Application Form

**National Grant Review (NGR)/Grant-in-Aid (GIA)**

***2021–2022 Competition (2020 Launch)***

**Apply for Funding**

To apply for funding, the principal investigator/principal applicant must complete two (2) steps.

* 1. **Registration**

Register by completing and uploading the registration form and a maximum one-page abstract of the research proposal via [https://form.simplesurvey.com/f/l/grant-registration-2020](https://form.simplesurvey.com/f/l/grant-registration-20209) by **Thursday, 28 January 2021 at 3:30 p.m. Eastern Standard Time**.Provide the names of all investigators, three (3) suggested reviewers, the research proposal title, keywords, and the abstract. The Lung Association will confirm receipt of the registration by email.

* Abstract: One page (8 ½" by 11"), single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing.
	1. **Application Submission**

Upload a completed application form, in PDF format, and all supporting documentation via [https://form.simplesurvey.com/f/l/grant-application-2020](https://form.simplesurvey.com/f/l/grant-application-20209) by **Thursday, 18 February 2021 at 3:30 p.m. Eastern Standard Time**. The online application submission form requires similar information to the online registration submission form. The application form requires similar information to the registration form.

**Applications from applicants who did not register will not be accepted.**

|  |
| --- |
| * **Applications submitted after the deadline will be considered late.**
* **The Canadian Lung Association and the provincial Lung Associations reserve the right to withdraw late or incomplete applications, or those exceeding page limitations, from the competition.**
 |

# Administration

* 1. **Select the provincial Lung Association to which the application is being made:**

[ ] Alberta & NWT

[ ] British Columbia

Applications can only be submitted to one provincial Lung Association.

* 1. **Is the principal investigator a new investigator?**

|  |
| --- |
| [ ]  No |
| [ ] Yes | **If yes, date of 1st appointment** |  | **Institution** |  |

British Columbia: Must be within five (5) years of first full-time faculty appointment.

* 1. **Type of application:**

|  |  |  |
| --- | --- | --- |
| [ ]  New application (not previously funded) | [ ]  Previously funded application | [ ]  Resubmission of an application from a previous GIA competition |

* 1. **Name, department, and address of the institution where the research will be carried out and the grant funds and the appointment will be held:**

|  |  |
| --- | --- |
| **University/Institution** |  |
| **Department** |  |
| **Mailing address** |  |
| **City** |  | **Province** |  | **Postal code** |  |

If this information changes, notify the provincial Lung Association as soon as possible.

* 1. **Amount requested:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st year** |  | **2nd year** |  |
|  | Only available for applications to the British Columbia Lung Association |

* 1. **Administrative/financial officer who will administer the funds:**

|  |  |
| --- | --- |
| **Cheque payable to** |  |
| **Financial officer**  |  |
| **Title** |  |
| **Institution** |  |
| **Institution Business Registration Number**  |  |
| **Mailing address** |  |
| **City** |  | **Province** |  | **Postal code** |  |
| **Email** |  |
| **Telephone** |  | **Fax** |  |

* 1. **Research stream:**

|  |  |
| --- | --- |
| [ ]  Basic Science | [ ]  Clinical Research  |

* 1. **Title of the research proposal:**

|  |
| --- |
|  |
|  |

* 1. **Have other applications for funding been made, or will other applications for funding be made for this research proposal?**

|  |
| --- |
| [ ]  No  |
| [ ]  Yes | If yes, list the agencies and the type of award  |  |

* 1. **List five (5) keywords for the research proposal:**

|  |
| --- |
|  |
|  |

# Research Team

* 1. **Principal investigator/Principal applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Institution** |  | **Department** |  |
| **Address** |  | **City** |  |
| **Province** |  | **Postal Code** |  |
| **Telephone** |  | **Extension** |  |
| **Email** |  | **Fax** |  |
| For BCLA only, if post-doctoral fellow, provide supervisor’s name: |

* 1. **Co-principal investigator/Co-principal applicant\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Institution** |  | **Department** |  |
| **Address** |  | **City** |  |
| **Province** |  | **Postal Code** |  |
| **Telephone** |  | **Extension** |  |
| **Email** |  | **Fax** |  |

* 1. **Co-investigator(s)/Co-applicant(s)\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Institution** |  |
| **Name** |  | **Institution** |  |
| **Name** |  | **Institution** |  |

**\*** The co-principal investigator and co-investigator(s) are not required to hold a faculty appointment; however, they must indicate scientific, methodological, and budgetary overlaps in section 7.

# Structured Lay Summary: Maximum one (1) page

|  |
| --- |
| **These instructions may be deleted to use the whole page.**The Lung Association places a high priority on ensuring the research we fund is relevant to our mission. *The mission of The Lung Association is to lead nationwide and international lung health initiatives, prevent lung disease, help people manage lung disease and promote lung health. Our provincial and national offices work together to help the one in five Canadians who have breathing problems.*Use the outline below to provide a lay summary of the research proposal in non-scientific, everyday language, at a reading level no greater than Grade 6. Use analogies, simplifications, and generalizations rather than scientific and technical terms. This summary will help The Lung Association communicate with the public and donors about the research we support. **Applications without a response to each section will be considered incomplete. The Lung Association reserves the right to withdraw incomplete applications from the competition.*** Maximum one (1) page.
* Single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing.

**The Lung Association may decline to send excess material to the peer reviewers or withdraw applications that do not meet the above restrictions from the competition.**  |

* 1. Statement of the health problem or issue
	2. Objective of the proposed research
	3. Description of how the proposed research will be undertaken
	4. Description of what is unique and/or innovative about the proposed research
	5. Description of how the proposed research is relevant to The Lung Association’s mission (i.e., how will the outcomes improve the lung health of Canadians?)

# Grant Proposal: Maximum six (6) pages

|  |
| --- |
| **These instructions may be deleted to use the whole page.**Address the hypotheses to be tested, knowledge to date, methods, anticipated results and conclusions, possible problems, and pertinent references. * Maximum six (6) pages, excluding additional materials such as references, tables, charts, figures, and photographs, etc.
* Maximum five (5) pages of additional materials such as references, tables, charts, figures, and photographs, etc.
* Maximum three (3) representative publications (published, in press, or accepted) as appendices. A letter from the journal confirming status of publication must accompany papers not yet published.
* Single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing.
* No photo-reduction except for figures.

 **The Lung Association may decline to send excess material to the peer reviewers or withdraw applications that do not meet the above restrictions from the competition.**  |

# Roles and Responsibilities

Describe the roles and responsibilities of the principal investigator, co-principal investigator, and co-investigator(s), as applicable, and include the amount of time allocated for each.

# Letters of Collaboration and Support

**Collaboration:** For collaborators who will make significant contributions to the research but who are not listed as co-investigators, include a signed statement of agreement from each collaborator.

**Support:** If the principal investigator’s academic appointment is pending, append a letter from the dean of the faculty indicating when the appointment is expected to take effect. Review the British Columbia Lung Association requirement for a letter of support for post-doctoral fellows who are the principal investigator and whose supervisor is not a co-investigator,

Do not append letters in general support of the research proposal.

Indicate individuals providing letters of collaboration and support below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Letter 1** | **Letter 2** | **Letter 3** |
| Name |  |  |  |
| Position/Title  |  |  |  |
| Institution |  |  |  |
| Support or collaboration? |  |  |  |

# Overlap: Scientific, Methodological, and Budgetary

For the principal investigator, co-principal investigator, and co-investigators, as applicable, list current and pending funding as well as applications that are in preparation, and, for each, indicate:

1. Scientific overlap with this application (percent)

2. Methodological overlap with this application (percent)

3. Budgetary overlap with this application (dollar amounts rather than percentage of overlap)

* For budgetary overlap, provide a brief explanation of any financial (not in-kind) contribution from other sources, if applicable. If any of the investigators on the research proposal hold financial (not in-kind) support from other sources or if they are applying for other funding, the application must describe the degree of overlap with the current application. This includes awards funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. All funding sources must be disclosed. During the review process, priority will be given to scientifically excellent research proposals that are not currently funded from other sources.

All funding sources must be disclosed. Use additional pages as required.

# Previous Research/Progress Summary: Maximum one (1) page

|  |
| --- |
| **These instructions may be deleted to use the whole page.**For renewal applications, summarize progress under the current Lung Association grant and identify the term of the grant. New applicants may use this section to summarize previous research related to this application, or present preliminary data. * Maximum one (1) page.
* Single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing.

**The Lung Association may decline to send excess material to the peer reviewers or withdraw the application from the competition if it does not meet these restrictions.** |

# Response to Previous Comments: Maximum one (1) page

|  |
| --- |
| **These instructions may be deleted to use the whole page.**If this research proposal has been previously submitted to a GIA competition, use this section to reply to the comments from the reviewers. * Maximum one (1) page.
* Single-spaced, 12-point Times New Roman or 11-point Arial font, 2-centimetre margins, no condensed type or spacing.

**The Lung Association may decline to send excess material to the reviewers or withdraw the application from the competition if it does not meet these restrictions.** |

#  Ethical and Safety Considerations/Ethics Approval

Indicate applicable ethics approval(s), and whether the ethics form will be included with the application or sent at a later date.

If ethics approval(s) are not provided with the application at the time of submission, the approval(s) must be received by the provincial Lung Association office that is funding the proposal before funds will be released.

* 1. **Animal research**

Enclose a statement signed by the principal investigator and the department head that the research protocol and the care of the animals conforms to the *Guiding Principles for Animal Experimentation* as outlined by the Canadian Council on Animal Care.

 [ ]  Form included [ ] Form to be sent [ ] Not applicable

* 1. **Human research**

Enclose a statement signed by the principal investigator and the department head that the proposed research will be reviewed in a manner that conforms with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Human and/or Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research*, and that the proposed research will not be undertaken until it has been accepted as ethical by such a review.

Does this research involve any:

 [ ] Human subjects [ ] Form included [ ] Form to be sent

 [ ] Human pluripotent stem cells [ ] Form included [ ] Form to be sent

 [ ] Not applicable

* 1. **Biological and chemical hazards**

Enclose a statement signed by the principal investigator and the department head that the proposed research will be reviewed in a manner that conforms to Health Canada’s *Laboratory Biosafety Guidelines* and that the proposed research will not be undertaken until it has been accepted as meeting the requirements regarding biological and chemical hazards by such a review.

 [ ] Form included [ ] Form to be sent [ ] Not applicable

#  Institution Signatures

All signatures must be present for application to be considered complete.

By signing below, the institution in which the proposed research will be done indemnifies and saves harmless The Lung Association from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs or expenses (including legal fees) which may be imposed upon or incurred by or asserted against The Lung Association by reason of or arising out of the funding of the proposed research.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Department Head | Signature | Date |
|  |  |  |
| Dean or Executive Officer | Signature | Date |
|  |

Name of institution

#  Applicant Signatures

* 1. **Principal investigator and co-principal investigator**

By signing below, the principal investigator and co-principal investigator, if applicable, agree to abide by the ethical and safety considerations statements (item 10) and all policies and regulations governing the award, if granted. These signatures also authorize the institution to provide The Lung Association with personal information as required to apply these policies and regulations, and confirms that the principal investigator and co-principal investigator are not currently barred from applying to The Lung Association or any other research funding organization (e.g., CIHR, NSERC, SSHRC, provincial funding organizations) for reasons of breach of standards of ethics or integrity (i.e., financial or scientific misconduct).

Grantees and the institution where the proposed research will be done will indemnify and save harmless The Lung Association from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs or expenses (including legal fees) which may be imposed upon or incurred by or asserted against The Lung Association by reason of or arising out of the funding of the proposed research.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Principal investigator  | Signature | Date |
|  |  |  |
| Co-principal investigator (if applicable) | Signature | Date |

* 1. **Co-investigator(s)**

List each co-investigator for the research proposal. Include additional pages if necessary.

By their signatures, the co-investigator(s) agree to and accept the policies and regulations governing the award, if granted.

[ ]  **Not applicable: No co-investigator(s)**

**Co- investigator** 1

|  |  |
| --- | --- |
| Name  |  |
| Position/Title |  |
| Institution |  |
| Department |  |

Signature Date

**Co-investigator 2**

|  |  |
| --- | --- |
| Name  |  |
| Position/Title |  |
| Institution |  |
| Department |  |

Signature Date

**Co-investigator 3**

|  |  |
| --- | --- |
| Name  |  |
| Position/Title |  |
| Institution |  |
| Department |  |

Signature Date

# Eligibility Acknowledgement

Eligibility criteria:

1. Applications will be considered for research proposals that are directly relevant to human respiratory health problems. Applications deemed outside the respiratory field will be eliminated from the competition.
2. The principal investigator, who is considered the principal applicant, must hold a faculty appointment at a Canadian university. The British Columbia Lung Association also accepts applications from post-doctoral fellows as the principal investigator (see box below for details). The other applicants (co-principal investigator/co-principal applicant, co-investigators/co-applicants, and collaborators) are not required to hold a faculty appointment. Research associates are not eligible to apply as the principal investigator, although they may apply as a co-principal investigator or co-investigator.
3. The principal investigator must apply to the provincial Lung Association in the province where they hold their faculty appointment. For example, a principal investigator from Alberta is only eligible to apply to the Lung Association – Alberta & NWT.
4. An applicant may only submit one application as a principal investigator or co-principal investigator per year.
5. A principal investigator or co-principal investigator can only hold one new GIA award per year.
6. At the time of registration and for the duration of the award, the principal investigator, co-principal investigator, co-investigator(s), and collaborator(s) are not eligible if they hold or have held funding, directly or indirectly (within the last 10 years for applicants to the Lung Association – AB & NWT), from the tobacco and/or cannabis and/or vaping industry.
7. An eligible institution through which the grant funds will be administered must be available and the institution’s business registration number must be provided.

# Alberta & NWT Requirements

# A principal investigator who has received funding from the Lung Association – Alberta & NWT through a GIA competition for the same project for the past two consecutive years is not eligible for this year’s competition.

1. At the time of registration and for the duration of the award, the principal investigator, co-principal investigator, co-investigator(s), and collaborator(s) are not eligible if they hold or have held funding, directly or indirectly within the last 10 years, from the tobacco and/or cannabis and/or vaping industry.

**British Columbia Requirements**

1. British Columbia Lung Association accepts applications from post-doctoral fellows as the principal investigator, as well as from faculty members. Post-doctoral fellows who are applying as the principal investigator must indicate the status of their position, that proper infrastructure to support the project is in place, a statement of funding sources, and that salary support is in place for the duration of the project. Additionally, if the post-doctoral fellow’s supervisor is not a co-investigator, a letter of support from the supervisor must be included.
2. At the time of registration and for the duration of the award, the principal investigator, co-principal investigator, co-investigator(s), and collaborator(s) are not eligible if they hold or have held funding, directly or indirectly, from the tobacco and/or cannabis and/or vaping industry.
3. To encourage new investigators, British Columbia gives particular consideration to applications from principal investigators who have received their first faculty appointment within the past five years at the time of registration. An additional score of 0.5 is awarded to new investigators at the British Columbia review meeting, provided that their applications receive a minimum score of 3.5 in the national review.

[ ]  **As the principal investigator, I acknowledge that I, the co-principal investigator, the co-investigator(s), and the collaborator(s), as applicable, meet all of the above-listed eligibility criteria.\***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal investigator signature

\*If this acknowledgement is not made, the application will be deemed incomplete and may be declined.

# 14. Summary of Funds Requested/Budget Justification

Refer to the Budget Justification and Use of Grant Funds sections of the application guidelines for details on how to complete this section correctly.

|  |
| --- |
| **A. Salaries and benefits:** As per the Employment under Grants section of the application guidelines, no investigators on the application may receive salaries from this grant. |
| **Position/Type (List all personnel)** | **2021/2022** | **2022/2023****(For BC 2-year grant applicants only)** |
|  | Salary | **$**  | **$** |
| Benefits | **$** | **$** |
|  | Salary | **$** | **$** |
| Benefits | **$** | **$** |
|  | Salary | **$** | **$** |
| Benefits | **$** | **$** |
|  | Salary | **$** | **$** |
| Benefits | **$** | **$** |
|  | Salary | **$** | **$** |
| Benefits | **$** | **$** |
| **Total**  | Salary | **$** | **$** |
| Benefits | **$** | **$** |
| * If necessary, list additional positions on another sheet and include these in the total.
 |
| **B. Equipment**  | **$** | **$** |
| **C. Experimental animals** | **$** | **$** |
| **D. Materials and supplies** | **$** | **$** |
| **E. Other (specify)** | **$** | **$** |
| **F. Service contract** | **$** | **$** |
| **G. Travel** (Costs for meeting attendance are ineligible) | **$** | **$** |
| **H. Publication costs** (Up to $2000) | **$** | **$** |
| **Total Requested** | **$** | **$** |
| **I. Financial support from other sources, if applicable**  | **$** | **$** |

Use additional pages (numbered 14a, 14b as necessary) to explain/justify all budget items listed above. Applicants who are applying for a two-year grant are asked to provide a budget justification for years 1 and 2. Failure to provide appropriate justification may result in budget cuts that could adversely affect the final budget awarded.

**How many additional budget justification pages (not including this one) are attached? \_\_\_\_\_\_\_\_**

The Lung Association–funded research and training grants do not provide for institutional overheads and/or indirect costs of research or clinical care, as per the following Indirect Costs policy: *The Lung Association supports 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).*

**15. Common CV**

# Upload a printed or PDF copy of the academic Common CV (CCV), as used for CIHR, for the principal investigator, co-principal investigator, and co-investigator(s), as applicable. Only list publications from the past five (5) years.

# DRAFT CCVs are not acceptable.

**16. Suggested Reviewers**

Provide the names and contact information for three (3) reviewers who might be suitable as a reviewer for this application. Do not include anyone with whom the principal investigator or the co-principal investigator may have a direct conflict of interest, such as having been supervised by or who they have supervised or collaborated with in the past five (5) years. In addition, suggested reviewers should not be from the same institution as the principal investigator and/or the co-principal investigator.

**Suggested reviewer 1**

|  |  |
| --- | --- |
| Name  |  |
| Position/title |  |
| Institution |  |
| City and country |  |
| Email  |  |
| Areas of expertise |  |

**Suggested reviewer 2**

|  |  |
| --- | --- |
| Name  |  |
| Position/title |  |
| Institution |  |
| City and country |  |
| Email  |  |
| Areas of expertise |  |

**Suggested reviewer 3**

|  |  |
| --- | --- |
| Name  |  |
| Position/title |  |
| Institution |  |
| City and country |  |
| Email  |  |
| Areas of expertise |  |