



## **Canadian Pulmonary Fibrosis Foundation Research Grant Terms of Reference**

The Canadian Pulmonary Fibrosis Foundation provides support for all people affected by pulmonary fibrosis (PF), and is the voice of patients living with PF.

### **Eligible Types of Research**

The Foundation's support of health research is offered in the following two areas (in no particular order):

1. **Clinical research** which is relevant to patient care.
2. **Translational research**

### **Areas of Non-Support**

CPFF will not consider applications that focus on research not associated with pulmonary fibrosis. CPFF will not consider research not done in Canada. Work must be relevant to Canadians and Canadian patients.

### **Eligibility of Principal Investigators**

The principal investigator/applicant for a research grant in one of the above areas must be either: a physician, scientist or healthcare professional with an academic appointment and therefore eligible to apply for her/his own research grants as an independent investigator. The supervising Principal Investigator will therefore provide the necessary research supervision and infrastructure (including administering the grant at their sponsoring institution).

### **Ineligible Principal Investigators/Applicants**

Research Grant applications will not be considered from:

- Medical residents or fellows
- Graduate students or trainees

### **Sponsoring Institution**

Eligible institutions must:

- Have their own independent research ethics board
- Be eligible to hold Canadian Institute of Health Research grants. The list can be found at <http://www.cihr-irsc.gc.ca/e/36374.html>.
- The sponsoring institution must provide the necessary infrastructure for the research project including, but not limited to, accounting and reporting of grant funds as well as ensuring the research is carried out according to the institution's policies and procedures and accepted research standards in Canada. In addition, research ethics board (REB) approval must come from the sponsoring institution.

### **Amount and Duration of Funding**

Up to a maximum of \$20,000 per year is available, for a maximum of one year. See further in the guidelines for use of funding and budget requirements. If a grant is awarded, the study must commence within six months of notification. In conjunction with the Principal Investigator, CPFF will establish a granting period for every award. This granting period represents the timeframe for which the grantee has to complete the study. Within three months of the end of the granting period, the research account must be closed and all unused funds remaining in the account must be returned to CPFF along with a final accounting statement for how funds were used. The institution to which a grant is paid must immediately notify and return unused funds to CPFF if a grantee is unable, for any reason, to carry out or complete the research for which the grant is given. A charge for institutional overhead is not to be included in the budget.

### **How to Apply**

- All requests for funding must be submitted by 12:00h (noon) on November 30, 2017.
- Applications must be submitted by email to: [admin@cpff.ca](mailto:admin@cpff.ca) with "Grant Application" in the subject line.
- You will receive a written confirmation that your email has been received within 10 business days.
- You will receive a decision within 2 months.

### **Leveraged Funding**

The Foundation will accept and consider applications that leverage CPFF's granting dollars with additional funding.

### **Funding Criteria Research**

Applications will be assessed on an equal weighting basis of scientific merit and clinical relevance. The following questions represent the criteria that will be considered by the Grants Committee in assessing an application (as applicable to the specifics of the research). Please consider these questions with respect to your research proposal fully before completing an application for funding to CPFF:

1. Is the proposal within the interests and objectives of the Foundation?
2. Does the proposed study represent truly innovative and publishable work?
3. Will the proposal add significantly to the state of knowledge of pulmonary fibrosis in Canada?
4. Is the investigator fully aware of the present state of knowledge in the area to be investigated? Does the application demonstrate a comprehensive literature review was carried out?
5. To what extent could the research project findings strengthen knowledge improve the health outcomes of patients in Canada?
6. Are the aims of the project feasible and can they be achieved realistically within the time frame outlined in the application?
7. Are the research methods appropriate for the objectives of the study? Is the methodology of the proposal sound? The application must include sufficient detail to provide a full understanding of the steps / protocols. Is the sample size statistically justified and feasible?

8. Is the principal investigator qualified and is the environment in which he or she works satisfactory to carry out the project?
9. Are the personnel and equipment proposed adequate to carry out the project? Are all budget items sufficiently justified in the application? Is the budget feasible in relation to the objectives of the study?

### **Budget - Use of Funding**

The total amount of requested funding may not exceed \$20,000 over one year. The proposed budget must include a detailed budget narrative within the application (including quantities and rates/prices) to explain how amounts were determined. Ineligible or unjustified budget items will be removed from the budget. The eligible budget items are outlined as below:

### **Eligible Budget Items**

#### **Personnel**

- Salaries (including benefits) over the 12 months for technicians, technologists, research assistants, statisticians, and other similar persons required for the successful completion of the project and who are not assigned to the project for the purpose of receiving training.
- Salaries over the 12 months for trainees and students, including medical students and fellows.
- Secretarial assistance is excluded.

#### **Equipment**

- Equipment necessary for carrying out the project activities is to be included in this budget category.
- The Foundation is unable to support items such as the cost of computers, furniture, tape recorders, photographic equipment and calculators. Service contracts on equipment will also not be covered.
- Ineligible costs also include fees charged by the investigator's institution for IT support (internet/web connections, software licenses, network components, etc.).

#### **Material and Supplies**

- Direct project related material and supplies.
- The cost of purchasing animals and the maintenance thereof is an allowable expense.

#### **Other Expenses**

- Direct project related items that may not fit within the categories above (such as research activity travel costs) that are necessary for completion of the project activities and requested with detailed justification is provided.

### **Additional Project Budget Requirements**

- It is expected that the institution at which the project will be undertaken will provide research and office space.
- Grant funds must be used according to the approved project budget; however, CPFF understands that the Principal Investigator is the best judge of the use of the funds awarded

and may propose a change in the use of the grant funds, except where CPFF has specifically excluded an expense item from its funding.

- Funds awarded will be deposited with the institution where the project will be undertaken, to be administered by the appropriate officer.
- A statement of disbursement of the funds awarded must be submitted to CPFF at the completion of the project.
- When work is completed, or cannot be continued for any reason unused funds must be immediately returned to CPFF.