Terry Fox New Investigator Application Guide (2025)

Key Dates

1	Submission of Registration of Intent (ROI)	Monday June 3, 2024 (5:00 pm Pacific Time)
2	Invitation for Full Application	Week of June 10, 2024
3	Submission of Full Application	Monday August 5, 2024 (5:00 pm Pacific Time)
4	Peer-Review of Applications	October/November 2024
5	Decisions Announced	Mid December 2024
6	Funding Starts	January 1, 2025

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. 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. 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., '2025 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. Mentors' Contact Information

Mentorship is to be provided by two senior investigators with substantial leadership experience, relevant expertise in the general area of the proposal and are currently based at a Canadian research institute. The goal of this mentorship requirement is to ensure the applicant can refer to and be supported by established researchers. Mentorship value includes scientific advice, career guidance and management of a research group.

Please provide the names, institutions, and email addresses of the two mentors who have agreed to become mentors for the applicant's proposal in this section of the ROI. The applicant must arrange an agreement with two senior investigators for mentorship prior to submitting a Registration of Intent and ensure that the two mentors will provide letters of mentorship at the full application stage.

As noted in the Request for Applications, it is preferred that applicants select at least one mentor who is not at the same university department as the applicant. TFRI also encourages applicants to engage with mentors at the application writing stage.

4. 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.

5. Start date of your first faculty level appointment

Please indicate the start date of your first faculty level appointment using the calendar drop-down. Proof of start-date may be requested at the full application stage as an element of the institutional support letter.

This award is limited to researchers within the first five years of their first faculty-level appointment. Should you have interruptions in work such as parental leave, medical leave, bereavement leave and/or COVID-19 related research delays that affect your program eligibility and/or had an impact on your research, please clearly and fully describe it here. Please include the specific dates for departure and return and explain how this has impacted your work. (Maximum 300 words). You may leave this section blank if it's not applicable.

6. Number of prior full application submissions to the TFRI New Investigator Program

Please indicate the number of prior full application submissions to the TFRI New Investigator Program. Please select none if this is your first registration of intent. Submission of a ROI without a full application does not count towards your full application submission count. Applicants who have applied unsuccessfully for a Terry Fox New Investigator Awards three times (submitted three full applications) are not eligible.

7. 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 by TFRI to describe the project to the public. Thus, it is important that the lay summary uses 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. Mentors' Contact Information

Provide the names, institutions, and email addresses of the two mentors who have agreed to become sponsors for the applicant's proposal. These will be senior career investigators with substantial leadership experience and are currently based at a Canadian research institute.

4. 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.

5. 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.

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 their 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 mentors should be provided with time to review, comment, and suggest revisions to the scientific proposal before it is submitted.

7. Summary of Letters of Mentorship, Institutional Commitment and Collaboration

Complete the Table summarizing letters of agreement to mentor, support, 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 obtain these letters in time to be submitted with the Full Application.

Letters should:

 a. Provide an outline of the mentorship plan. Two mentorship letters are required, one from each of the two mentors. It is preferred that one of the letters comes from a researcher not within the same university department as the applicant.

 b. Confirm the nature and extent of institutional support for the Applicant. Such a letter must include the commencement date of an Applicant's appointment with a Host Institution if it occurs after submission of the Full Application. Please identify the actual time or percentage of the total hours per week the Applicant will be supported to perform research and outline the resources that will be provided to the applicant for the tenure of the award (e.g. start-up fund).

 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. A letter of collaboration is only required for applicants with proposals that include essential collaborators.

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, 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.

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 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.

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

   b. **Scientific Manuscripts**: Applicants may attach as appendices up to three manuscripts or publication that are directly relevant to the proposal.

   c. **Information on first faculty appointment, work interruption and prior submissions**: Although this award is limited to researchers within five years of their first faculty-level appointment, interruptions in work such as parental leave, medical leave, bereavement leave and/or COVID-19 related research delays will be taken into account when determining award eligibility. Applicants are advised to clearly and fully describe any interruptions or delays that affected the continuity of their work. Please include the specific dates for departure and return.

   d. **Certificates and Requirements**: 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.

e. **Clinical Protocols, Surveys, Consents, etc**.: May be submitted for proposals where such documents are integral to the research proposal.

f. **Data Management and Sharing Plan**: TFRI requires funded projects to create a data management and sharing plan which will identify the data to be generated, and any appropriate metadata and documentation, along with software or code needed to access the data. The plan should ensure that the data are 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#after) for further information. TFRI recognizes that Data Management plans are evolving documents and that specific standards vary between research domains, but compliance with this goal in a manner appropriate to their specific research data is required. We require a preliminary data management and sharing plan in the full application.

g. **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.[1]

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

For inquiries, please contact:

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