

ONTARIO THORACIC SOCIETY

"To promote respiratory health through medical research and education."

GRANT IN AID (GIA) GUIDELINES FOR 2012-2013 COMPETITION

The Ontario Thoracic Society (OTS) is the medical section of the Ontario Lung Association (OLA). On behalf of the OLA, the OTS administers a program to financially support approved research grants.

A Research Committee has been appointed by the OTS to advise on matters of policy regarding research, receive applications for grants, and award financial support for projects relating to respiratory diseases. The **GIA** is an annual award with a \$50,000 limit. Applicants may be awarded amounts up to this limit, depending on resource availability.

The **term** of GIA awards is one year (July 1st through June 30th). Subsequent applications for the same project are accepted and reviewed separately. This year's competition is for July 1, 2012 to June 30, 2013.

The OTS/CLA will be requiring an electronic submission of your abstract and application. With this new system, located at www.ngr.myreviewroom.com, you will be able to open an account, upload your registration and application and add team members to your account. Some useful features will be available such as posting reader feedback for editing working documents and sharing with other team members. A tutorial on how to use the site is located on the OTS Website.

Registration: Applicants are required to register with the Canadian Lung Association office via www.ngr.myreviewroom.com by **November 18, 2011**. Once you are registered you will receive a confirmation email from The Lung Association site with your username and password to activate your account for electronic submission of your abstract to your account. During the registration on the website, applicants will be required to provide name, institution, project title, identify the type of research (clinical or basic) and a maximum one page abstract.

Application Deadline: The deadline for receipt of all grant applications is **4:30 p.m. EST on December 7, 2011**.

General Information

1. Eligibility

- a. Applications will be considered for research proposals that are directly relevant to human respiratory health problems. Please note that grants deemed outside the respiratory field will be eliminated from the selection process.

- b. A successful application will provide evidence that appropriate facilities are available for the research. An institution through which funds would be administered will also need to be identified.
- c. Applicants must hold a faculty appointment at an Ontario University.
- d. In order to encourage young investigators, particular consideration will be given to requests from investigators who have received their first faculty appointment within the past seven years. Half of the one-year grants will be awarded to **new investigators** provided that their applications receive a minimum ranking in the national CTS competition of 3.5.
- e. A principal investigator can only hold one GIA grant per year
- f. Eligibility for GIA grants will be limited to investigators who hold less than \$250,000 in operating grants as the Principal Investigator in the 2012-2013 funding year. Limit not applicable to OLA/Pfizer applicants.

2. Application Requirements

- a. **Documentation:** In order to meet the needs of the various reviewers, and of the Society itself, it is imperative that each applicant provide concise answers to all questions on the application form and submit the application including all supporting documentation.
 - Send the **original printed application with all supporting documentation** by the application deadline (December 7, 2010 by 4:30 p.m. EST) to the Ontario Lung Association office (Attention: Jeanne Castellanos, Ontario Thoracic Society, 573 King St. East, Toronto, ON M5A 4L3).
- AND**
- Send **one completed electronic application with all supporting documentation** in Word or PDF format (Word is preferable) to the Canadian Lung Association via www.ngr.myreviewroom.com . If submitting an application in PDF format, please ensure to include a separate file with the Lay Summary in Word format.

Formatting: Use only 8 ½" by 11" paper for all attachments, typed on one side only. Print should be of letter quality. **Attached pages should be single-spaced using either 12 point Times New Roman or 11 point Arial font. Condensed type or spacing will not be acceptable.** A margin of 2 cm around the page is needed. No photo-reduction except for figures.

Before having the applications countersigned by those authorized to do so on behalf of the institution, applicants are urged to see to it that their applications are correctly completed and that sufficient information is provided to permit assessment of the research proposal.

Similar to CIHR guideline, applications submitted that do not contain all the necessary information as described will be withdrawn from the competition process. The time between the closing dates for receipt of applications and the

meetings of the Research Committee does not permit consideration of late or incomplete applications. OTS/CTS will assume no responsibility in following up with applicants who submit incomplete applications. The entire responsibility to ensure completeness of the application submitted (including all required signatures) will rest with the applicant.

- b. Investigators and Co-Investigators:** Applications may be submitted by one or more investigators, if the proposed research entails significant collaboration with investigators not named as co-applicants, the applicant(s) should include a signed statement of support for each collaborator(s).
- c. Progress Reports:** All investigators receiving OLA Grants-in-Aid must submit a Progress Report. Investigators seeking an award for a previously funded OTS Grant-in-Aid must submit the progress report with the grant application. In addition, any investigator who has received funding in the past two years must complete this report prior to submission of application. Please email ots@on.lung.ca for a template.
- d. Ethics Approval:** All applications must include approval by the institution's Ethics Committee for Human or Animal Experimentation, on the prescribed form of the institution. If there is a delay in obtaining the approval, the application will be processed provided that written approval is received before March 31st, 2012.
- e. Budget Justification:**
 - **Salaries and Benefits:** Provide names (if known), categories of employment and proposed salaries (including non-discretionary benefits) of all personnel identified in the budget.
 - **Equipment:** In your budget justification, provide a breakdown and justification of the equipment items requested. Give details of models, manufacturer, prices and applicable taxes. Please refer to CIHR guidelines for specifics at <http://www.cihr-irsc.gc.ca/e/39922.html>. In addition, for maintenance and/or equipment items listed, indicate:
 - the availability and status of similar equipment;
 - the anticipated extent of utilization;
 - the reasons for choice of specific type, model or service contract, in relation to alternatives;
 - where applicable, the necessity for upgrading existing equipment or service contracts. For equipment or service contracts costing no more than \$5000, attach at least one quotation for cost.
 - **Experimental Animals:** Include species to be used and sample size justification along with calculations, if applicable. Provide a breakdown for procurement, breeding, boarding, feeding and

wherever possible include a copy of the Institution's standardized costs for these tasks as they vary from Institution to Institution.

- **Materials and Supplies:** Provide details and justify/explain major items. Do not simply list items.
- **Others:** Provide justification/explanation for each item listed.
- **Travel:** Provide justification and a brief explanation of how each activity relates to the proposed research. The purpose and estimated cost of such travel must be given.
- **Financial Support (if applicable):** Provide a brief explanation of any financial (not-in-kind) contribution from other sources (if applicable). If investigators already hold a grant, or if they are applying for grants, they must clearly describe the degree to which they overlap with the current application. This requirement includes grants funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. Budget, budget justification, and summary page for other funding support (ongoing or applied) must be attached. Applicants are required to disclose all other funding sources. Priority will be given to scientifically excellent grants that are not currently funded from other sources.

3. Use Of Awards

- a. Categories of Expenditures:** Although the individual investigator is allowed discretion in the categories of expenditures within the approved budget, approval of the Society should be obtained before undertaking any major changes in the way in which the award is spent. In addition, any limitations specified in the grant notification must be respected.
- b. Excess Expenditures:** Any commitments (or expenditures) incurred by an investigator either in excess of the current grant funds or beyond the term of the grant are the responsibility of the investigator. All salary approvals and other special authorizations are given subject to the availability of the funds in the grant.
- c. Ineligibility for Payment of Dues:** Grant funds may not be used to pay fees for membership in scientific societies or for journal subscriptions.
- d. Travel:** Grants are not intended to support travel costs unless there is a requirement for travel (exclusive of meeting attendance) as part of the project. Use of the award to defray costs of travel is acceptable only if a specific allocation for travel forms part of the approved budget.
- e. Equipment:** Title to equipment purchased under a grant remains in the institution at which the grant is held but its use for research projects listed on the grantee's application or otherwise approved by the committee shall be given priority over other uses.

- f. **Publication Costs:** It is acceptable to include an anticipated publication cost of a maximum of \$2000.00 in total, into the expendables category of your budget.
- g. **Transfer of Awards or Equipment:** The awards are to be undertaken at the institution named in the award. If the principal investigator moves to another institution, the award can be transferred only with the written approval of the Society. Transfer of equipment requires, in addition, the approval of the institution where the grant was originally held.
- h. **Patent Rights:** The Ontario Thoracic Society does not claim patent rights in any invention resulting from research supported by Society funds. However, it expects the grantees and/or their institutions will seek patent protection for inventions or developments supported through grant-in-aid. Grantees wishing to obtain information concerning the patents applicable to discoveries arising from their research should seek advice from Canadian Patents and Development Limited, 275 Slater Street, Ottawa, Ontario, Canada. K1A 0R3.
- i. **Unspent Balance:** Any unspent balance remaining following the end of the grant reverts to the Ontario Thoracic Society. However, the Society will consider written requests for use of the unspent balance either by limited extension of the term of the original grant, or for an approved alternative program.
- j. **Inability to Complete Research:** The institution is responsible for advising the Ontario Thoracic Society promptly if the grantee is unable for any reasons to carry out or complete the research for which the grant was given.
- k. **Acknowledgements:** The support of the Society should be acknowledged in any publication arising from research supported by the award. **Copies of abstracts and publications arising from the GIA supported research should be forwarded to the OTS at the time of the publication.**
- l. **Location of research:** Grant-in-Aid funds may only be used to support research conducted in Canada (with the primary site being in Ontario).

4. Employment Under Grants

Guidelines for employment are the same as CIHR – please see the tricouncil website: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp#compensation

- a. Technicians and research assistants may be employed under grants. The university's classification of technicians for whom funds are requested must be indicated on the application. The rates of pay shall be in accordance with the salary scale of the university or institution concerned. Investigators who seek funds for the employment of research assistants must describe the role of the individual in the research project. Provision may not be made under grants for the employment of practicing clinicians who wish to participate in a research project on a part-time basis, or for payments to individuals who receive remuneration for teaching or social work. Funding for graduate student support will be limited to CIHR guidelines.

- b. Individuals paid from OTS grants are not employees of the OTS. Employer contribution to superannuation, group insurance and other employee benefits normally available to the institution's employees may be paid by the institution on behalf of the individuals employed under Society grants, and the cost of such contributions may be charged to the appropriate grant.
 - c. Funding for graduate students or post-doctoral fellows will be considered provided the trainee will be actively engaged on the research project being considered for funding, and provided that the investigator includes a justification for support for salary for the graduate student/post-doc. Any and all additional sources of funding for the graduate student/post-doc must be disclosed. The principle investigator is to determine the level of support required. Grant-in-Aid funding support is limited to partial funding for research post-doctoral fellows through the Ontario GIA program. The partial funding for any post-doctoral fellow eligible to apply for a CTS fellowship is limited to the lesser of \$25K or half of the requested GIA award.
 - d. Grantees or co-grantees shall not receive remuneration from any funds provided by the Society through its Grants Programs. The regulations of the university with respect to the employment of relatives apply also to the use of Society funds for this purpose. Only under exceptional circumstances will the Society approve payment to members of university staff for consultative or other services. It is important to complete in full the section on other research funds on page 7 of the grant application. The applicant must include an indication not only of other grants received or applied for but also any which may overlap with the present application. Budget, justification and summary page of any ongoing or applied-for grants must be included with the application form.
5. To facilitate communication of research within our organization, scientific abstracts and lay summaries of OTS funded research may be released for print.
 6. Awards will be posted on the OTS website.
 7. **Final Reports to the Ontario Thoracic Society**
It is a requirement of the Ontario Thoracic Society awards that the investigator(s) document outcome of the research supported by Grants-in-Aid. All investigators receiving OLA Grants-in-Aid are expected to submit a separate progress report at the end of the funding period. The progress report form will be circulated to each investigator in June 2013. The deadline for submission of the Progress report and the Financial statement is October 31st, four months after completion of the award.

The support of the Society should be acknowledged in any publication arising from research supported by the award. **Copies of abstracts and publications arising from the GIA supported research should be forwarded to the OTS at the time of the publication.**

All documentation must be complete prior to submitting a new application.

Requests to defer any unspent balance must be made in writing to the Medical Director before June 30, 2013.

8. Indemnification

The Ontario Lung Association, its directors, officers and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring as a result of these applications.

Revised for the granting year 2012-2013