***FULL APPLICATION[[1]](#footnote-2)***

**THE TERRY FOX NEW INVESTIGATOR AWARD (2025)**

***Deadline: Monday, August 5th, 2024 (5:00 pm Pacific Time)***

***Email to*** ***newinvestigator@tfri.ca***

Full Name of Applicant: [Last Name, given name, middle names, title][[2]](#footnote-3)

Applicant Mailing Address: [Institution, department, street address, city, province, postal code]

Applicant Email: [Applicant’s email address] Applicant Telephone #: [Applicant’s office telephone #]

**PROJECT TITLE**: [Full title of project]

**PROPOSED START DATE**: January 1, 2025

**HOST RESEARCH INSTITUTE**: [Name of Institution which will administer award]

*Through the signatures of the authorized officials[[3]](#footnote-4) below delegated to sign on its behalf, the Host Institution below 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 with the time, space and designated support to complete the research as described.[[4]](#footnote-5)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant** | **Head of Department** | **Dean / Director** | **Vice President** |
| *Print Name:* | *Print Name:* | *Print Name:* | *Print Name:* |
| *Signature:* | *Signature:* | *Signature:* | *Signature:* |
| *Date:* | *Date:* | *Date:* | *Date:* |

**Mentors’ Contact Information:** [Names of two senior investigators who have agreed to mentor the applicant and support this application. Please list mentors’ institutions, email addresses and phone numbers]

**LAY SUMMARY**

[Provide a non-scientific summary of the proposal, including a statement of the potential impact of the results of the study and the relevance of the research to cancer suitable for posting to a website. Maximum – one page.]

**SCIENTIFIC SUMMARY**

[Provide an executive summary of the proposed research. Describe the scientific objectives of each component of the proposal, including strategies and the methodologies to be used in the research. Maximum – one page]

[Re-applicants only: Before Section 1 Scientific Proposal, you may add up to an additional two pages in response to the comments of the peer reviewers of your previous unsuccessful application for a New Investigator award.]

**TABLE OF CONTENTS FOR SCIENTIFIC PROPOSAL**

[Refer to *2025 Terry Fox New Investigator Application Guide* for instructions for details.] [Maximum – 20 pages for the Scientific Proposal (sections 1a through 1e). The list of references is additional to the page limit, and must be presented using single spacing. Clarity and conciseness is recommended for the presentation of references. An extra 5 pages is allowed for diagrams, figures, photographs (section 1g).]

*Section Page*

1. Scientific Proposal
	1. Overall objective & Background i
	2. Specific goals, and how they contribute to achievement of the overall objective ii
	3. Preliminary Data iii
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	6. List of References vii
	7. Diagrams, Figures, Photographs viii
2. Summary of Letters of Mentorship (2), Institutional Support & Collaborators
3. Budget Request ix
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5. Quotes / Justification for Equipment xi
6. Appendices xii
	1. Table of CV and Manuscript Attached
	2. Information on Start Date and Prior Submissions
	3. Table of Certificates Required/Obtained
	4. Data Management and Sharing Plan
	5. Statement of Includsion of Sex and Gender in Research Design
7. **SCIENTIFIC PROPOSAL**
8. **SUMMARY OF LETTERS OF MENTORSHIP, INSTITUTIONAL COMMITMENT & COLLABORATION**

[Two mentorship letters are required (one from each mentor). Please refer to the RFA and application guide for more details.]

[A letter is required from the Institution (Vice President, Dean of Faculty or Head of Department) confirming the commitment made to the Applicant (tenure-track, grant-funded, and the resources to be made available exclusively for the Applicant), including the amount of time reserved for the Applicant to conduct research and the start date of the Applicant’s first faculty-level appointment.]

[If the Applicant’s proposal includes essential collaborators, letters are required from each of the essential collaborators. Please provide details of the collaboration and the commitments made by the collaborator.]

*Summary of Letters Attached*

|  |  |  |
| --- | --- | --- |
|  | *Name of Letter Writer* | *Role* |
| 1 |  | Mentor |
| 2 |  | Mentor |
| 3 |  | Institution |
| 4 |  | Collaborator (if present) |

*[Expand table as required]*

1. **BUDGET REQUEST**

[Refer to the 2025 New Investigator Application Guide before completing this section.]

1. **Personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: Salary & Benefits | Year 1 | Year 2 | Year 3 | TOTAL |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ANNUAL TOTAL |  |  |  |  |

1. **Consumables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Year 1 | Year 2 | Year 3 | TOTAL |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ANNUAL TOTAL |  |  |  |  |

1. **Equipment (over $5,000)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description  | Year 1 | Year 2 | Year 3 | TOTAL |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ANNUAL TOTAL |  |  |  |  |

1. **SUMMARY OF BUDGET REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense Category | Year 1 | Year 2 | Year 3 | TOTAL |
| Personnel |  |  |  |  |
| Consumables |  |  |  |  |
| Equipment (>$5,000) |  |  |  |  |
| ANNUAL TOTAL |  |  |  |  |

1. **BUDGET NARRATIVE / JUSTIFICATION**
2. **QUOTES / JUSTIFICATION FOR EQUIPMENT**

[Equipment needs to be justified in the context of the research proposal, and for exclusive use in the laboratory of the applicant.]

1. **APPENDICES**

*Summary of CV and Manuscripts Attached*

|  |  |  |
| --- | --- | --- |
|  | *Item* | *Attached (Y/N)* |
| 1 | TFRI CV |  |
| 2 | Manuscript #1 |  |
|  |  |  |

[Attach TFRI CV.]

[Applicants may submit up to three (3) manuscripts or publications that are directly relevant to the proposal.]

**PLEASE FILL OUT THE FOLLOWING SECTION:**

**Start Date of your first faculty-level appointment: ​​**Click or tap to enter a date.

If applicable, please clearly and fully describe any interruptions or delays that affected the continuity of their work including but not limited to parental leave, medical leave, bereavement leave and/or COVID-19 related research days. Please include the specific dates for departure and return and explain how this has impacted your work. (Maximum 300 words).

**Number of prior full application submissions to the TFRI New Investigator program: ​**Choose an item.

*Summary of Certificates and Requirements*

|  |  |  |
| --- | --- | --- |
|  | *Item* | *Status* |
| 1 | Biohazard |  |
| 2 | Environmental |  |
| 3 | Animal Care |  |
| 4 | Human Ethics |  |
| 5 | Data Management and Sharing Plan |  |

Status Key: N/A = not applicable: A = attached: S = submitted: TBS = to be submitted

[Complete the Table of Certificates Required by Host Institution and TFRI for the Scientific Proposal.]

**DATA MANAGEMENT AND SHARING PLAN**

[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. Please include a desciprtion here.]

**STATEMENT OF INCLUSION OF SEX AND GENDER IN RESEARCH DESIGN**

[Include a statement that sex- and gender-based analysis (SGBA) has been included in your research proposal.][[5]](#footnote-6)

1. The Applicant should refer to the *Terry Fox New Investigator Application Guide (2025)* before completing this proposal form. [↑](#footnote-ref-2)
2. Square bracketed elements in grey are designed to be replaced by Applicant with details requested. [↑](#footnote-ref-3)
3. A signature is not required in the sections above if your institution does not have the same signing authorities. An official may sign in more than one section if they are authorized to do so. [↑](#footnote-ref-4)
4. Please note that eligible/ineligible costs are described in the *Terry Fox New Investigator Application Guide (2025)* and in the TFRI Research Administration Policy found online at <https://www.tfri.ca/funding-opportunities/policies-guideline-templates>. [↑](#footnote-ref-5)
5. Please refer to <http://www.cihr-irsc.gc.ca/e/50836.html> for more resources. [↑](#footnote-ref-6)