

Cancer Research Care Grants

2019 Guidelines

Important Dates

Competition	2019
Internal ORIS (draft) application deadline	November 29, 2019
Application deadline	December 6, 2019, 4:00 PM
Review of applications	December 2019 - January 2020
Notification of Results	February 2020
Grant Start Date	March 1, 2019
Public award presentation	TBD

****Note: It is the responsibility of the applicant to ensure the submission has been received in ORIS. Late submissions will not be considered.**

Program Overview

Cancer Research Care Grant program was established by the Cancer Research Collaboration Fund in 2019 with generous donations from the residents of Windsor-Essex. In partnership with the WE-SPARK Health Institute and the Windsor Cancer Research Group, the Cancer Research Care Grant program provides grant funding for new and innovative clinical cancer research based in Windsor and Essex County, Ontario. Funds support collaborative projects focused on cancer prevention, detection, diagnosis, treatment, and care.

The Cancer Research Care Grant program will be administered by the Office of Research and Innovation Services (ORIS) under the direction of the Vice-President, Research and Innovation at the University of Windsor, and in partnership with the WE-SPARK Health Institute and Windsor Cancer Research Group.

Funds available

The 2019 Cancer Research Care Grant program offers **one-year** grants between \$10,000 - \$40,000 for clinical cancer-research projects proposed by local investigators at any career stage.

Objectives

The primary objective of the Cancer Research Care Grant program is to provide seed-funding to local researchers *to support* new and innovative clinical cancer research programs that advance the needs of our local patients by improving prevention strategies, diagnostic tools and treatment regimens, and guides best practices in patient care. Expected outcomes: funded projects will generate results that clinical researchers can use to secure new funding for ongoing research programs from governments, industries, and community organizations.

The Cancer Research Care Grant program also seeks to promote collaborations within the Windsor-Essex cancer-care community (e.g., between healthcare professionals and university researchers, between university researchers and community organizations). Expected outcomes: collaborations will facilitate the translation of research into clinical practices and community programs that advances research initiatives, improve local cancer care, and benefit the health of Windsor-Essex residents.

Eligibility

1. **Principal Applicants:** Must hold a MD and be an adjunct, tenured/permanent, tenure/permanent-track, or limited-term appointment at the University of Windsor. The term of appointment must cover the same period as the proposed research. The Principal Applicant is responsible for ensuring his or her own eligibility.
2. **Co-Applicants:** Must hold a MD or PhD, and be based in, or formally affiliated with (but not necessarily receive salary support from) an eligible local institution (e.g., University of Windsor, Windsor Regional Hospital, Windsor Regional Cancer Centre, Hotel Dieu Grace Healthcare, St. Clair College). It is the responsibility of the Principal Applicant to ensure the eligibility of each Co-Applicant. Collaboration among local researchers are encouraged.
3. **Collaborator:** If individuals do not meet the criteria of co-applicant but play a significant role in the proposed project (e.g., provides research-related expertise) then they may be listed as a collaborator. Collaboration among local researchers are encouraged.
4. **Overlapping funding:** Research projects submitted to Cancer Research Care Grant for funding should not be submitted to other agencies. Applicants may apply for complementary funding for different components of the same project through Cancer Research Care Grant and another agency, however, applicants must make clear in their applications to the Cancer Research Care Grant that there are no duplicate requests for financial support. Moreover, the Principal Applicant and Co-Applicants must not have already secured funding for the project proposed to a Cancer Research Care Grant.
5. **Multiple applications:**
 - a. An individual cannot submit more than one application per Cancer Research Care

Grant competition as Principal Applicant, although the same individual can participate as Co-Applicant or Collaborator on multiple applications.

- b. Principal investigators holding a Cancer Research Care Grant may serve as Co-Applicant or Collaborators on Cancer Research Care Grant applications submitted by others.

6. ***Applying for subsequent Cancer Research Care Grant funding:*** An eligible researcher who has held a Cancer Research Care Grant as Principal Investigator is eligible to be Principal Applicant on a subsequent Cancer Research Care Grant application if:
 - a. A minimum of one year has passed since the date of award for a previously-held Cancer Research Care Grant; and
 - b. the subsequent application is for a research program that was not previously supported by the Cancer Research Care Grant program. Cancer Research Care Grant does not provide ongoing funding.

Guidelines

Allowable costs

Grant funds must be used for research-related expenditures. As a general rule, funds CANNOT be used for:

- salaries for permanent personnel (contract positions and student fellowships are eligible);
- memberships or professional fees;
- major equipment (i.e., exceeding \$5,000);
- personal expenses.

Successful applicants can use a maximum of **\$2,000** for **research-related travel** (e.g., for dissemination activities and travel to conferences to present findings of a Cancer Research Care Grant project).

Conditions of funding

1. *Awards presentation:* The Cancer Research Care Grant program is largely based on donations from the Windsor and Essex County communities that are raised by the Cancer Research Collaboration Fund. Accordingly, Principal Investigators awarded Cancer Research Care Grant are required to attend a public presentation to receive their awards. Successful applicants will be reminded of this presentation when they receive their letters of award.
2. *Certifications and release of funds:* Should the application be approved for funding, any Research Ethics Board, Animal Care, or Biosafety certifications necessary for the research must be secured before funds will be released. It is the responsibility of the Principal Investigator to ensure that these certifications are secured.

3. *Changes to proposed budget:* Some variation may occur between expenditures applied for in the grant proposal and those actually funded after the project begins. The Principal Investigator should provide an explanation of any budget change greater than 15% for approval by ORIS (oris@uwindsor.ca) at the University of Windsor (e.g., change in proportion of funds used for Salaries compared to Materials and Supplies).
4. *Continuing eligibility:* It is the responsibility of the Principal Investigator to maintain eligibility throughout the term of the Cancer Research Care Grant and to immediately notify ORIS at the University of Windsor of any changes that may affect their eligibility to continue to hold the grant. If the Principal Investigator is no longer formally associated with the University of Windsor during the term of a Cancer Research Care Grant, access to grant funds will be terminated, and funds remaining in the account will be returned to the University of Windsor for funding to be used to support future Cancer Research Care Grant competitions. As a general rule, since Cancer Research Care Grants are awarded to the Principal Investigator on the basis of rigorous, external peer review, grants will not be transferred to a Co-Investigator if the Principal Investigator becomes ineligible.
5. *Extensions:* Funds not spent at the end of the one-year grant term may be extended for a reasonable period of time upon request to oris@uwindsor.ca. Unless otherwise arranged, funds not spent by the grant end date must be returned to the University of Windsor for use in future Cancer Research Care Grant competitions.
6. *Acknowledgement:* In their publications and presentations to academic and non-academic audiences, funded researchers must acknowledge Cancer Research Care Grant support through the use of a Cancer Research Collaboration Fund logo and statement (e.g., “*This study was supported by a Cancer Research Care Grant from the Cancer Research Collaboration Fund and the University of Windsor*”). Cancer Research Collaboration Fund logos are available through oris@uwindsor.ca.
7. *Final report:* Upon completion of the grant, the Principal Investigator will be responsible for completing a final report to be provided to the VPRI and ORIS. This final report will also be provided to the Cancer Research Collaboration Fund to communicate the research findings. The final report will be provided to successful applicants when the term of their award is close to ending.

Review Process and Evaluation

Selection and Eligibility of Reviewers

The selection of reviewers will conform to conflict of interest standards. Reviewers must NOT:

- be from the University of Windsor, Windsor Regional Hospital, Hotel-Dieu Grace Healthcare,

St. Clair College or other organizations in Windsor-Essex.

- have been a research supervisor or graduate student/trainee or medical student/resident of the Principal Applicant within the past five years.
- have provided letters of collaboration or support for the application.
- have collaborated with the applicant within the past five years or have plans to collaborate on the proposed research.
- be in a financial or personal relationship with the Principal Applicant.

While the intent is to include a minimum of two reviewers, the actual number will depend on availability and eligibility to serve. If this number is less than two, ORIS will select additional reviewers on the basis of expertise in and relevance (relatedness) to the project.

ORIS reserves the right to include reviewers used as externals for the Primary Applicant's previous applications in cases of a resubmission or subsequent application.

Peer Review Process

The rigorous, peer-review process for each Cancer Research Care Grant application involves two external reviewers with established expertise in the proposal research area and extensive experience as reviewers for national and international agencies. The external reviewer evaluations will be tabulated and distributed to the Cancer Research Care Grant Advisory Committee for review. The Cancer Research Care Grant Advisory Committee is chaired by the Vice-President, Research and Innovation. After discussion of each application, the committee will make and approve recommendations regarding funding and funding levels of the most competitive applications. The recommendations for funding will be communicated to all Principal Applicants by ORIS.

Applications that do not adhere to the specified criteria or are deemed incomplete will be ineligible for review with no opportunity for appeal. The Vice-President, Research and Innovation ORIS and show absolute discretion in distributing proposals for review and in determining which proposals receive funding. **Decisions are final** without negotiation or opportunity for appeal.

Each Principal Applicant will receive the scores and reviewer comments to enable them to strengthen their applications for future submissions.

Evaluation Criteria

The Cancer Research Care Grant Advisory Committee will discuss applications in terms of adherence to Cancer Research Care Grant objectives and potential impact on the local community.

The application ranking will reflect external expert peer-review evaluations using 10 standard evaluation criteria listed below. Reviewers will be asked to provide: (a) a numerical score (i.e., 1 to 5,

with 5 being the highest score) for each criterion and an explanation for each score; and (b) a summary evaluation of the research project and research team that includes both the proposal's strengths and weaknesses.

1. Feasibility of project
2. Originality and innovation of the proposal
3. Clarity of the proposed goal and aims/objectives
4. Clarity and appropriateness of methodology
5. Appropriateness of budget (i.e., need, justification)
6. Appropriateness of research environments
7. Excellence of researcher(s)
8. Evidence of strong collaborations within Windsor-Essex cancer research community
9. Potential for generating results necessary to obtain new funding from other agencies for ongoing research
10. Potential impact on cancer care in Windsor-Essex and/or on the health of Windsor-Essex residents

How to Apply

A complete application consists of these PDF files:

1. Application form
2. Application signature page
3. CVs for Principal Applicant and each Co-Applicant (each CV should be a separate PDF). CV's can be directly downloaded from the [Common CV \(CCV\)](#) system or custom designed following the guideline outlined in the [CIHR Biosketch CV](#). CV's should contain the following information:
 - Personal Information
 - Education
 - Recognitions
 - Employment
 - Research Funded History (last 5 years)
 - Contributions (last 7 years)
 - Activities
4. Letters of collaboration (optional, merged as a single PDF).

The above PDF files should be emailed to [Ingrid Qemo](#) by the application deadline noted on page 1 of these guidelines by the deadlines noted. Submissions that are received after the submission deadlines will not be considered for review. See *Formatting* below for requirements for layout and file size.

The application form and the signature page are available from the [ORIS website](#) . **Digital and scanned signatures** are **acceptable** on the application signature page. Multiple copies of the signature page are also acceptable (i.e., one copy with the Principal Applicant's signature, a second copy with signatures of two Co-Applicants, etc.).

Formatting requirements for attachments

To ensure readability and fairness, the following apply to all attachments to the Cancer Research Care Grant forms. Applications that do not follow the formatting requirements, or other instructions, may be deemed ineligible.

- Use a font size of 12 point, black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, but must be legible when the page is viewed at 100%.
- Insert a margin of 2 cm (3/4 inch) – minimum – around the page.
- Observe page limitations; additional pages may NOT be added unless specified.
- Number the pages of all documents.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments.
- Attachments must be uploaded in PDF format (unprotected).
- Limit the total size of the application documents to permit transmission of all files in a single email. If the **total size** of all attachments exceeds **15 Mb**, please reduce the size of larger PDF files before submitting.
- Submissions that exceed the page limits will have additional pages removed prior to review.

Contact Information

Office of Research and Innovation
University of Windsor
ORIS@uwindsor.ca

Ingrid Qemo, PhD
Research Coordinator, Health
Office of Research and Innovation
University of Windsor
519-253-3000 x3910
Ingrid.Qemo@uwindsor.ca