Canadian Liver Foundation
Fondation canadienne du foie

Bringing liver research to life
Donner vie à la recherche sur le foie

OPERATING GRANT APPLICATION GUIDELINES

Competition Year: 2020

These guidelines are designed to facilitate the completion of the Canadian Liver Foundation (CLF) Operating Grant Application Form. Applicants are advised to read the guidelines carefully, paying particular attention to the new submission process effective this year.

The mandate of the CLF is to provide support for research and education into the causes, diagnosis, prevention and treatment of diseases of the liver.

CATEGORY OF GRANT

Operating grants are for the support of research projects directed towards a defined objective, conducted by an investigator working alone or in collaboration with others. These grants may be used to purchase materials, supplies and items of equipment costing less than $5,000, to buy and maintain animals, and to support travel costs (to a limit of $1,000).

In 2020, three operating grants may be awarded:

- One operating grant may be awarded to a researcher in Canada whose research project is related to hepatobiliary research.
- One operating grant may be awarded to a researcher in Canada whose research project is related to hepatitis B.
- One operating grant may be awarded to a researcher in Canada whose research project is related to liver cancer.

In recognition of the CLF's varying calls for applications which may include specific designations for type of liver disease or a geographic location or have no designations and be open to all types and locations for hepatobiliary research, CLF operating grant applicants are asked to select and apply to one category per grant and identify their selected grant category on the application form.

The number of awards presented in any given year will be dependent on the number of suitable applicants and the funds available.

ELIGIBILITY

Investigators with primary research interest in liver disease who hold an academic appointment in a Canadian university or affiliated institution are eligible to apply. Clinical investigators and basic scientists will be considered. Applicants for operating grants must be members of the Canadian Association for the Study of the Liver (CASL). Canadian citizens, landed immigrants, and permanent residents will receive first consideration. The Foundation reserves the right not to make an award in any year in which the above criteria are not fulfilled.

PERIOD OF SUPPORT

This award is for two years of support, commencing on September 1, 2020.

REQUIREMENTS AND CONDITIONS

- Research reports are to be submitted once per year for the duration of the research project. These reports must be suitable for a lay audience and submitted to the CLF by September 1 of each funding year.

- A research summary report (outlining research findings and accomplishments) must be provided to the CLF at the conclusion of the research project. This summary must be suitable for a lay audience.

- All CLF grant awardees are required to participate in the review of research grant applications for grant competitions that occur while they are receiving funds from the CLF.

LEVEL OF FUNDING

The amount funded will be established on the basis of the financial requirements of the proposed research program and whether the amount of the grant is justified by the extent and the significance of the research program proposed. It is the intention of the CLF that grants will be up to $60,000 annually for each grant awarded; each award will be provided for a maximum of two years.

Payment of the award will be in the form of equal quarterly installments; the first, on or about September 1, 2020.

With the exception of the restrictions noted in these guidelines, specific uses of the funds shall be dictated by the policies of the research administration office of the sponsoring institution.

The CLF is a member of the Health Charities Coalition of Canada (HCCC) and adheres to the HCCC's position that indirect costs from the research institution are ineligible research expenses and are not to be deducted from the CLF's research payment.

ASSESSMENT PROCEDURES

Each application is assessed by the CASL Research Committee which is responsible for obtaining external peer reviews and establishing a rating, based on its scientific merit and relevance.

The degree of alternative funding for existing projects or programs whether related or unrelated to the nature of the proposal presented will be a factor in the assessment of the application.

The Medical Advisory Committee of the CLF considers the ratings and recommended budgets submitted by the Grants Review Committee and then approves and announces the final decision.

DEADLINE DATE

Applications must be received at the CLF National Office no later than **March 31, 2020**. Late and incomplete applications will not be submitted for review. Applications not conforming to requirements will not be submitted for review.

HOW TO SUBMIT YOUR APPLICATION

A single PDF file of your entire grant application including CV(s) and other attachments should be sent by e-mail to researchgrants@liver.ca by the deadline date.

NOTIFICATION

Competition results will be announced in **July 2020**. All applicants will be notified of the results by the CLF.

APPLICATION

It is the responsibility of the applicant to provide clear and concise answers to all questions on both the Operating Grant Application Form and the Operating Grant CV Form. Material which is received over and above the limits noted on the application will not be submitted for review. Applicants are invited to submit the application in the official language of their choice.

OPERATING GRANT CV FORM

All investigators (principal applicant and co-applicants) must fill Operating Grant CV form.

PUBLICATION SUMMARY (Section 3)

When listing research publications please use the following format:

1. For journals: Jones JJ, Smith SS, Miller MM. New Studies in Medicine. J Med 1986; 30: 60-90.

2. For books: Jones JJ, Smith SS, Miller MM, New Studies in Medicine. In: Medical Research. Allan AA, William WW (eds) Canadian Scholar Press, Ottawa Canada, 1991; pp. 60-90.

RESEARCH SUPPORT (Section 6)

List all research grants/projects for which funds are being received, applied for, or to be applied for within the next twelve months. Please indicate the funding agency, project title, amount per annum, status, support period and degree of overlap with this grant.

The applicant must include a summary page including the budget request of every other grant application made or currently held, whether perceived to be relevant or not. If application on the same subject is pending from another agency, the applicant should immediately notify the CLF of the results as soon as they are known.

OPERATING GRANT APPLICATION FORM

PRINCIPAL APPLICANT and CO-APPLICANTS (Sections 2 and 3)

The principal applicant is recognized by the CLF as the author of the intellectual content of the application submitted. In the case of multi-authored applications, the CLF will correspond with the first (principal) applicant listed.

All co-applicants must provide a CV and sign the application from.

INSTITUTION (Section 2)

Designate the Institution in which the applicant holds an academic appointment. The Institution is considered by the Foundation to be responsible for the provision of space, facilities, furniture and general services to conduct the research project as described.

PAYMENT AND ADMINISTRATION OF GRANT FUNDS (Section 2)

Indicate the name of the payee institution (University, Hospital or Research Centre) and the mailing address of the office that shall receive funds and administer these funds. If the administrative institution is not the one in which the applicant holds an appointment, please explain in a covering letter.

EXTERNAL REVIEWERS (Section 4)

You are invited to suggest the names of three peers in your field(s) of research. They should not be from the same institution nor should they be or have been associated with you or your co-applicants. For each, provide one key word to describe their principal areas of expertise. The Grant Review Committee reserves the right to make its own selection of referees to be consulted.

LAY ABSTRACT (Section 5)

This project description should be written in non-scientific language in a style suitable for the lay members of the Foundation or a press release. It should not exceed one hundred and fifty words. Use a double-line format and a standard type (Times 12 or Arial 10).

SUMMARY OF RESEARCH PROPOSAL (Section 6)

Highlight the objective(s), methodologies and expected outcomes of the proposed research project on this page. Limit to one page only. Use a standard type (Times 12 or Arial 10).

DETAIL OF RESEARCH PROPOSAL (Section 7)

Provide a concise summary of the current state of knowledge relating to the work proposed, relevant work done by yourself and your collaborators (co-applicants), and a clear concise outline of your research proposal, including the rationale for the choice of particular methods and approaches. The objective(s) and research plan should be clearly described.

The research proposal shall be written and presented within 7 (seven) pages. Supporting material including preliminary data is limited to 5 (five) pages. Up to three submitted/in-press manuscripts or published articles may be included.

BUDGET (Section 8)

List the total requested for each year of funding. Provide budget justifications where necessary. The amount requested per year of funding must not exceed $60,000 for a maximum of two years. All amounts must be quoted in Canadian dollars.

USE OF ANIMALS, HUMAN SUBJECTS AND/OR BIOHAZARDOUS MATERIAL (Section 9)

Check the appropriate boxes. Approval for human or animal experimentation and the use of biohazardous material must be obtained, and the appropriate documents provided. Documentation relating to human and animal ethical considerations should be attached as an appendix or submitted at a later date, if possible, within 60 days following the application submission deadline. However, should an award be granted, this documentation must be received by the CLF National Office prior to commencement of funding.

SIGNATURES (Sections 10 and 11)

The signatures on the application commit both the applicants and the Institution to specific responsibilities. The applicants and the Institution are jointly responsible for adherence to the general conditions governing the award of a research grant as outlined in the Canadian Institutes of Health Research Grants and Awards Guide, including the guidelines of the Canadian Council on Animal Care with respect to animal experimentation, the review for ethical propriety of all proposals relating to human experimentation, the CIHR guidelines that may apply for handling recombinant DNA molecules and animal viruses and cells, and the administration according to accepted accounting practices of the funds provided.

The application must be signed by each applicant, each co-applicant, the Department Chair/Head and the Faculty Dean/Head of Research Institute.

DISCLAIMER AND INDEMNITY

In no event shall the Canadian Liver Foundation (herein called "The CLF") or its directors, officers of their respective agents, employees or representatives be liable for any loss, injury or damage whatsoever to persons or property due to or arising out of the said research, either directly or indirectly, whether attributable to negligence or otherwise, including any loss, injury or damage to the health or well-being of any research subject or innocent bystander or any loss, injury or damage whatsoever to an agent, employee or representative of the Hospital, University or Individual Grantee(s).

The University, Hospital and Individual Grantee(s) also hereby covenant and agree with the CLF that they jointly and severally will at all times indemnify and save harmless the CLF, its directors, officers and their respective agents, employees and representatives from and against:

a) all claims, liabilities or demands in respect to death, injury, loss or damages whatsoever to person or property which the CLF sustains in or about any claim, action, suit or proceeding which is alleged, threatened, commenced or prosecuted against it, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted to be done by the CLF, directly or indirectly, whether attributable to negligence or otherwise arising out of or by virtue of its having granted funds for research to the individual Grantee(s), an appointed member of the staff of the University or Hospital, or for or in respect of its having acted or omitted to act in connection with such research except for any such damage, claim, liability or demand that has been sustained or incurred by the CLF's own willful and intentional misconduct; and

b) all other costs, charges and expenses, including legal fees and expenses on a solicitor and his own client basis, whether such costs, charges and expenses relate to the foregoing damages, claims, liabilities or demands or otherwise, which the CLF sustains or incurs in or about or in relation to the research, except for such costs, charges or expenses as occasioned by CLF's own intentional misconduct.

CLF PRIVACY POLICY

The CLF respects your privacy. We protect your personal information and adhere to federal and provincial privacy legislation. For more information on the CLF's Privacy Policy, please visit www.liver.ca or contact the CLF's Chief Privacy Officer at 1-800-563-5483 or via email to privacy@liver.ca .