Research Pipeline Grant 2025 – 2026 Application Instructions

In this Request for Proposals, we are seeking to fund early and mid-stage projects the successful completion of which would provide preliminary data to support other funding applications either to GlycoNet, or other funding sources. This opportunity is open **only** to individuals who do not currently hold GlycoNet funding.

Requirements

Projects should:

- Be aligned with ***GlycoNet's research mandate*** (see glyconet.ca).
- Be of an ***applied nature*** so that after additional funding through other means, the outcomes could lead to the development of a project with a translational direction.
- Involve the ***training of Highly Qualified Personnel***.

Projects should not:

- Concern development or performance of a high-throughput screen for ligands/inhibitors.
- Concern development of synthetic methodology.
- Concern basic biochemistry or biology with no tangible translational outcome

Matching contributions are required at a minimum of 1:1, with at least 50% in cash contributions ($37,500 in cash minimum and $37,500 in in-kind minimum). Larger matching contributions are encouraged (please see Appendix A for in-kind contributions calculation).

Funding Available

Proposals may request up to $75,000 in funding. All projects should be completed within 12 months with the possibility of extension.

Eligibility

This opportunity is open only to individuals who:

- Do NOT currently hold GlycoNet funding, and
- Are eligible to hold research funds at a Canadian University

Previous service within the Network and a willingness to provide service will be taken into consideration for funding decisions.

Questions about project suitability can be directed to the GlycoNet Administrative Centre (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
    - Research Area
    - Project Leader / Lead Investigator
    - Other Funded Investigators
    - Collaborators
    - Key Words
    - List of Partners and Matching Funds (Companies, Agencies, etc.)
    - Suggested Reviewers
    - Investigators' Contribution to GlycoNet's Committees and Board
    - Environmental Impact
    - Conflict of Interest
    - Outcomes from previous GlycoNet funding (on the same subject/topic/project) (if applicable)
    - Project Summary

- Plain Language Project Summary
- Project Proposal
- References
- Commercialization Strategy and Impact Statement
- Current IP Status
- Integration with GlycoNet Programs and Other Funding Opportunities
- Training Environment, including Equity, Diversity and Inclusion considerations
- Research Security

2. **Budget** (a single Excel file in the correct format and with a budget for the project (12 – 18 months))
3. **Budget Justification**
4. **Milestones** (a single Excel file)
5. **Research Security Attestation Forms**
6. **Partner Letters of Support** (as separate PDF files)
7. **CCV** (CIHR/NSERC Academic Format) for each Network Investigator (as separate PDF files)

Deadline: 23:59 PST on February 20, 2025.

Instructions

1. 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 **Research Area** (Please indicate which of the following research areas that your project aligns with the most: 1) Infectious Diseases, 2) Immunology, 3) Precision Medicine, 4) Animal Health and Sustainable Agri-Food Systems).
- Input **Other Funded Investigators**: name, affiliation, and contact information of all investigators involved in the project. Add lines in the template for more investigators. Include other investigators, that are expected to be funded by GlycoNet, reflected in the budget.
- Input **Collaborators** (name, affiliation, and contact information). Include all collaborators, specify nature of collaboration.
- Provide five to ten **Keywords** for the project.
- List all **Partners Involved** in the project: company name, dollars requested, and committed cash/in-kind contributions.
    - Partner involvement should be further detailed in ***a letter of support***.
    - 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).
- **Investigators' Contribution to GlycoNet's Committees and Board.** Please explain how you have contributed to the governance and management or other activities (e.g. Symposium) of the Network.
- **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 Proposal section.
- Declare **Conflict of Interest** if any 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.

- **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
- Provide a **Plain Language Project Summary.** Please provide a plain language (**non-technical**) summary of your project that can be used for promotion and public communication (e.g. GlycoNet's website, press releases, social media). The summary should provide a brief overview of the project, what it aims to achieve and its anticipated contribution to glycomics and/or science and society. **Do not include confidential information.**
- Write a **Project Proposal** (3,500 words up to a maximum of 10 pages, 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
- Provide a **Commercialization Strategy and Impact Statement,** a statement of the expected impact of the funding on furthering the ***translational / commercialization strategy*** of the proposed research. Identify the tangible deliverables that will lead to translational research as the next step:
    - Provide a summary of expected results or findings.
    - Discuss how the research findings can be applied in real-world settings or address practical challenges.
    - Discuss the potential impact of translating the research outcomes (e.g., societal benefits, health benefits, technological advancements, or economic growth).
    - Provide a detailed description of the commercial potential of your technology or discovery. Discuss any expressions of interest from industry partners or other stakeholders.
    - Outline potential markets for your technology and the expected impact on these markets.
    - Detail any plans for further development, scale-up, and eventual market entry of the technology.
    - Discuss potential challenges that could impede the research translation (e.g., technical, regulatory etc.)
    - strategies to overcome these challenges, such as forming partnerships with industry, securing additional funding, or engaging with regulatory consultants.
- **Current IP Status** Detail the current status of intellectual property related to your research. If no intellectual property protection has been filed, outline the types of intellectual property you plan to apply for (e.g. Diagnostics, Compositions of Matter, Methods of Use, etc.)
- **Integration with GlycoNet Programs and Other Funding Opportunities** Please describe how your project can be integrated into the broader GlycoNet suite of programs or other rele-vant funding opportunities. Specify which GlycoNet programs or initiatives you might target for application as your project reaches more advanced stages through the support of this grant. Identify other funding opportuni-ties, including grants, fellowships, or partnerships, that you plan to pursue to support further development of your project.
- **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).

- **Research Security** (Verify and declare that the project complies with the Policy on Sensitive Technology Research and Affiliations of Concern (STRAC) and the National Security Guidelines for Research Partnerships (NSGRP)).

2. 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 maximum of $75,000 from GlycoNet. Project can also request less than $75,000.
- Projects require a 1:1 match with Partner funding; at least 50% of the matching funds must be cash. **Partner funding cannot come from Canadian Federal funding sources** (i.e., CIHR, NSERC, SSHRC, and CFI) as these are ineligible for matching. Larger matching contributions are encouraged
- The project budget should clearly show the co-contribution of partner funds in alignment with SSF and eligible project expenses (Refer to Eligible Costs and Activities).
- 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/year/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, **the 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**. 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.

Questions on eligibility of matching can be directed to GlycoNet Administrative Centre (info@glyconet.ca cc: vsharko@glyconet.ca).

3. Budget Justification (completed through the Forum)

- Provide concise, but sufficient, justification for expenses (**in accordance with the submitted budget**). Benefit rates for employees should be clearly stipulated. The budget justification should be detailed enough to clearly explain why and for what each expense is needed, but concise enough not to overwhelm with unnecessary information.
- **Justify expenses listed in the budget spreadsheet. The justifications must correspond to the budget line items in the spreadsheet.**
- The project leader is responsible for generating a single budget justification document containing information from all NI groups.

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

- Download the **Milestones Template** from the Forum
- **Indicate milestones containing clear go/no-go decision points**

- Quarterly milestones should be provided and should contain sufficient detail that progress toward them can be clearly monitored. Progress toward stated milestones will be a significant component of evaluation for continued project funding
- Add an “X” to the shaded boxes
- Names should be added in the format: First Name Last Name
- The project leader is responsible for combining all milestones into a single Excel file
- **Failure to report on milestones will lead to loss of the next funding amount**

5. Research Security Forms (as PDF files, uploaded to Forum)

- Upload to the Forum the required Attestation Forms from all project team members
- In case of involvement of **private sector partner** in the project, fill in the Risk Assessment Form and upload it to the Forum. If any risks are identified in the Risk Assessment Form, develop a risk mitigation plan with your institution and submit it with your application (upload to the Forum).

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

Letters from partners are required, indicating the nature of their involvement in the project and their anticipated contribution, both cash and in-kind. These amounts should match those listed in the budget). Partnerships and potential for leveraged funding (in-kind and/or cash) will increase suitability of the project for the GlycoNet renewal application.

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

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

- Upload CCVs of all NIs in PDF format

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	