

## **Innovations in IBD Research Application Guidelines**

### **1. Our Promise**

Crohn's and Colitis Canada's Promise Statement is to cure Crohn's disease and ulcerative colitis and improve the lives of children and adults affected by these chronic diseases. Crohn's and Colitis Canada raises funds to invest in IBD research, foster advances in prevention, treatments, cures and health policy; educate patients, families, industry and government about IBD; increase public awareness of IBD and Crohn's and Colitis Canada; and advocate to governments and stakeholders on behalf of those affected by IBD.

### **2. General Information**

These guidelines are designed to help applicants complete the Innovations in IBD application form. Please read the guidelines carefully. Applications that do not conform to these guidelines and eligibility criteria will not be reviewed.

### **3. Innovations in IBD Research Grants**

Through the Innovations in IBD Research Program (Innovations in IBD), Crohn's and Colitis Canada is committed to funding novel or innovative approaches to inflammatory bowel disease (IBD) research. The program is intended to stimulate and support IBD-related research which may not be encompassed within the boundaries of other research funders. This includes pilot projects and high risk but innovative ideas that could potentially contribute significantly to the advancement of finding the cures for Crohn's disease and ulcerative colitis and/or improving the quality of life of people with these diseases. Grants to a maximum of \$50,000 CDN for up to one year may be awarded.

All proposals must conform to sound principles of research and all studies involving human subjects and/or animals must be reviewed and approved by an appropriate Institutional Review Board of a recognized institution before funding flows. This competition will fund innovative projects deemed scientifically excellent, will refine hypotheses and/or produce preliminary data that will help seed larger projects, and have the potential to improve diagnosis, therapy, or prevention of IBD.

### **4. Grant Eligibility**

Postdoctoral fellows or investigators who hold an academic appointment at a Canadian University in a Faculty of Medicine, Nursing, Pharmacy, Veterinary Medicine or other Graduate Faculty are eligible to apply to the Innovations in IBD competition. The research proposed must have a clear connection to Crohn's and Colitis Canada's Promise Statement. Co-Investigators based outside of Canada are acceptable.

The applicant institution must be a nonprofit, charitable institution, such as a university, hospital or research organization. **Starting in 2019, applications are only accepted from institutions within Canada.**

In order to be eligible to receive funding for an Innovations in IBD grant from Crohn's and Colitis Canada, recipients must be members of the [Crohn's and Colitis Canada IBD Research Institute](#).

## 5. Level of Funding

Grants to a maximum of \$50,000 CDN for up to one year may be awarded. **Specific Crohn's and Colitis Canada Board policy forbids the use of any funds to cover institutional overhead.**

## 6. Period of Support

Grants may be awarded for one year, contingent upon available funds. All funding periods begin in July 2019, with the grant payment being made in one installment in September 2019.

## 7. Application Deadlines and Procedure

By the deadline specified, applicants must submit a complete application via [proposalCENTRAL](#).

### **2019 Deadline:**

- Full applications must be received by 5:00 pm (EST), Friday, January 18, 2019.

**It is the responsibility of applicants to ensure their applications are complete.** Incomplete applications will be disqualified from the competition. Applicants must complete the online application forms available via [proposalCENTRAL](#). Applications submitted via email or other modes will not be accepted.

## 8. Assessment of Applications

Each full application is assessed for its scientific merit, relevancy and translatability potential by the Grants Review Committee (GRC).

The committee discusses the application and by consensus (or by majority vote if necessary) assigns it a score between 0 and 5. These scores represent the following categories: Outstanding (4.5-5.0), Excellent (4.0-4.4), Very good (3.5-3.9), Acceptable but low priority (3.0-3.4), or Unacceptable ( $\leq 2.9$ ). This assignment is based on the GRC's assessments of the application in light of the discussion, consideration of the application itself, the reports of the reviewers. Each member of the GRC who has

participated in the discussion (excluding GRC members from the same institution or otherwise in conflict) then assigns to the application a score within a range of +0.5 of the consensus score. A mean of these submitted scores then determines the final score and rank. Only those proposals receiving a score in the range of very good or better (3.5 or above) are discussed in detail by the GRC. Those that fall below a score of 3.5 are triaged and considered not fundable. In addition, relevancy to Crohn's and Colitis Canada's Promise and prospect for translatability is considered in the overall rating. Those deemed not relevant or translatable would be unacceptable and therefore rejected.

The Grants Review Committee is also required to recommend a budget or appropriate level of funding for each application. This is decided by consensus within the committee. In arriving at a recommended budget, the Crohn's and Colitis Canada National Board of Directors expects that the Grants Review Committee will bring its collective judgment and knowledge of research requirements and costs. It should consider closely the budget submitted by the applicant and recommend funding that will permit the applicant(s) to make reasonable progress over the period of the grant. This recommendation of the budget is separate and distinct from the assessment of scientific merit and is made subsequent to that assessment.

In accordance with Board direction, Crohn's and Colitis Canada considers the ratings and the recommended budgets by the Grants Review Committee along with its program priorities and budgetary constraints and announces the final decision. There will be no appeals of these decisions.

## 9. Notification

Applicants will be sent official notification of Crohn's and Colitis Canada's decision. The Finance office of the University or Institution concerned is also notified of grants awarded.

## 10. Evaluation Reports

Copies of all evaluations made by reviewers will be forwarded to applicants without identification of authors. A summary of the GRC discussion will also be included for those applications discussed, scored and ranked by the GRC.

## 11. Applicant

The applicant(s) is/are recognized by Crohn's and Colitis Canada as the author(s) of the intellectual content of the application submitted. In the case of multi-authored applications, Crohn's and Colitis Canada will correspond with the first (principal) applicant listed. Principal applicants must be affiliated with a not-for-profit Canadian research institution.

Applications with co-investigator(s) or collaborator(s) need to submit through the online application the information requested on each co-investigator and collaborator.

## 12. Institution

The Institution is considered by Crohn's and Colitis Canada to be responsible for the provision of space, facilities, furniture and general services required for the conduct of the research project described.

## 13. Ethical Considerations

Ethical approval and standard assurance for animal, human experimentation, and/or biological and chemical hazards must be obtained within three months of notification of funding. Documentation should be completed and returned as soon as possible following granting of funds and no later than three months following first payment. Subsequent funding from Crohn's and Colitis Canada may be delayed or denied if required documentation is not received.

## 14. Language

Crohn's and Colitis Canada is prepared to serve the scientific community and the public in either of Canada's official languages where feasible. Please indicate your preferred language of correspondence on the online form.

Crohn's and Colitis Canada no longer accepts French applications. All applications must be submitted in English. This change is in effect as of the 2019 competition due to the significant costs incurred by Crohn's and Colitis Canada to translate applications from French into English and our inability to guarantee the fidelity of the translation. Crohn's and Colitis Canada prioritizes scientific expertise when selecting reviewers. Because of the challenges in identifying reviewers with the appropriate scientific expertise *and* French language skills, Crohn's and Colitis Canada is unable to guarantee French speaking reviewers.

## 15. Payment and Administration of Grant Funds

The Institution where the applicant conducts the project and/or holds an academic appointment may be designated to receive and administer the grant funds at the discretion of the PI. If the Institution designated is not the one in which the applicant conducts the project, please explain in a cover letter.

Funds must be used during the period of the grant unless a request for a no-cost extension is received by the Vice President, Research and Patient Programs of Crohn's and Colitis Canada at least one month prior to the end of the funding period. A no-cost extension may be granted maximum once for at most one year. Exceptions to this rule may be considered for exceptional circumstances such as parental leave or health-related leaves of absences.

## 16. Grant Reporting

Progress and financial reports must be submitted via proposalCENTRAL at the end of the funding year by July 30<sup>th</sup>. Both the research and financial reports must use the forms provided on the grant portal. The report must be certified by the grantee and a finance officer designated by the receiving institution.

Future funding from Crohn's and Colitis Canada will be withheld until the research and financial progress reports have been received. Any funds remaining at the end of the grant period must be returned to Crohn's and Colitis Canada within 90 days of the grant end date.

## 17. Signatures

The signatures on the application commit both the applicant(s) and the Institution to specific responsibilities. Signatures of Principal Investigators and Co-Investigators are required. The applicant(s) and the Institution are jointly responsible for adherence to the general conditions governing the award of a research grant as outlined in the Canadian Institutes of Health Research Grants and Awards Guide, including; the guidelines of the Canadian Council on Animal Care with respect to animal experimentation, the review for ethical propriety of all proposals relating to human experimentation, the CIHR guidelines that may apply for handling recombinant DNA molecules and animal viruses and cells, and the administration according to accepted accounting practices of the funds provided.

## 18. Grant Application Sections

### I. Project Summary Abstract

This should be written in non-scientific language in a style suitable for the lay members of Crohn's and Colitis Canada or a press release. It must not exceed 1500 characters (approx. 250 words).

### II. Detailed Research Report

Applicants should provide a clear, concise description of their research proposal. A **maximum of 5 pages may be submitted** (bibliographic references are excluded from this 5 page limit). Page limits do not include references, tables, charts, figures and photographs which may only be included after the bibliography. Applicants are permitted to submit figures and/or tables describing preliminary data and relevant legends. Legends should be succinct.

Detailed descriptions of methods and discussion of results should be included in the body of the proposal, they should not be in the legends nor included as an appendix. Questionnaires and consent forms may be uploaded as appendices, where applicable.

Up to 5 manuscripts/publications from the candidates(s) that support this grant can be uploaded as part of the application.

No other additions or appendices are permitted. Excess data will be returned to the applicant, who will have 48 hours for re-submission.

#### Detailed Research Report Formatting:

- Text must be single-spaced, 11 point Arial font size (including labels and descriptions accompanying figures, tables, charts, photographs, etc.), with  $\frac{3}{4}$  inch margins on all sides.
- Header: "Innovations in IBD Proposal" in the left corner with applicant's name in right corner.
- Footer: Number pages consecutively with page numbers centered.

### III. Budget

Applicants must provide estimates of expenditures for a full year regardless of when the work proposed will begin.

Itemize by category and justify funds requested for each year of support. The amount requested must be quoted in Canadian dollars. Applicants must complete the budget pages within the application, budget pages in the CIHR version may not be substituted.

### IV. Personal Information

Both Principal Investigators and Co-Investigators are asked to provide personal information, including education, research training, academic positions, distinctions and awards, and number of publications. Principal Investigators must submit this information through the online form. Co-investigators must complete and upload the Co-investigator Information Form. The current Canadian Institutes of Health Research (CIHR) format (or Common CV) will not be accepted. Both Principal Investigators and Co-Investigators are asked to provide a publications list from the last 5 years.

When completing the Professional Profile sections of the application, **only provide the personal information requested by Crohn's and Colitis Canada**. The Professional Profile in proposalCENTRAL defaults to asking private questions including date of birth, passport number, and social security number. **DO NOT PROVIDE THIS INFORMATION.**

### V. Other Funds

All applicants must list all research projects proposed to other agencies concurrently with this application, and those intended for submission in the next twelve months. List all projects for which funding is currently or has been received for all applicants, over the past 3 years. State the nature and percentage of any overlap with this application. The title, summary, budget, agency, precise dates, and tenure of these award(s) must be provided.

The applicant must provide the information requested for every other grant currently held by the principal investigator, or applied for concurrently with this application, whether perceived to be relevant or not. If an application on the same subject is pending from another agency, the applicant should immediately notify Crohn's and Colitis Canada of the results as soon as they are known.

## 19. Contact Information

For technical support with the online application, contact proposalCENTRAL:

[pcsupport@altum.com](mailto:pcsupport@altum.com)

1-800-875-2562 (Toll-free)

Weekdays, 8:00 a.m. to 5:00 p.m. (Eastern)

For program information or application content requirements, contact Crohn's and Colitis Canada:

Crohn's and Colitis Canada

600 - 60 St. Clair Avenue East

Toronto, Ontario M4T 1N5

Attn: Research Grants & Evaluation Specialist

416-920-5035 x252

[research@crohnsandcolitis.ca](mailto:research@crohnsandcolitis.ca)