternatives; and
- where applicable, the necessity for upgrading existing equipment or service contract.

If you are requesting or hold start-up funds to equip a new laboratory, detail any funds you have received or have applied for from other sources for this purpose (e.g. institutional sources) and how you intend to use these funds.

### **3. Core Budget Justifications**

Provide a full justification for all budget items relative to each proposed Core Technology Platform. Itemize the expendables and services; for example, number and cost of animals, nature and amounts of reagents, number of subjects, or number and cost of printing survey instruments.

For maintenance and/or equipment items included in this operating budget, indicate:

- The availability and status of similar equipment;
- The anticipated extent of utilization;
- Reasons for choice of specific type, model or service contract, in relation to alternatives; and
- Where applicable, the necessity for upgrading existing equipment or service contract.

If you are requesting or hold start-up funds to equip a new laboratory, detail any funds you have received or have applied for from other sources for this purpose (e.g., institutional sources) and how you intend to use these funds.

## **5. Appendices – Supporting Documentation**

Include all quotations (for equipment items > \$10,000), Letters of Commitment, Statements of Work, or other documentation pertinent to the budget justification.

Please make inquiries to:

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