2015/2016

Emerging Research Leaders Initiative

Program Guidelines

(Fall 2014 Competition)

August 7, 2014

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A. GENERAL INFORMATION

1) The Partners

The **Heart and Stroke Foundation of Canada (HSF)**, a volunteer-based health charity, leads in eliminating heart disease and stroke and reducing their impact. Its mission is to prevent disease, save lives, and promote recovery. Healthy lives free of heart disease and stroke. Together we will make it happen.

The **Canadian Lung Association (CLA)** works at the national, provincial and community levels to improve and promote lung health. We focus on chronic lung disease like asthma and COPD, infectious diseases like TB, flu, and pneumonia, and breathing disorders like sleep apnea. We fund world-class medical research in Canada to find treatments- and ultimately a cure- for lung diseases.

The **Canadian Institutes of Health Research (CIHR)** is the Government of Canada's health research investment agency. Its mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened Canadian health care system.

Pfizer Canada Inc. is the Canadian operation of Pfizer Inc., one of the world's leading biopharmaceutical companies. Our diversified health care portfolio includes some of the world's best known and most prescribed medicines and vaccines. Pfizer's ongoing research and development activities focus on a wide range of therapeutic areas following our guiding aspiration: Working together for a healthier world.

The **Canadian Cardiovascular Society (CCS)** is the national voice for cardiovascular physicians and scientists. The CCS mission is to promote cardiovascular health and care through knowledge translation, including dissemination of research and encouragement of best practices, professional development, and leadership in health policy.

AllerGen NCE works to catalyze and support discovery, development, networking, capacity building, commercialization and knowledge translation/mobilization that contribute to reducing the morbidity, mortality and socio-economic burden of allergy, asthma and anaphylaxis for the benefit of Canadians and the global community.

2) Application Submission Deadline

All applications for the Emerging Research Leaders Initiative (ERLI) program (including those to the CLA) must be post-marked no later than 16:00 (EDT) on September 15, 2014 to the following address:

Research Department
Heart and Stroke Foundation
222 Queen Street, Suite 1402
Ottawa, Ontario K1P 5V9

Applications post-marked after the deadline will be considered late. HSF reserves the right to decline late or incomplete applications.

3) Incomplete/Unacceptable Applications

All applicants are strongly cautioned to carefully *read* and *follow* the instructions and requirements outlined in this guideline document.

In order to maintain the principle of fairness to all applicants, regulations *must* be adhered to in the preparation of the ERLI application. *Any* infraction of the rules will lead to the truncation or immediate rejection (without appeal) of the application.

HSF reserves the right to decline incomplete applications.

4) Competition Results

Official results will be posted on the HSF Research website (www.hsf.ca/research) in April. Official letters will be sent in advance of **30 April 2015**.

Official results for CLA applicants will be posted on the CLA Research website (www.lung.ca/about-propos/research-recherches_e.php) in April. Official letters will be sent in advance of **30 April 2015**.

5) Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee relationship nor a partnership between the grantor and the grantee.

6) Public Information

Successful applicants need to be aware that the title of their research project and the lay summary may be placed into the public domain or included in Foundation or CLA publications without notification. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

We would like to encourage applicants to help us communicate the importance of research to HSF or CLA donors and to the general public. In this increasingly difficult economic climate, raising funds to support research is becoming progressively more difficult. More than ever, we need to let our donors and the public know that their donations are being used to support world class research. You are one of the best representatives to explain to the public the role of research in increasing heart and lung health and reducing the burden of heart disease, stroke, and lung disease.

7) Ethical Requirements

By signing and submitting applications to HSF, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the following guidelines and host institution research policies, as applicable.

HSF and CLA reserve the right to periodically request additional approval forms during the term of the project. Forms included with the application must be valid at least 30 days beyond the start date of the grant.

Applicants must ensure all experiments comply with the following guidelines and host institution research policies, as applicable:

- Tri-Council Policy Statement: *Ethical Conduct for Research Involving Humans*[1].
- Good Clinical Practice (GCP).
- Good Laboratory Practice (GLP).
- In the case of laboratory animal experimentation, the guiding principles and standards enunciated by the Canadian Council on Animal Care[2].
- Guidelines and standards for biological and chemical hazards as outlined in the Public Health Agency of Canada *Laboratory Biosafety Guidelines*[3].
- Any research involving human pluripotent stem cells must adhere to the CIHR *Guidelines for Human Pluripotent Stem Cell Research*[4]. The institution must notify HSFC as to the results of the review by the CIHR's Stem Cell Oversight Committee.

8) Indirect Costs

The HSF and CLA support only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment.

9) Publications

A Principal Investigator must acknowledge the support of HSF, CLA, and/or relevant partners in all scientific publications and presentations related to their grant with the following wording: *"This work was supported by an ERLI grant from XXX".* In addition, a copy of publications and presentations must be submitted with each progress and final technical report. To facilitate the implementation of HSF's and CLA's programs for knowledge transfer and exchange, we request that HSF and/or CLA be notified in advance of the publication date of any major publications and/or press releases arising from research funded by HSF and/or CLA.

[1] See http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default for details.
[2] See www.ccac.ca/en_/standards/guidelines for details.
[3] See http://www.phac-aspc.gc.ca/lab-bio/res/blk-acb/lbg-ldmbl-eng.php for details.
[4] See http://www.cihr-irsc.gc.ca/e/42071.html for details.

10) Four Themes of Health Research

ERLI applicants must estimate what proportion of the proposed research and proposed project budget falls under the four health research themes. This data is gathered for the Foundation's and CLA's use only.

The four (4) themes of health research as defined by the Canadian Institutes of Health Research are:

Basic Biomedical (I)

Research with the goal of understanding normal and abnormal human function, at the molecular, cellular, organ system and whole body levels, including the development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

Clinical (II)

Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

Health Services/Systems (III)

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and ultimately Canadians' health and well-being.

Social, cultural, environmental and population health (IV)

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine health status.

11) Lay Reviewers

The HSF and CLA incorporate lay reviewers on its Scientific Review Committee (SRC) panels in order to increase accountability and transparency of the review process and to ensure that the research is aligned with its goals and mission. The HSF and CLA places a high priority on ensuring appropriate lay summaries are submitted as part of each application. If the application is accepted for funding and the lay summary is identified as unsatisfactory, funds will be encumbered pending receipt of a satisfactory lay summary.

12) Multiple Submissions/ Funded Grant Applications

Principal Investigators submitting an ERLI application to the Fall 2014 competition are allowed to submit no more than one (1) application (new and/or renewal) to the following concurrent competitions:

- HSF Grant-in-Aid (GIA) competition, Fall 2014; and/or
- CLA's National Grant Review competition, Fall 2014.

There are no restrictions for ERLI applicants applying to other Open Operating Grant (OOG) competitions such as CIHR.

Recipients of an ERLI grant who are also successful in obtaining an open operating grant from HSF, CLA, or another funding organization as a Principal Investigator (or co-Principal Investigator) after start of funded ERLI grant will be allowed to keep the ERLI grant for the entire duration, provided there is ***no scientific or budgetary overlap with the research projects***. ERLI grant recipients are required to inform funding organizations of any newly acquired operating grants.

For information on multiple submissions or funded operating grant applications, please refer to the HSF Grant-in-Aid Submission Guidelines or the CLA National Grant Review Submission Guidelines.

13) Status of Publications

Manuscripts may not be attached unless they have been published or the manuscripts have been submitted or accepted for publication. Any manuscript included with an application, but not yet published must be accompanied by documentation from a journal verifying that the manuscript has been submitted, is accepted for publication or is in press. HSF and CLA will not accept letters indicating confirmation of acceptance for publication of a paper after December 1, as peer review of applications occurs early in December.

B. RESEARCH INTEGRITY POLICY

The primary objective of HSF and CLA's Research Integrity Policy is to protect and defend the integrity of the research process and to deal with allegations of scientific misconduct in a timely and transparent fashion. HSF and CLA agree with and have adopted the basic policies and recommendations outlined in the Tri-Agency Framework: *Responsible Conduct of Research*[5]. As a condition of funding, all HSF and CLA grant recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

HSF and CLA define research misconduct to include actions that are inconsistent with "integrity" as defined by the Tri-Agency Framework, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.[6]

HSF and CLA will deal with allegations of scientific misconduct in the following manner:

- Any allegation of scientific misconduct will be initially reviewed by HSF and/or CLA to determine whether an investigation is warranted. If it is felt that an investigation is required, HSF and/or CLA may request that this be conducted by the host institution of the individual considered to have performed the alleged misconduct. In allegations specifically related to the peer review process, the investigation may be conducted jointly by the institution and HSF.
- HSF and CLA will not act on verbal allegations of misconduct. All allegations must be submitted in writing. Although the confidentiality of persons who submit an allegation of scientific misconduct will be protected as much as possible, it must be recognized that due process will often result in the identity of this person being released to the investigating institution.
- The institution will be required to submit a written report upon conclusion of the investigation. This report will summarize the findings of the investigation and any future actions that will be undertaken by the institute as a result of the findings.
- In cases where misconduct is concluded to have occurred, HSF and/or CLA may apply sanctions against the individual(s) implicated. These sanctions will range from a reprimand letter to a ban from applying for or holding Foundation funds for a set period of time.

[5] Available from www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/.The Tri-Agency Framework: *Responsible Conduct of Research* was produced by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada.

[6] Wording adopted from the US Department of Health and Human Services, Public Health Service Policies on Research Misconduct, Final Rule. May 17, 2005.

C. SPECIFIC PROGRAM INFORMATION

1) Description

The Emerging Research Leaders Initiative (ERLI) is an establishment grant program for researchers at the transition stage from post-doctoral fellow to early professional career stage in the areas of cardiovascular, cerebrovascular, and/or respiratory health research.

This initiative aims to support successful early career launch of new investigators. Through this initiative, partners will provide establishment grant funds that will create a set of conditions conducive to the successful career launch of emerging research leaders in the cardiovascular, cerebrovascular, and/or respiratory health research domains.

This support may be provided for a maximum of three (3) years. A limited number of ERLI grants will be supported by the HSF and the CLA at any given time. ERLI funds may only be used to support research conducted in Canada. All grants become tenable July 1 following announcement of the competition results.

2) Relevance

Various organizations with an interest in supporting researchers at this stage in their career have partnered to fund this strategic initiative[7]. Each Partners' interests and eligible areas of research for this strategic initiative are described below. Applicants are encouraged to explicitly address scientific questions or health research problems in their proposed research projects that align with these areas.

The Heart and Stroke Foundation will support successful applicants whose research fits within our mission of preventing disease, saving lives, and promoting recovery.

The ICRH Canadian Respiratory Research Network (CRRN) will support successful applicants that are connected to an established CRRN project or research platform.

The ICRH Canadian Stroke Prevention Intervention Network (C-SPIN) will support successful applicants that are connected to an established C-SPIN project or research platform.

The ICRH Canadian Vascular Network (CVN) will support successful applicants that are connected to an established CVN project or research platform.

Pfizer Canada Inc. will support successful applicants whose research is focused on clinical and/or health services/systems research (themes II and III) in cardiovascular diseases.

CIHR's Institute for Circulatory and Respiratory Health (ICRH) will support three successful applicants affiliated with each of the ICRH Emerging Networks; specifically, one grant each to align with CRRN, C-SPIN, and CVN.

AllerGen NCE will support successful applicants whose research are connected with the CRRN and are aligned with the AllerGen NCE's mission and scope of research.

[7] Please note that representatives from funding partner organizations may be present as observers for discussions during peer review.

3) Eligibility Criteria

3.1 General – Research Training / Appointment

a. Principal Investigators will have a full-time academic or institutional appointment in Canada. However, under special circumstances, applications from other scientifically qualified individuals may be considered. In such circumstances, the research must be conducted at a Canadian institution and Principal Investigators must have an academic or institutional appointment as of July 1, the start date of the grant. Any applicant in an adjunct position must submit a letter from their dean/chair/division director to clarify their specific appointment, i.e. amount of protected time available, local infrastructure in place. This information can be included within the institutional support letter.

b. At the time of submission, no more than five (5) years may have passed since the date of the first faculty appointment at the Assistant or Clinical Assistant Professor level or equivalent. This would include Adjunct positions in a research track for which the applicant is eligible to write a Grant-in-Aid/operating grant (as a Principal Investigator).

c. At the time of submission, principal investigators are **ineligible** if they hold or have already held a nationally peer reviewed operating grant as (co-) principal investigator in the amount of $75,000 or more per year for a period of more than one (1) year.

d. The applicant must have an MD, PhD, PharmD, DVM, or equivalent degree.

3.2 Other Eligibility Criteria

a. The applicant must be a confirmed and recommended member of a partnering initiative network.

For those applications in the heart disease and/or stroke field, this includes CIHR-ICRH Canadian Stroke Prevention Intervention Network (C-SPIN) and/or CIHR-ICRH Canadian Vascular Network. For those applications in the respiratory field, this includes CIHR-ICRH Canadian Respiratory Research Network.

Canadian Stroke Prevention Intervention Network

Dr. Lisa Welikovitch, Executive Committee
Libin Cardiovascular Institute of Alberta
Phone: (403) 944-4243
E-mail: Lisa.Welikovitch@albertahealthservices.ca

Canadian Vascular Network

Amanda van Beinum, MSc, Program Coordinator
Canadian Vascular Network
Phone: (613) 737-8899 Ext.: 75565
E-mail: avanbeinum@ohri.ca

Canadian Respiratory Research Network

Dr. Shawn Aaron, CRRN Director
Ottawa Hospital Research Institute
Phone: 613-737-8899, ext. 74729
Email: saaron@ohri.ca

Applicants must contact one of these networks prior to submitting an application to the ERLI competition to ensure the proposed research program aligns with the objectives of the network. Specifically, applicants will be required to submit:

- The applicant's Canadian Common CV (https://ccv-cvc.ca/loginresearcher-eng.frm)

- A maximum one page cover letter outlining the proposed research program, how their work relates to the network, and the potential value they can add to the network if funded (single spaced, 12pt font and 1 inch margins).

These materials should be submitted to the network no later than August 15, 2014. Applicants who have submitted by that date will be notified in writing by the network before August 22, 2014 whether the proposed program is relevant to the network. At that time, eligible applicants can submit a full application to the Heart and Stroke Foundation.

b. ERLI applications must be supported by the university or institution at which the applicant will conduct the proposed research. The university or institution is expected to guarantee the applicant appropriate academic rank, integration, protected research time, structured mentorship, space, equipment, career path, and start-up operating support.

c. The Dean and Department Head (or institutional equivalents) must guarantee protected research time for the applicants.

   i) **Applicants with a health professional degree at a doctoral level (e.g. MD, PharmD, DVM; or other regulated accredited health professionals who have a PhD) who hold a license to practice in a province or territory of Canada** must be guaranteed at least 50% protected research time.

   ii) **Applicants with a PhD degree or applicants with a health professional degree at a doctoral level (e.g. MD, PharmD, DVM; or other regulated accredited health professionals who have a PhD) who do not hold a license to practice in a province or territory of Canada** must be guaranteed at least 75% protected research time.

4) Evaluation Criteria

a. All applications undergo peer review by HSF and include expert reviewers that align with research areas of partner organizations. Respiratory related applications will be assessed by reviewers with appropriate areas of expertise in the field of lung health.

b. The major criteria in evaluating the Emerging Research Leaders Initiative applications will be:

- Academic and research background of the applicant;
- Institutional support including quality of the research environment, mentorship, career path, start-up operating/salary support, network mentorship and integration; and
- Quality and originality of the research program.

5) Tenure

The grant will be for a period of three (3) years. A successful ERLI applicant is not permitted to renew for a second term or re-apply with a new research proposal. Funding in the third year of the grant is conditional upon proof of obtained operating grant funding or submission of application for an operating grant as Principal Investigator or Co-Principal Investigator to a recognized national granting agency within the first two years of the grant.

6) Application Requirements

Applicants must submit to the Heart and Stroke Foundation:

• One (1) original (including wet ink signatures) collated ERLI application copy (HSF CLA Form R1)

• One (1) collated copy (photocopies or printed) of the completed ERLI application (HSF CLA Form R1)

• One (1) CD or USB stick containing one (1) PDF of the complete application. Please refer to section 6.1 for the structure and format of the PDF application.

Each copy of the complete application must include:

a. Letter of Institutional Support

A letter, co-signed by the Dean and Department Head (or institutional equivalents), must be submitted confirming institutional commitment to meet the following conditions for the duration of the grant. The letter must clearly describe details on:

- Applicant's confirmed, protected research time (this includes how that investigator's research time will be funded (salary support);
- Integration into an established research team;
- Structured mentorship based on best practices;
- Adequate research space and equipment;
- Secured salary support (through peer-reviewed funding and/or institutional support);
- Clear career path with milestones/expectations
- Start-up operating support for the duration of the grant, consistent with institutional policy.

b. Network Letter of Recommendation

A letter, signed by the network director (or equivalent) of a partnering ERLI initiative network, must be submitted confirming membership and support for the application. The letter should include details on the Network's activities, relevance of the proposed research, and integration of the applicant into the network.

c. Proposed Research Program

A five (5) page detailed description of the proposed research program, identification of the applicant's role and how the execution of the research plan contributes to the applicant's development as an independent researcher. The research proposal must include the following:

- Hypothesis to be tested;
- Knowledge to date;
- Methods to be used;
- Anticipated results, and conclusions;

- Possible problems; and
- Pertinent references.

Further information about formatting and organization of the proposed research program can be found in Section D. Supplemental Information.

d. Scientific, Methodological or Budgetary Overlap: Current Funding and Pending or Contemplated Grant Submissions

For each currently funded grant, grants under submission/in preparation, attach the necessary information to the ERLI application that describes whether/how there is any scientific, methodological, or budgetary overlap with the current application (i.e. registration copy from CIHR). A percentage of the degree of overlap must be provided on the application, where requested, under each of the three (3) categories.

e. Candidate's Statement

The candidate's statement should provide an overview that addresses their involvement in either cardiovascular, cerebrovascular, or respiratory research, outline their specific areas of interest within this research area, and outline their future plans for research and overall career development.

f. Primary Mentor's Statement

The primary mentor should provide an overview of the applicant's qualification, long-term career goals, research and academic development plan. The primary mentor's statement must include the applicant's qualifications for research; the applicant's long-term career goal; the training/career development plan, including a plan for developing independence of the applicant; the applicant's research time commitment (indicate percentage of the applicant's time that will be made available for research. Describe all other duties of the applicant, including administrative, teaching and clinical); and availability of support for the applicant's research program.

g. Budget Request and Justification

The ERLI establishment grant provides funding for up to $50,000 per annum for up to three (3) years (maximum $150,000).

Submitted budgets can exceed the $50,000 per annum maximum; in such instances, funding from other sources and/or in kind contributions should be detailed and justified in the budget section of the application.

Rigorous justification of all proposed spending must be provided and will be thoroughly reviewed by the HSF. Failure to provide detailed information and appropriate justification may result in budget cuts that could adversely affect the final budget awarded for the program. Further information about budget requests and justification can be found in Section D. Supplemental Information.

6.1 CD or USB Key Submission of Application

The applicant must submit 1 PDF copy of the full application on a CD or USB key. The PDF file name should be in the following format: Last name, First name – ERLI15 (eg. Smith, John – ERLI15). The label on the CD or USB stick should contain the following information:

- Name:

- Program Type: ERLI 2015/2016
- Title of Research Proposal:
- Date:

The PDF should be organized in the same order as the paper application. Attachment should be inserted within the application where appropriate i.e. proposed research program (item #18) should be inserted directly after item #18 in the application, NOT at the end. Appendices (if applicable) should appear after the CVs.

In addition, the applicant is required to place bookmarks in the PDF for the following sections:

- Lay Summary
- Institutional Letter of Support
- Network Letter of Support
- Proposed Research Program
- Budget Justification
- CVs Last name (e.g. CV Smith)

7) Monitoring Progress

A progress report must be submitted to HSF no later than August 1st of each grant year for the duration of the grant. The progress report template is available at: http://hsf.ca/research/en/node/18.

CLA grantees must submit a progress report to the CLA no later than August 1st of each grant year for the duration of the grant. The progress report template will be made available by CLA directly.

8) Final Report

A final report must be submitted to HSF no later than one (1) month after completion/termination of the grant. The final report template is available at: http://hsf.ca/research/en/node/18.

CLA grantees must submit a final report to the CLA no later than one (1) month after completion/termination of the grant. The final report template will be made available by CLA directly.

D. SUPPLEMENTAL INFORMATION

1) Proposed Research Program Guidelines

a. Formatting

- Text must be single-spaced, 12 point Times New Roman or 11 point Arial (including labels an descriptions, accompanying figures, tables, charts, photographs, etc.).
- Margin of 2 cm (3/4 inch) around the entire page.
- Header:
  - "Proposed Research Program" (left corner)
  - Applicant Name (right corner)
- Footer:
  - Number pages consecutively
  - Page numbers must be centered

b. Organization

- The Proposed Research Program should be predominantly text and is limited to five (5) pages.
- To improve the clarity of the proposal, figures, charts, tables, etc. may be included in the proposed research program or appended after the references. Please note that embedded figures, charts, tables, etc. count toward the five (5) page limit. *Pages beyond the five (5) page limit will NOT be evaluated by the reviewers.*
- References should be placed at the end of the proposed research program and will not count toward the five (5) page limit.
- Figures, charts, tables, etc. appended after the references must not exceed two (2) pages. *Pages beyond the two (2) page limit will NOT be evaluated by the reviewers.*
- Additional supporting documentation such as questionnaires, RCT methods, consent forms, etc. may be attached as a separate document.

Failure to adhere to the guidelines above risks the application being deemed unacceptable and removed from the competition.

c. Multi-Centre/Site Applications

Where a research project involves multiple centres/sites by reason of location of activity and/or investigators, Multi-Centre/Site ERLI applications must demonstrate benefit to all centres/sites involved. It is the responsibility of the applicant to ensure that applications demonstrate the following:

- A high probability of informing policies, practice, programs and/or science.
- Significant "value-added" to perform a particular project across centres/sites.
- A research design reflecting work done in each centre/site
- Roles and responsibilities of each team member located in each site/centre.
- Budget required for these projects may be higher than single-site/centre grants and MUST be well justified.

2) Budget Guidelines

a. Salaries and Benefits (excluding those of the applicant)

Benefits will be provided up to a maximum of 30%. The HSF and CLA will not cover any salary increases.

Provide names (if known), categories of employment and proposed salaries (including non-discretionary benefits) of all personnel identified in the budget. Attach a copy of the institutional guidelines relating to requested benefit levels. Briefly describe the percentage of dedicated time and responsibilities of each position for which support is requested and attach a brief CV as an appendix for those positions for which an individual has been identified.

Salaries for unnamed research assistants, technicians and research associates should also conform to those of the institution in which the individual is carrying out the research, subject to the approval of the HSF and CLA.

Under no circumstance can funds be used to support the salary or benefits of the principal investigator/applicant.

b. Summer Students/Graduate Students

Stipend levels must be aligned with HSF and CLA guidelines. Each organization's stipend levels are listed below:

- **Doctoral Level Trainees** (PhD): $21,000 (HSF and CLA)
- **Post-Doctoral Level Trainees** who hold a health professional degree at a doctoral level (e.g. MD, PharmD, DVM; or other regulated accredited health professionals who have a PhD) who hold a license to practice in a province or territory of Canada: $50,000 (HSF), $55,000 (CLA)
- **Post-Doctoral Level Trainees** who hold a PhD degree or applicants with a health professional degree at a doctoral level (e.g. MD, PharmD, DVM; or other regulated accredited health professionals who have a PhD) who do not hold a license to practice in a province or territory of Canada: $40,000 (HSF), $45,000 (CLA)

Where comparable values do not exist (ex. Summer students, undergraduate, master's level), stipend levels must be aligned with institutional guidelines. However, support will not be provided for benefits towards summer students, undergraduate students, graduate students, and/or post-doctoral fellows.

c. Research Equipment (including maintenance and facility)

Budget requests for research equipment and/or services amounting to more than $25,000 *cumulative* over the span of three years **will not be accepted**.

Research equipment is defined as any item (or interrelated collection of items comprising a system) that meets all three (3) of these conditions:

- Non-expendable tangible property;
- Useful life of more than one (1) year; and
- A cost of $2,000 or more.

For example: A laptop computer that costs less than $2,000 would be considered as materials or supplies even though it is a non-expendable tangible item with a useful life of more than one year.

A cost quotation must be provided for equipment or service contracts greater than $10,000.

Provide a breakdown and justification of the items requested. Give details of models, manufacturers, prices and applicable taxes. In addition, for maintenance and/or equipment items listed, indicate:

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

For equipment or service contracts costing more than $5,000, attach at least one (1) quotation for cost.

d. Experimental Animals

Include species to be used and sample size justification along with calculations, if applicable.

Provide an estimate of costs for procurement, breeding, boarding, feeding and **wherever possible** include a copy of the Institution's standardized costs for these tasks as they vary from Institution to Institution.

e. Materials and Supplies

Provide specific details and justify / explain major items (ex. costs for purchasing cell lines, primary cells, global estimates for disposables including reagents, kits, etc.). Do not simply list items.

f. Payments to Study Subjects

The HSF and CLA allow well justified and reasonable reimbursements for required travel, parking, childcare, honoraria, or other items that would reduce barriers to participation.

g. Other

Provide justification / explanation for each item listed.

h. Service Contracts

Provide justification / explanation for each item listed (ex. Biostatistical time, proteomic services, glassware washing, access to administrative databases, etc.).

i. Travel

Up to $2,000 per year can be requested in support of travel to conferences and other academic meeting. Proper justification and a brief explanation of how each activity relates to the proposed research are required. The purpose and estimated cost (up to a maximum of $2,000 per year) of such travel must be given.

j. Financial Contributions from Other Sources (if applicable)

Provide a brief explanation of any financial (not in-kind) contribution from other sources (if applicable).

Contact Information:

Research Department
Heart and Stroke Foundation of Canada
222 Queen Street, Suite 1402
Ottawa, Ontario K1P 5V9
Tel: (613) 691-4041
Fax: (613) 569-3278
E-mail: research@hsf.ca
Website: www.hsf.ca/research

National Research Programs
Canadian Lung Association
1750 Courtwood Cres, Suite 300
Ottawa, ON K2C 2B5
Tel: 613-569-6411, ext. 262
Fax: 613-569-8860
E-mail: research@lung.ca
Website: http://lung.ca/about-propos/research-recherches_e.php