

GENERAL INFORMATION

CancerCare Manitoba Foundation (CCMF) grants are to be used to support strategically important activities that fall outside the scope of funding from Manitoba Health. CCMF will provide financial support to the staff of CancerCare Manitoba (CCMB) and the Research Institute in Oncology and Hematology (RIOH). The following list provides examples of applications that would be considered for funding.

1. Infrastructure Grants
 - a. Research Infrastructure;
 - b. Training and Education
 - c. Patient Experience
 - d. Clinical Trials
 - e. Partnership Opportunities; to provide matching funds with external funding agencies for specific grant competitions or to co-sponsor meetings
 - f. Equipment (New and Replacement/Repair)

2. Research Operating Grants
 - a. Pilot Operating Grants
 - b. Individual Research Operating Grants
 - c. Multi-disciplinary Team Research Operating Grants

APPLICATION FORMS

- All applications will be assessed for scientific merit and/or organizational relevance by the appropriate committee.
- Applications must be completed on the 2019/2020 Grant Application Forms which are available on the [CCMB website](#)

CONTACT INFORMATION

CancerCare Manitoba Research Office
Room ON4005
675 McDermot Avenue Winnipeg, Manitoba R3E 0V9
Telephone: 204-787-4983
Email: CCMBCCMFcompetition@cancercare.mb.ca

INFRASTRUCTURE GRANT GUIDELINES

CRITERIA

Priority for funding will be given to applications that meet one or more of the following criteria:

1. Helps address one or more specific goals identified in the [CCMB Strategic Plan](#).
2. Helps leverage further funds or reduces reliance on internal funding.
3. Evaluates technology, tools, data and processes in order to improve organizational effectiveness.
4. Maintains or develops programs of strategic importance to CCMB but which fall outside Manitoba Health's funding envelope.
5. Is a feasibility study or is a request for bridge funding and the applicants have a clearly elucidated strategy as to how/where any further funding that may be required will be obtained. Such application is not eligible for support under the CCMB Research Operating Grants.
6. Improves the research platform within CancerCare Manitoba.

APPLICATION PROCESS AND EVALUATION

1. Requests for financial support may only be submitted by a staff member of CCMB or a Scientist at the Research Institute in Oncology and Hematology (RIOH) and must be made to the individual's Program/Department Head/Executive Director.
2. Program/Department Head/Executive Director will submit a one-page "Letter of Intent" (LOI) prioritizing the requests which represents all funding requirements within their portfolio by **November 16, 2018** with a PDF copy to CCMBCCMFcompetition@cancercare.mb.ca (detailed listing of each program/project and related cost for each will be required if approved).
3. CCMB Senior Leadership Team will review, prioritize and evaluate the LOIs. The CCMB Executive Office will provide a letter to the applicant of the decision. Only approved LOIs will be invited to submit a full application. Any LOIs not approved will go no further.
4. Full Applications are due to the Research Office by **January 18, 2019** and must be signed by the Program/Department Head/Executive Director and include the LOI approval letter.
5. All matters relating to equipment – new or replacement/repair – require a separate application.
6. Where new or expanded space is required, a detailed plan indicating how this space will be acquired and funded must be provided. This is in addition to the detailed budget information required for the grant application.
7. Applications will be evaluated by the CCMB Senior Leadership Team who will recommend a ranked order of funding to CCMB and CCMF President & CEOs.
8. CCMB President & CEO will submit the final funding request to CCMF President & CEO. CCMF will review the request in the following order:
 - a. CCMF Projects, Grants and Awards Committee (PGAC)
 - b. CCMF Finance Committee
 - c. CCMF Board for final approval

9. CCMF President & CEO will advise CCMB President & CEO of the funding results.
10. CCMF President will notify successful applicants in writing.
11. Funds will be made available on **July 1, 2019**.

Funds are awarded on an annual basis. Funds remaining at end of “award” year will be returned to the Foundation. A formal request for extension of grant funding must be submitted to President & CEO of CCMF for consideration.

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the grant to CCMF within 30 days of notification.
2. Applicants must submit an End of Grant Report to CCMF, on or before **August 15, 2020** or may be deemed ineligible for future funding.
3. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of CancerCare Manitoba Foundation including incorporation of CCMF logo.
 - 3.1 Contact CCMF, Director of Marketing & Communications to receive logo.
 - 3.2 When speaking about the project, acknowledge the funds were provided by CCMF and all gifts to the Foundation remain in Manitoba.

IMPORTANT DATES TO REMEMBER

November 16, 2018 – Deadline for CCMB to receive Letter of Intent

January 18, 2019 – Deadline for CCMB to receive Full Applications

July 1, 2019 – Funding is made available by CCMF

August 15, 2020 – End of Grant Report due to CCMF

RESEARCH OPERATING GRANT GUIDELINES

PILOT OPERATING GRANTS

Intent:

1. The intent of the Pilot grant is to generate preliminary data or to test a proof of concept for one hypothesis.
2. The results from this grant should generate sufficient data for use on for future grant applications to CCMF or other funding agencies.

Eligibility:

3. To be eligible, the Principal Investigator must have an appointment with CCMB or as a Scientist with RIOH. The Principal Investigator must have a professional degree with research training and expertise, a doctorate, postdoctoral research experience or equivalent research experience (graduate degree with appropriate level of experience). This excludes Research Associates, Post-Doctoral Fellows and Graduate Students.
4. The Pilot Grant must be administered by the CCMB Finance Department. Each funded application will be assigned a new grant number and revenue will be recorded on a regular monthly or annual basis. Quarterly statements will be sent to the Principal Investigator for their records.
5. The Principal Investigator can only apply for or hold one Pilot grant.

Value:

6. The maximum request for support for a Pilot Grant is \$50,000 for 1 year.
7. The Pilot Grant will pay for the direct costs of research including personnel, trainees, consumables, and animal models, equipment items totaling less than \$10,000, computer costs and publication costs.

Review Criteria:

8. At the request of the Principal Investigator, Pilot Grant applications may be reviewed internally by a CCMB Research Officer prior to the grant competition deadline to receive feedback on grantsmanship, budgeting or feasibility. The full application must be submitted electronically to the CCMB Research Office by **December 6, 2018**. Applications received after December 6, 2018 may not be reviewed in time for the grant submission deadline.
9. Applications will be rated on the basis of merit and relevance to research programs operating under the aegis at CCMB. Grants must score greater than 3.5 by the Scientific Advisory Committee to be considered fundable.
10. Grants are not renewable.

Number of Grants Available:

11. Two Pilot Grants will be awarded in 2019/2020.
12. Priority funding for 1 Pilot Grant will be given to applications investigating early detection of cancer.

INDIVIDUAL RESEARCH OPERATING GRANTS

Intent:

1. The intent of the Individual Research Operating Grant is to support new research in cancer or blood disorders or to pursue a new direction based on previously funded work.
2. The Individual Research Operating Grant will not support incremental research previously funded by a CCMF Operating grant.

Eligibility:

2. To be eligible, the Principal Investigator must have an appointment with CCMB or as a Scientist with RIOH. Principal Investigators must have a professional degree with research training and expertise, a doctorate, postdoctoral research experience or equivalent research experience (graduate degree with appropriate level of experience). This excludes Research Associates, Post-Doctoral Fellows and Graduate Students.
3. Research Operating Grants must be administered by the CCMB Finance Department. Each funded application will be assigned a new grant number and revenue will be recorded on a regular monthly or annual basis. Quarterly statements will be sent to the Principal Investigator for their records.

Value:

4. The Principal Investigator can hold or apply for only one Individual Research Operating grant per year. A Principal Investigator may be a co-investigator on another grant. The maximum request for support for a Research Operating Grant is \$60,000 per year for up to 2 years (\$120,000 total).
5. Individual Research Operating Grants pay for the direct costs of research including personnel, trainees, consumables, and animal models, equipment items totaling less than \$10,000, computer costs and publication costs.

Review Criteria:

6. At the request of the Principal Investigator, Individual Research Operating Grant applications may be reviewed internally by a CCMB Research Officer prior to the grant competition deadline to receive feedback on grantsmanship, budgeting or feasibility. The full application must be submitted electronically to the CCMB Research Office by **December 6, 2018**. Applications received after December 6, 2018 may not be reviewed in time for the grant submission deadline.
7. Applications will be rated on the basis of merit and relevance to research programs operating under the aegis at CCMB. Grants must score greater than 3.5 by the Scientific Advisory Committee to be considered fundable.
8. Grants are not renewable.

Number of Grants Available:

9. It is anticipated that 5-6 Individual Research Operating Grants will be awarded in 2019/2020.

MULTI-DISCIPLINARY TEAM RESEARCH OPERATING GRANTS

Intent:

1. The intent of the Multi-disciplinary Team Research Operating Grant is to support programs to be competitive for national funding upon completion of this grant.
2. The research theme of the Multi-Disciplinary Team Research Operating Grants must align with one of the Research Institute's strategic research directions: early detection or advanced disease.

Eligibility:

3. To be eligible, at least three Principal Investigators must apply as a team. At least two of the three investigators must have an appointment as a Senior Scientist, Scientist, Affiliated Scientist, Adjunct Scientist or RIOH Member.
4. Investigators may participate as co-PIs on multiple Multi-disciplinary Team Research Operating Grant applications.
5. The co-PIs research expertise required to address the research question must represent at least 3 of the 4 pillars of research per the CIHR definition – biomedical, clinical, health services, or social, cultural, environmental and population health research (<http://www.cihr-irsc.gc.ca/e/48801.html>).

Value:

6. The maximum request for support for a Multi-disciplinary Team Research Operating Grant is \$150,000 per year for 2 years (\$300,000 total).
7. The Multi-disciplinary Team Research Operating Grants pay for the direct costs of research including personnel, trainees, consumables, and animal models, equipment items totaling less than \$10,000, computer costs and publication costs.
8. The Multi-disciplinary Team Research Operating Grants must be administered by the CCMB Finance Department. Each funded application will be assigned a new grant number and revenue will be recorded on a regular monthly or annual basis. Quarterly statements will be sent to the Principal Investigator for their records.

Review Criteria:

10. The proposal must clearly describe the specific roles and responsibilities for each co-PIs and describe the nature of their collaboration for this grant.
11. At the request of the Principal Investigator, Multi-disciplinary Team Research Operating Grant applications may be reviewed internally by a Research Officer prior to the grant competition deadline to receive feedback on grantsmanship, budgeting or feasibility. The full application must be submitted electronically to the CCMB Research Office by **December 6, 2018**. Applications received after December 6, 2018 may not be reviewed in time for the grant submission deadline.
12. Applications will be rated on the basis of merit and relevance to both basic and clinical programs operating under the aegis at CCMB. Grants must score greater than 3.5 by the Scientific Advisory Committee to be considered fundable.
13. Grants are not renewable.

Number of Grants Available:

14. Only 1 Multi-disciplinary Team Research Operating Grant will be awarded in 2019/2020.

APPLICATION PROCESS AND EVALUATION

1. A Letter of Intent is not required for Research Operating Grants.
2. Applications must include the names, addresses, phone, fax and email of a minimum of three potential external reviewers. **External Reviewers are NOT to be contacted by applicant. External Reviewers must not have a family link, and, for past six years must not:**
 - Have been in the same institution, department or research group as the Principal Investigator or co-investigators;
 - Have been a research supervisor or graduate student of the Principal Investigator or co- investigators;
 - Have been directly involved in collaborative activities or published with the Principal Investigator or co-investigators.
3. Research proposal summaries of other grants applied for or received must be included in the Research Operating application.
4. CCMF President & CEO will notify successful applicants of decision.
5. CCMB President & CEO will notify unsuccessful applicants and provide feedback from peer review.
6. If the application is funded, monies will not be released until the Principal Investigator has completed the “CCMB Research Standards Compliance Form” and forwarded all applicable approval forms and/or certificates to the CCMB Research Office.
7. Funds will be made available on **July 1, 2019**.

PARTNERSHIPS

Applicants submitting proposals to both CancerCare Manitoba Foundation & HSC Foundation must declare if the same proposal has been submitted to both organizations. CancerCare Manitoba Foundation & HSC Foundation could choose to partner to co-fund the application if applicants demonstrate exceptional scientific merit and meet the funding priorities of both organizations.

NOT CONSIDERED FOR FUNDING

Travel expenses, unless part of the project, cannot constitute a part of the Research Operating Grant Application.

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the award within 30 days of notification to CCMF.
2. Although some latitude in the use of funds within categories is permissible, major departures from submitted or approved budgets and transfers between the categories of personnel and equipment supplies and materials are not permitted without prior written approval from the Foundation.
3. Applicants must submit a first year progress report to CCMF on or before **April 2, 2020** or they may be deemed ineligible for second year of funding. If funding a two year award continuation, all funding will be based on approval of a satisfactory progress report.
4. Applicants must submit an End of Grant Report to CCMF, on or before **August 15, 2021** or may be deemed ineligible for future funding.

5. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of CancerCare Manitoba Foundation including incorporation of CCMF logo.
 - 5.1 Contact CCMF, Director of Marketing & Communications to receive logo.
 - 5.2 When speaking about the project, acknowledge the funds were provided by CCMF and all gifts to the Foundation remain in Manitoba.

REMINDER

IMPORTANT: No additional information or paperwork will be accepted after the deadline date; with the only exception being manuscripts submitted for publications.

IMPORTANT DATES TO REMEMBER

January 18, 2019 – Deadline for CCMB to receive Full Applications

July 1, 2019 – Funding is made available by CCMF

April 2, 2020 – First Year Progress Reports due to CCMF

August 15, 2021 – Second Year End of Grant Reports due to CCMF