This Request for Proposals seeks to fund **partner-led projects** that address research needs of the pharmaceutical, biotechnology, or agri-food industry.

Requirements

Projects should**:**

- Be aligned with *GlycoNet's research mandate* (see glyconet.ca)
- Must have an articulated IP and patentability strategy
- Be accompanied by a commercialization plan provided by the Technology Transfer Office of the project leader's institution or the project's industrial partner
- Must address partner's research needs or challenges
- Have an identified partner that could take over the outcomes of the research
- Partner matching of 1:1.5 is required, greater matching will be viewed more favorably by the committee. 50% of matching must be cash (for a $100,000 request, matching should be $150,000 with at least $75,000 cash and $75,000 in-kind – please see Appendix A). Partner funding must be SSF eligible; in particular, other Canadian Federal funding is **ineligible** for matching. Industry partner is preferred.

Funding Available

Proposals may request up to $150,000 in funding. It is anticipated that projects will be completed within 12 months. Continued funding for projects past the 12-month period will be considered on a case-by-case basis after review by the Commercialization Committee; however, all projects must be completed by March 31, 2026.

Eligibility

This opportunity is open only to individuals at post-secondary institutions and research hospitals who are eligible to hold research funds, including Tri-Council funds; i.e., the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) or the Social Sciences and Humanities Research Council of Canada (SSHRC).

Application Form and Submission

This is a rolling competition. Applicants can submit their proposals when they are ready. Competitions will be offered on a quarterly basis and will depend on funding availability.

Potential applicants must register by email to info@glyconet.ca (cc vsharko@glyconet.ca) please provide the project title, anticipated budget request, a 500-word (maximum) summary of the project, and list of investigators involved in the project. This information can be modified when the application is submitted although the overall focus must remain the same. Upon registration, applicants will receive instructions for completing the application.

Additional Information

Questions about this opportunity can be sent to info@glyconet.ca (cc vsharko@glyconet.ca).

General Instructions and Deadline

All applications will be completed in the GlycoNet Forum, https://forum.glyconet.ca. Please read the following instructions carefully. A complete application consists of:

1. **Application/Proposal** (single PDF file, use **Application Template**)
   - Project Title
   - Project Leader / Lead Investigator
   - Other Investigators
   - Key Words
   - List of Partners and Matching Funds (Companies, Agencies, etc.)
   - Suggested Reviewers
   - Environmental Impact

- Conflict of Interest
- Response to Reviewer's Comments (if applicable)
- Outcomes from previous GlycoNet funding (on the same subject/topic/project) (if applicable)
- Project Summary
- Project Proposal
- References
- Relevance and Impact
- Training Environment, including Equity, Diversity and Inclusion Considerations

2. **Budget** (a single Excel file in the correct format and with a budget for the project)
3. **Budget Justification**
4. **Milestones** (a single Excel file)
5. **Commercialization Plan** (as a separate PDF file)
6. **Partner Letters of Support** (as separate PDF files)
7. **CCV** (CIHR/NSERC Academic Format) for each Network Investigator (as separate PDF files)

Deadline: Rolling Call. Competitions will be offered on a quarterly basis.

Instructions

A. Application (a single PDF file, uploaded to Forum, use the template)

*Please use the **Application Template** provided in the Proposal section of the Forum. You can modify and add information as needed, but please keep the same formatting requirements (2 cm (0.75 inch) margins, 11 point Times New Roman font regular, not condensed, and a minimum of six lines per inch).*

- Input **Project Title and Project Leader** (name, affiliation, and contact information).

- Input **Other Investigators**: name, affiliation, and contact information of all investigators involved in the project. Add lines in the template for more investigators.

- Provide five to ten **Key Words** for the project.

- List all **Partners Involved** and Matching Funds in the project: company name, dollars requested, and committed cash/in-kind contributions.

   o Partner involvement should be further detailed in *a letter of support*.
   o The *committed funding amount* listed should align with the information listed in the letter of support.

- List **Suggested Reviewers** (At least five suggested reviewers for the application. At least three of the five suggested reviewers must be working at locations outside of Canada. Suggested reviewers should not be members of the GlycoNet Scientific Advisory Board, Research Management Committee, or Board of Directors. GlycoNet follows the CIHR/NSERC Conflict of Interest Policy. Please consult the policy before suggesting reviewers).

- **Environmental Impact**. If any phase of the research described in the proposal take place outside an office or a laboratory fill in Environmental Impact Form and upload it to Forum in Application section.

- **Conflict of Interest.** If any of the researchers involved in the project stand to receive a potential personal financial gain (i.e. ownership of shares in an industrial partner, consulting fees with industry partner, etc.) from the results of the proposed research please indicate researcher name and company and other requested details in Application Template.

- **Response to Reviewer's Comments** (if applicable). Provide a point-by-point response to the reviewer's comments, clearly indicating the changes made or re-butting the critiques. While there is no page or word limit, please keep this concise.

- **Outcomes from previous GlycoNet funding** (on the same subject/topic/project). If your project was previously funded by GlycoNet please provide outcomes of the research, such as important milestones, publications, presentations, patents, IP, partnerships and collaborations, etc).

- Provide a **Project Summary** of the proposed research using lay language that describes how the project aligns with GlycoNet's research mandate (see glyconet.ca) and explains why GlycoNet should fund it (500 words maximum):

    - Background. Provide a background. Clearly specify the problem and its importance.
    - List the primary goals and objectives of the project
    - Detail the specific aims
    - Briefly describe the research plan (to address the identified problem)
    - Highlight the expertise to execute the plan
    - Expected outcomes

- Write a **Project Proposal** (up to 7,000 words, **including figure/scheme** legends, inserted as pictures).

- Input **References** Use the following format for references (*Journal of Biological Chemistry* style):

    Stover, C. K., de la Cruz, V. F., Fuerst, T. R., Burlein, J. E., Benson, L. A., Bennett, L. T., Bansal, G. P., Young, J. F., Lee, M. H., Hatfull, G. F., Snapper, S. B., Barletta, R. G., Jacobs, W. R., Jr., and Bloom, B. R. (1991) New use of BCG for recombinant vaccines. *Nature* 351, 456–460

- **Relevance and Impact** (including socio-economic) of the project, and identify the key deliverables.

- **Training Environment, including Equity, Diversity and Inclusion** considerations. ***A plan of how equity, diversity, and inclusion will be implemented within the training environment and the project team***. A summary of training potential. This should include information on the number and type (i.e. undergraduate, graduate student, PDF, etc.) of expected Highly Qualified Personnel trained each year of the project, as well as the desired type of professional development training that GlycoNet could provide to HQP, for example, lab rotations, communication, and writing skills improvement, etc. (500 words maximum).

B. Budget (provide as a single Excel file, uploaded to Forum, use the template)

The front page in the Excel file is the total project budget. The other pages (labeled NPI-1, NPI-2, etc; NPI = Network Principal Investigator) are for each involved NI. The budget requested by each NI should be filled in on their respective pages, including the partner contributions that are to be directed to their laboratories. The totals will populate automatically on the first page. ***The project leader is responsible for combining all of the NI budgets into a single Excel file***. Failure to report on milestones will lead to loss of funding.

Budget Guidelines:

- Projects can request up to $150,000 for 12 months.
- Projects require a 1:1.5 match with Partner funding; greater matching will be viewed more favorably; 50% of matching must be cash (for a $100,000 request, matching should be $150,000 with at least $75,000 cash and $75,000 in-kind – please see **Appendix A**). Partner funding must be SSF eligible; in particular, other Canadian Federal funding is ineligible for matching
- The maximum salary for Graduate Students is $30,000/year and for Postdoctoral Fellows is $55,000/year.
- Trainee support should be limited to co-op students and should be listed in the technician line item.
- Equipment is capped at $5,000/project.
- Travel
    - Conference travel is capped at $3,000/year/NI/project. Note: Travel to the Annual General Meeting/Symposium is compulsory and will NOT be fully funded centrally through GlycoNet, as such, some travel funds should be kept for this purpose.
    - Travel and accommodation for trainees to visit collaborating labs should be included in project budgets.
- Work with **GlycoNet Integrated Services**. Network investigators will receive a 20% discount on requested services. A quote can be provided upon request by coreservices@glyconet.ca
- All partner contributions need to be supported by a letter from the partner institution (see below)
    - Based on federal funding guidelines, teaching assistantship support cannot be counted as matching. Similarly, student and PDF fellowships from federal sources cannot be counted as matching. Therefore, please do not include these as a partner contribution in your budget. Research fellowships provided by universities or non-federal agencies should be listed as matching and a supporting letter documenting support is needed.
- Up to $5,000 of the requested budget can be used to reimburse expenses associated with development of

a commercialization plan. These expenses should be budgeted under "Animal Work or Other Services".

C. Budget Justification (completed through the Forum)

- Provide concise, but sufficient, justification for expenses. Benefit rates for employees should be clearly stipulated.
- The project leader is responsible for generating a single budget justification document containing information from all NI groups.

D. Milestones (provide as a single Excel file, uploaded to Forum, use the template)

- Download the **Milestones Template** from the Forum
- Quarterly milestones should be provided and should contain sufficient detail that progress toward them can be clearly monitored.
- Add an "X" to the shaded boxes
- Indicate/Highlight go/no-go milestones
- Names should be added in the format: First Name Last Name
- ***The project leader is responsible for combining all of the milestones into a single Excel file.***

E. Partner Support Letters (as PDF files, uploaded to Forum)

Letters from partners indicating the nature of their involvement in the project and their anticipated contribution (cash and/or in-kind) are required. Partnerships and potential for leveraged funding (in-kind and/or cash) will increase suitability of the project for the GlycoNet renewal application. Letters of support are required for release of the funds but need not be in place at the time of submission. After the project review, projects for which there is not a written commitment of a 1:1.5 match to the GlycoNet request will be disqualified.

A letter must be provided supporting all Partner contributions listed in the budget. Inclusion of Partners is optional but encouraged.

Partner letters must use the following format:

- Name of the Partner (e.g. company, foundation, institution, etc.) on letterhead.
- Contact name and contact information.
- **Amount, nature, and area of anticipated support.**
- Letters must:
  - Come from a senior executive with signing authority for the contributions being committed.
  - Indicate the amount, duration, and nature (cash and/or in-kind) of support for the project.
  - Be on partner letterhead, be dated and signed.
- Please take into account University overhead for sponsored research when discussing funding with partners. This amount cannot be counted as matching.
- Upload letters to the Forum in PDF format

F. Investigator CCVs (as PDF files, uploaded to Forum)

- Upload CCVs of all NIs in PDF format

G. Commercialization Plan (a single PDF file, uploaded to Forum)

Guidelines:
- Provided by the Technology Transfer Office of the Project Leader's Institution.
- Five pages maximum (2 cm (0.75 inch) margins, 11 point Times New Roman font (regular, not condensed), and a minimum of six lines per inch)
- The plan should address the following items:
  - Intellectual Property and Relevant Patents, or Patentability Strategy
  - Market
  - Barriers
  - Commercialization Opportunity
  - Competitive Advantage over other Technologies
  - Business Expertise
  - Commercialization Strategy
  - Timelines

Appendix A – Matched funds *(as per the requirement of SSF)*

Matched funds are new, incremental contributions (of cash or in-kind), which would not exist in the absence of an SSF award.

In-kind Contributions Calculation

Category	Acceptable valuation method	Not acceptable
Access to unique databases	Incremental cost of access	Cost of developing or maintaining database
Analytical and other services	Internal cost of services	Commercial cost of access
Equipment	**Donated (used)** - Fair market value - Company book value **Donated (new)** - Selling price to most favored customer (if stock item) - Cost of manufacture (if one of a kind) **Loaned** - Rental equivalent based on depreciation - Rental equivalent to highest-volume rate	List price or discounted list price Rental equivalents exceeding accepted values had the equipment been donated or sold Development costs
Hospitality	Cost	Alcoholic refreshments
Materials	- Unit cost of production for commercial products - Selling price to most favoured customer - Price for internal transfers - Cost of production of prototypes and samples	Development costs
Intellectual property	Fair market value of licencing and royalties	- Cost of maintenance and litigation - Licensing fees paid to partners
Professional and technical service contracts	Cost	
Salaries (General)	Actual salary cost (including benefits).	Salary overheads, external charge-out or consultant rates, cost of benefits outside the average market range.

Salaries (Academic researcher)	Actual costs to the institution for release time from teaching duties (e.g., the cost of hiring a sessional instructor for course release may be counted).	Academic faculty salaries
Salaries (Clinicians)	Portion of their salary for time devoted to working on SSF projects that are additional to their routine (including teaching or service work) activities	Remuneration already received for teaching or service work
Student stipends	Cost of the stipend equivalent to the portion of their time working on SSF work	The portion of time dedicated to non-SSF work
Software	- Most-favoured-customer cost for 1 licence per software package - Cost of equivalent commercial product (where donated software is not commercially available) - Cost of training and support (at the university/college site) for software by industrial partner personnel	Development costs
Travel costs	Travel and accommodation costs (generally aligned with the National Joint Council's Travel Directive or similar institutional directive)	
Use of facilities	- Cost of access to the facility - Internal rates for use of specialized equipment - Internal rates for value of lost production, resulting from downtime	