2024 – 2026 Collaborative Team Grant Application Instructions

In this Request for Proposals, we are seeking to fund collaborative team projects (that involve two or more research groups, preferably in different institutions) the successful completion of which would provide preliminary data to support other funding applications either to GlycoNet, or other funding sources.

Requirements

Projects should:

- Be aligned with *GlycoNet's research mandate* (see glyconet.ca)
- Be of an *applied nature with well-defined translational strategy*
- Involve the *training of Highly Qualified Personnel*.
- Projects must involve two or more research groups, *preferably at different institutions*.

Projects should not:

- Concern basic biochemistry or biology with no tangible translational outcome.

Matching contributions are required at a minimum of 1:1, where 50% must be a cash contribution (please see Appendix A). Projects with larger matching contributions will be given preference.

Funding Available

Proposals may request up to $150,000/yr over two years. All projects should be planned to be completed within 24 months. The second year's funding is contingent upon meeting and reporting on milestones. **Failure to report on the milestones will lead to loss of funding.**

Eligibility

This opportunity is open only to individuals who are eligible to hold Tri-Council funds: CIHR, NSERC or SSHRC. Network investigators can only participate in three concurrent projects (but can only lead up two projects). 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
   - Project Leader / Lead Investigator
   - Other Investigators
   - Key Words
   - List of Partners and Matching Funds (Companies, Agencies, etc.)
   - Suggested Reviewers
   - Environmental Impact
   - Project Summary
   - Translational Strategy and Impact Statement

- Project Proposal
- References
- Training Environment, including Equity, Diversity and Inclusion considerations
- Conflict of Interest

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. Partner Letters of Support (as separate PDF files)
6. CCV (CIHR/NSERC Academic Format) for each Network Investigator (as separate PDF files)

Deadline: 23:59 MDT on July 2, 2024.

Instructions

A. General (Application)

*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 (use Times Roman/Times New Roman, 11 pt for the text format).*

- 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 **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).
- **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.
- 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).
- Provide a **Translational Strategy and Impact Statement,** a statement of the expected impact of the funding on furthering *translational strategy* of the proposed research. Impact (including socio-economic) of the project, and identification the tangible deliverables. For the translational strategy, describe who will benefit from this research (translational/industrial partners, patients, healthcare/agri-food systems) (750 words maximum) and what the commercial potential is:
  - Provide a summary of expected results or findings.

- o Discuss how the research findings can be applied in real-world settings or address practical challenges.
- o Discuss the potential impact of translating the research outcomes (e.g., societal benefits, health benefits, technological advancements, or economic growth).
- o Identify the groups or individuals who would benefit most from the research translation (e.g., industries, communities, policymakers, or others).
- o Discuss potential challenges that could impede the research translation (e.g., technical, regulatory etc.)
- o Provide strategy to overcome the identified challenges and facilitate the translation of research into practical/commercial application (e.g., partnering with industry, securing additional funding, seeking additional expertise)

- 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

- **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).

- 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.

B. Budget

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/year for two years from GlycoNet.
- 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.
    - o Projects with a higher level of matching funds (e.g. 2:1, Partners:GlycoNet) will be viewed more favorably.
- The project budget should clearly show the co-contribution of partner funds in alignment with SSF and eligible project expenses.
- 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 $2,000/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.

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

C. Budget Justification

- 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

- 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. 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.**

E. Partner Letters of Support

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 match to the GlycoNet request will be disqualified.*

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

- 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 (excluding product under study in a clinical trial if it is a partner's product)	- Development costs - In the case of randomized controlled trials, the cost of the medication under study, if it is a partner's product
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	