

CANADIAN CYSTIC FIBROSIS FOUNDATION**2008/2009 GRANTS & AWARDS GUIDE**

The Canadian Cystic Fibrosis Foundation offers the following grants and awards:

- research grants
- senior scientist research training awards
- scholarships
- clinical fellowships
- fellowships
- studentships
- summer studentships
- clinic incentive grants
- transplant centre incentive grants
- visiting allied health professional awards
- visiting clinician awards
- visiting scientist awards
- special travel allowances
- travel supplement grants for the European CF Society Conference
- small conference grants
- clinical project grants
- other CCFF initiatives and partnerships

The terms of each of these grants are outlined in this *Guide*. Additional information, and application forms, may be obtained from:

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Charitable registration number 106845100 RR0001

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I. GENERAL INFORMATION

Application schedule¹

Type of grant	Deadline	Notification
<u>Clinical care</u>		
Clinic Incentive grants	1 October	1 March
Transplant Centre Incentive grants	1 October	1 March
<u>Research</u>		
Research Grants – Notice of Intent to Apply	1 August	N/A
Research Grants - Full Application (based on August 1 st Notice of Intent to Apply)	1 October	1 March
Senior Research Training awards	1 October / 1 April	1 March / 15 June
Scholarships	1 October ²	1 March
Clinical Fellowships	1 October	1 March
Fellowships	1 October	1 March
Studentships	1 October	1 March
Summer Studentships	1 February	1 March
<u>Other</u>		
Visiting Allied Health Professional awards	application by letter at any time	within six weeks
Visiting Clinician awards	application by letter at any time	within six weeks
Visiting Scientist awards	application by letter at any time	within six weeks
Special Travel allowances	application by letter at any time	within six weeks
Travel Supplement grants for the European CF Society Conference	1 April	late April

¹ If an application deadline falls on a weekend or statutory holiday, the deadline will be 5:00 PM ET on the following business day.

² Applications will be accepted only in odd-numbered years (i.e. 2009).

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Small Conference grants	application by letter at any time	within six weeks
Clinical Project grants	application by letter at any time	within six weeks

Stipend and salary levels for personnel awards

TRAINING AWARDS	QUALIFICATIONS		STIPEND (\$)	TRAVEL ALLOWANCE	TERM (Years)	RENEWABLE
Summer Studentships	Undergraduate		5,000	n/a	3 months	No
MSc Studentships³			19,000 ⁴	1,500	2	No
PhD Studentships³			21,000 ⁴	1,500	2	Yes
Clinical Fellowships & Fellowships³	Years of post-graduate academic experience	0-2	40,000 ⁴	1,500	2	Yes
		3-7	50,000 ⁴	1,500		
Senior Research Training Award	Recipient of a CF research grant		Up to 30,000	n/a	3 months to 1 year	No
SALARY AWARD	QUALIFICATIONS		SALARY (\$)	RESEARCH ALLOWANCE	TERM (Years)	RENEWABLE
Scholarships	Recipient of a CCFR research grant		60,000	n/a	1 to 3	Yes

It has been the general practice of the Foundation to maintain parity with prevailing rates. Should these rates be increased during the term of the award, the recipients will be notified in due course of the revised value of the award.

³The Foundation should be contacted regarding the set maximum guideline for the amount that may be deducted for fellows and students supported on a Research grant.

⁴Effective October 1, 2004.

Granting process

Applications received by the date indicated in the application schedule will be assessed by the Foundation's Medical/Scientific Advisory Committee in November. Incomplete applications and applications which are not received by the deadline will be returned to the applicant.

All applications are subject to rigorous internal review by the members of the Medical/Scientific Advisory Committee. Applications for Research grants and Scholarships are also evaluated by at least two external reviewers with expertise in the appropriate area.

The recommendations of the Medical/Scientific Advisory Committee are presented to the Foundation's Board of Directors for approval in late February. Applicants are then notified, usually by the beginning of March, of the outcome of the competition. If an application is successful, a copy of the award letter is sent to the appropriate supervisor or head of department, and to the financial officer of the institution concerned.

All grants and awards are offered subject to the availability of funds.

Grants are administered by the Canadian Cystic Fibrosis Foundation's office, to which all correspondence should be directed.

CCFF policies

(a) Research involving human subjects

Approval from the appropriate institutional review board is a condition of funding for any research projects involving human subjects. The Canadian Cystic Fibrosis Foundation does not endorse the payment of subjects for the purposes of human experimentation, or the payment of honoraria to persons enrolling or examining human subjects. However, reasonable reimbursement for costs of participation will be considered. All investigators must submit all required institutional approvals for experiments involving human subjects by 1 December of the year in which the application for a Research grant is submitted.

(b) Research involving animal subjects

The Canadian Cystic Fibrosis Foundation requires strict adherence to the policies of the Canadian Council on Animal Care. Approval from the appropriate institutional review board is a condition of funding for any research involving the use of animals. All investigators must submit all required institutional approvals for experiments involving animal subjects by 1 December of the year in which the application for a Research grant is submitted.

(c) Research involving human pluripotent stem cells

The Federal **Act Respecting Assisted Human Reproduction and Related Research** (the “Act”) now regulates, among other things, the use and creation of human pluripotent stem cells. Details may be found on the web site of Canada’s Parliament <http://www.parl.gc.ca/>, Health Canada http://www.hc-sc.gc.ca/sr-sr/pubs/biotech/proc_assi_hum-eng.php, or the Canadian Institutes of Health Research <http://www.irsc.gc.ca/e/34460.html>. This Act dictates, at a minimum, the regulations incumbent on applicants, host institutions, and the CCFF regarding stem cell research.

Any applicant to the CCFF who proposes the creation or use of human pluripotent stem cells, or proposes any research that would fall under the Act, must clearly indicate this fact and disclose all relevant details in the proposal. It is the applicants’ and the host institutions’ joint responsibility to ensure that all local ethics approvals have been obtained.

As the Act is phased in, the CCFF will decide what additional special certificates and approvals may be necessary (beyond approval via the usual local ethics review board).

(d) Research involving biohazardous materials

The Canadian Cystic Fibrosis Foundation requires that applicants provide the appropriate certificates of approval for the use of biohazardous materials. All investigators must submit

all required institutional approvals for experiments involving biohazardous materials by 1 December of the year in which the application for a Research grant is submitted.

(e) Patents and royalties

Exploitation of Inventions

- A. In this policy “Invention” refers to new and useful tools, technology, processes or objects arising out of research funded in whole or in part by the Canadian Cystic Fibrosis Foundation (the “CCFF”), for example, diagnostic tools, proteins and genes, drugs, and methods of treatment.
- B. The Institution and the Principal Investigator shall within 10 days provide the CCFF with a copy of any Invention disclosure statement or record of like effect prepared by one or both of them, and with a copy of all patent applications and patents pertaining to Inventions made by one or both of them. In the event that none of the foregoing documents has been prepared, the Principal Investigator shall provide the CCFF with a statement of the results of research funded in whole or in part by the CCFF upon conclusion of such research.
- C. The CCFF does not claim intellectual property ownership of Inventions, and the CCFF’s name need not appear on patent applications. Therefore, title to any Invention shall belong to the Institution, the Principal Investigator, or to any other individual or organization designated by the Institution according to the Institution’s established obligations at the date of grant (the “Owner”). The Institution and Principal Investigator may transfer ownership of the intellectual property only to persons agreeing to be bound by the terms of this Policy.
- D. The Institution and the Principal Investigator shall acknowledge the contributions of CCFF, by name, to

their research in all non-commercial publications and broadcasts respecting Inventions. None of the Institution, the Principal Investigator and the Owner shall use the name of the CCFF or any CCFF trademark or official mark in any communication in a manner which states or implies an endorsement by the CCFF of any business, commercial product or service.

- E. The CCFF expects that the Owner will seek patent protection for all commercially valuable Inventions in at least the United States of America, and that the CCFF will participate in all proceeds to the Owner arising from the transfer, licensing or exploitation of the Inventions (the "Proceeds") while the patents remain pending or in force. The "Proceeds" shall include all monies and other benefits received less the direct out-of-pocket costs associated with patenting the Invention. The CCFF will consider waiving all or part of its share of the Proceeds where appropriate to promote the treatment, cure and control of cystic fibrosis.
- F. The CCFF's share of the Proceeds shall be determined by the mutual agreement of the Owner and the CCFF. If the parties are unable to agree, the CCFF's share of the Proceeds will correspond with the proportion of the CCFF's financial contribution to the overall costs of the research leading to and commercialization of the Invention. If the CCFF and the Owner are unable to reach an agreement as to the calculation of such proportion, the matter shall be referred for final resolution to arbitration, in accordance with the *Arbitration Act*, S.O. 1991, as amended.
- G. The CCFF may require the Owner or any successor in title to the Invention, and patents pertaining to it, to grant licences to make, use or sell the Invention on a non-exclusive, royalty-free basis for academic, non-commercial research which in CCFF's sole judgement may lead to a treatment, cure or control for cystic fibrosis.

- H. The Owner shall require that any transfer or exclusive license of the Invention or patents pertaining thereto reserve the rights in paragraph "G" above and the rights in paragraph "I" below.
- I. CCFF shall have the right to cancel or amend any licenses which have been granted, and to grant exclusive or non-exclusive licenses to the Invention, where an Owner or licensee subject to cancellation has (i) taken no steps to towards making the invention generally available for the past year, or (ii) not made the Invention generally available within five years of the date of making the invention, or within such further time as may be required to complete necessary antecedent steps such as clinical trials. CCFF will consider waiving or revising its rights under this section in appropriate circumstances.
- J. The Owner shall report in writing to CCFF annually, on the anniversary date of the first patent application respecting an Invention, as to all Proceeds received or expected by the Owner respecting the Invention. The CCFF shall have the right to audit the books and records of the Owner and those of any licensees of the Invention to verify the accuracy of the reports.

(f) Support of personnel

The support of graduate students and post-doctoral research fellows from CCFF research grant proceeds will be permitted, at the discretion of the applicant, however the Foundation highly encourages these individuals to apply to the applicable CCFF stipend award programs and other funding agencies. The Foundation should be contacted regarding the set maximum guideline for the amount that may be deducted for fellows and students supported on a Research grant.

(g) Publications by grantees and awardees

The Foundation requests your assistance in publicizing support of your research, as donations from the public make it possible. Any scientific communication, publication, presentation or exhibit arising out of research funded in whole or in part by the CCFF, must contain an acknowledgement of the Foundation's support. By communicating about your work and highlighting the value and impact of CF research, you will be actively helping the Foundation to generate more funds.

(h) Publicity

Information conveyed to the media with respect to the program and activities of the Canadian Cystic Fibrosis Foundation should meet with the prior approval of the Foundation, and of the institution where the program is in operation.

(i) Indirect costs

The Foundation's Board of Directors has agreed to a sector wide moratorium on payment of such funds.

II. GRANTS IN AID OF CLINICAL CARE

CLINIC INCENTIVE GRANTS

Purpose

Clinic Incentive grants are intended to enhance the standard of clinical care available to Canadians with cystic fibrosis, by providing funds to initiate a comprehensive program for CF patient care, research, and teaching; or to strengthen an existing program. Basic support for clinical care is the responsibility of provincial governments, and CCFF Clinic Incentive grants, which are under the jurisdiction of the CF clinic director, are not intended to supplant public funding.

Eligibility

Canadian hospitals and/or medical schools are eligible to apply for Clinic Incentive grants.

Term

Clinic Incentive grants are awarded for a term of one year, and are renewable on an annual basis.

Criteria

Applicants must demonstrate:

- (a) the regional need for specialized clinical care for cystic fibrosis;
- (b) the need of the institution for assistance, and its plans to attract complementary funding from other sources to develop a complete CF program;
- (c) the potential for the development of a comprehensive program for CF care, clinical research, and teaching;
- (d) the desire to collaborate with the CCFF and with other Canadian CF clinics, in a collective effort to advance the objectives of CF treatment, research, and teaching.

Application requirements

Applications must be received by the Foundation no later than 1 October. Electronic submission of applications is requested. Late

applications will be subject to a penalty equal to 10% of the value of the award. This penalty will be deducted from the clinic director's honorarium.

Use of funds

(a) Payment of personnel

Clinic Incentive grants provide an honorarium for the clinic director, as compensation for his or her administrative responsibilities. Where appropriate, this honorarium may be divided amongst physicians who share the administrative duties associated with the clinic.

Requests may be made for salary support for other non-physician clinic personnel. All personnel compensated under a grant shall be considered employees of the institution in receipt of the grant, not of the Canadian Cystic Fibrosis Foundation. Please note that these are incentive grants, and are not intended to provide full funding for clinic personnel.

(b) Travel

A component of Clinic Incentive grants is allocated to travel, to encourage clinic directors and other clinic personnel to attend CF-related meetings in Canada or elsewhere. The amount of the travel grant is determined by the Foundation, and specified in the award letter.

(c) Outreach clinics

Requests will normally be considered for clinics which sponsor outreach programs and which serve large areas. Clinics requesting such funds should submit a detailed description of their outreach programs, and a detailed rationale for the funding request. Please note that funds are not available in this category to cover the costs of photocopying, telephone expenses, pamphlets, etc.

(d) CF camps

In light of the risk of cross-infection with pathogenic bacteria, the Canadian Cystic Fibrosis Foundation does not endorse CF camps, or participate in the funding of such camps. Funds awarded as part of a Clinic Incentive grant may not be used for this purpose.

(e) Funds received from National Support Groups

It is the Foundation's policy that if funds are donated by National Support Groups directly to a CCFF-funded clinic, or to the hospital foundation in the clinic's name, an equal amount will be deducted from the Clinic Incentive grant for the following fiscal year.

Terms and conditions

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, beginning 1 April, through the CF clinic's host institution. CCFF Clinic Incentive grants are under the jurisdiction of the CF clinic director.

(b) Cancellation of grants

The Canadian Cystic Fibrosis Foundation reserves the right to cancel a grant and to request the return of any unexpended funds, for appropriate cause. A grantee institution also may cancel a Clinic Incentive grant. In either case, 90 days written notice is required.

(c) Unexpended funds

Clinic Incentive grant funds which remain unexpended at the end of each grant year must be returned to the Foundation.

(d) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Clinic Incentive grant is not the responsibility of the Canadian Cystic Fibrosis Foundation. Also, a deficit against a

Clinic Incentive grant may not be carried forward from one year to the next.

(e) Site reviews

The Foundation's Medical/Scientific Advisory Committee conducts an ongoing program of clinic site inspections, whereby each CCFF-funded clinic is subject to a site review once every six years at the very earliest, extenuating circumstances notwithstanding. Site reviewers are appointed by the M/SAC Clinic Subcommittee. The full cooperation of clinic directors and other personnel will be sought in arranging and conducting these site reviews. Clinics which have hosted a site visit since submitting their last grant application are requested to comment on the resulting site visit report, and its recommendations.

(f) Canadian Patient Data Registry

Participation in the Canadian Patient Data Registry is a requirement for recognition as an approved CF clinic, and for the renewal of CCFF Clinic Incentive grants.

(g) Financial reports

Clinics in receipt of Clinic Incentive grants must provide an accounting of expenditures by 1 June. Financial reporting forms are sent to CF clinics at the appropriate time each year. The Foundation reserves the right to request interim statements.

It is expected that expenditures will be consistent with the approved budget. Flexibility within categories is permitted; shifting funds from one category to another is not. Any significant deviation from the approved budget must be authorized in advance by the Medical/Scientific Advisory Committee.

Each year unexpended funds must be returned to the Foundation.

TRANSPLANT CENTRE INCENTIVE GRANTS

Purpose

Transplant Centre Incentive grants are intended to enhance the quality of care available to CF transplant candidates by providing eligible centres with supplementary funding for the following purposes:

1. support for personnel, excluding licensed physicians
 - (a) directly involved in the provision of patient services;
 - (b) to liaise with referring CF clinics, regarding pre- and post-transplant care;
2. administrative costs associated with:
 - (a) providing data annually to the Canadian Cystic Fibrosis Foundation*;
 - (b) ensuring that CF patients who are accepted as lung transplant candidates will have access to information and assistance with respect to accommodation, transportation, and oxygen;
 - (c) administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts;
3. travel to scientific meetings on lung transplantation, or related to CF care.

* As with the Foundation's Clinic Incentive grant program, as a condition of acceptance and renewal of a Transplant Centre Incentive grant, submission of data will be mandatory. Beginning in 2005, data shall be submitted once annually for each previous year. It is intended that the transplant centres will be involved in the development of the data collection form, in an effort to reduce duplication of data submission efforts to other agencies.

Eligibility

Any Canadian lung transplant centre which currently has one or more individuals with cystic fibrosis listed for transplant may apply for a Transplant Centre Incentive grant. (Please note that under no circumstances will funding be provided to more than one transplant centre in the same city.)

For centres eligible for \$5,000 or less through the Transplant Centre Incentive grant program, additional funds will be available in the form of a schedule of payments for submission of data to the Canadian CF Lung Transplant Registry.

Term

Transplant Centre Incentive grants will be renewable on an annual basis.

Value

The value of Transplant Centre Incentive grants will be determined in accordance with a formula which takes account of the number of patients accepted for transplantation; transplanted; followed in the first year, in the second to fifth year, and more than 5 years post-operatively in a given centre, based on an average of three years' activity, ending 31 December of the year preceding the application.

Criteria

Applicants must demonstrate how any funds awarded would serve to enhance the quality of care available to CF patients in their centre.

Applicants must document that CF patients who are accepted as lung transplant candidates will have access to information and non-financial assistance with respect to accommodation, transportation, and oxygen; and to assist with administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts.

Applicants must provide a rationale for the funding request, and a detailed report on patient care and research within the lung transplant program.

All applications will be adjudicated by the Clinic Subcommittee of the Canadian Cystic Fibrosis Foundation.

Application requirements

Applications must be received at the Foundation's office no later than 1 October. Electronic submission of applications is required, and should be sent to imcintosh@cysticfibrosis.ca. Late applications will be subject to a penalty equal to 10% of the value of the award.

Use of funds

(a) Payment of personnel

Transplant Centre Incentive grant funds may be used for the support of personnel, excluding licensed physicians, (a) directly involved in the provision of patient services; (b) to liaise with referring CF clinics, regarding pre- and post-transplant care. All personnel compensated through a Transplant Centre Incentive grant will be considered employees of the institution in receipt of the grant, not of the Canadian Cystic Fibrosis Foundation.

(b) Travel

A component of Transplant Centre Incentive grant is allocated to travel, to encourage members of the transplant centre team to attend scientific meetings on lung transplantation, or related to CF care.

(c) Administrative expenses

Funds are also awarded (a) to facilitate data submission to the CCFF; (b) to ensure that CF patients who are accepted as lung transplant candidates will have access to information and non-financial assistance with respect to accommodation, transportation, and oxygen; and (c) to help in the administration of funds for CF transplant patients which have been donated to help defray the personal expenses associated with transplantation, such as the development of trusts.

Terms and conditions

(a) Site review

Centres which hold a Transplant Centre Incentive grant will be subject to a CCFF site review once every three years. Site reviewers will be designated by the Clinic Subcommittee of the Canadian Cystic Fibrosis Foundation, and the full cooperation of transplant centre personnel will be sought in arranging and conducting these site reviews. Centres that have hosted a site visit since submitting their last grant application are requested

to comment on the resulting site visit report, and its recommendations.

(b) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, beginning 1 April, through the transplant centre's host institution. CCFF Transplant Centre Incentive grants are under the jurisdiction of the director.

(c) Financial reports

Centres holding a Transplant Centre Incentive grant will be required to submit an annual financial report by 1 June. Centres that do not comply with the reporting deadline will have the 1 October grant payment withheld until the financial report has been received.

(d) Cancellation of grants

The Canadian Cystic Fibrosis Foundation reserves the option to cancel a grant and to request the return of any unexpended funds, for appropriate cause. A grantee institution also may cancel a Transplant Centre Incentive grant. In either case, 90 days written notice is required.

(e) Unexpended funds

Transplant Centre Incentive grant funds which remain unexpended at the end of each grant year must be returned to the Foundation within 90 days.

(f) Over-expenditure

Any commitment incurred by a transplant centre in excess of the amount of the CCFF Transplant Centre Incentive grant is not the responsibility of the Canadian Cystic Fibrosis Foundation.

(g) Submission of data

As with the Foundation's Clinic Incentive grant program, as a condition of acceptance and renewal of a Transplant Centre Incentive grant, submission of data will be mandatory. Beginning in 2005, data shall be submitted once annually for each previous year. It is intended that the transplant centres will be involved in the development of the data collection form, in an effort to reduce duplication of data submission efforts to other agencies.

III. GRANTS IN AID OF RESEARCH AND TRAINING

RESEARCH GRANTS

Purpose

Research grants are intended to facilitate the scientific investigation of all aspects of cystic fibrosis.

Eligibility

A principal investigator should hold a recognized, full-time faculty appointment in a relevant discipline at a Canadian university or hospital. Under exceptional circumstances, and at the discretion of the Research Subcommittee, research grant applications from other individuals may be evaluated on a case-by-case basis, with significant emphasis placed on the degree of independence of the applicant, and on the institutional commitments to this individual. Such applications must include a statement from the applicant addressing the issue of salary support during the term of the grant, and the availability of laboratory space; and letters from the Departmental Chair and Dean of Faculty, clarifying the nature and extent of the institutional commitment to the applicant. This same eligibility criteria regarding a faculty appointment applies to any named co-investigator.

While applications may be submitted by groups of individuals who plan to collaborate, only one principal investigator may be listed on an application. Co-principal investigators are not allowed on an application. There are no limits on the number of co-investigators or collaborators that can be listed. The investigators must have clearly defined roles which are justified. Only one initial grant may be submitted to the October competition. The institution receiving funds indicates where the ultimate responsibility for the grant lies.

Generally, the Foundation funds research which is carried out in Canada, and the principal investigator must be based at a Canadian institution. While the Foundation will fund a collaboration from outside of Canada, funds must be directed through a Canadian institution and Canadian investigators intending to collaborate with individuals from outside of Canada should contact the Foundation.

Term

Research grants are awarded for a term of one, two, or, in a limited number of instances, three years.

Value

The amount of a grant will be determined by the Medical/Scientific Advisory Committee, following a detailed review of the applicant's proposed budget.

Criteria

Decisions concerning the amount and term of any given award, are made by the Foundation's Medical/Scientific Advisory Committee, on the basis of the following considerations:

- the quality and scientific merit of the research proposal;
- the relevance of the proposal to cystic fibrosis;
- the qualifications of the principal investigator, along with any co-investigator(s) and/or collaborator(s) named in the application, to conduct the proposed research;
- the availability to the applicant(s) of the resources necessary to conduct the proposed research;
- the degree of overlap with other operating grants held by the applicant(s);
- the potential of the proposed work to produce significant results.

Application requirements

Application forms are available on [the Foundation's website](#) and are updated annually.

All applicants, for initial and renewal grants, must advise the Foundation's office, by August 1, of their intent to apply for funding by completing [a notice-of-intent to apply form](#) and submitting the following information:

- name and address of principal investigator;
- name(s) and address(es) of co-investigator(s) and collaborator(s);
- title of grant application;
- suggested external reviewers and name(s) of any external

reviewer(s) to whom you would prefer that the application not be sent to.

Full applications must be received by the Foundation no later than October 1. Incomplete and/or late applications will be returned to the applicant. All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by December 1 of the year in which the application for a Research grant is submitted.

Investigators are eligible to hold more than one research grant. No more than one initial application may be submitted to a single competition; and it is a requirement that the focus of a second grant application be clearly delineated from an existing one. The specific aims of a second grant should represent new approaches to the CF problem, and not an expansion of an existing research program.

Renewal applications will be treated independently.

Use of funds

(a) Guidelines for expenditure

Grants are awarded in global annual amounts. Minor reallocations between budget categories are permitted, provided that the global budget is not exceeded. However, major deviations (greater than 10%) require the prior approval of the Medical/Scientific Advisory Committee.

Research grants may be allocated, in accordance with the approved budget, to:

- personnel (research assistant(s), technicians, fellows⁵, students⁵, specified other personnel);
- materials and supplies (expendables, animals, services);
- equipment (total not to exceed \$10,000, once per term grant);
- travel (\$1,750-Ontario/Quebec; \$2,000-Prairies;

⁵The Foundation should be contacted regarding the set maximum guideline for the amount that may be deducted for fellows and students supported on a Research grant.

\$2,250-BC/PEI/NS/NB; \$2,500-NL).

Research grants do not provide support for:

- construction costs;
- institutional overheads for laboratory facilities;
- purchase of equipment in excess of \$10,000;
- severance pay/packages.

(b) Clinical Trials

The Canadian Cystic Fibrosis Foundation recognizes the importance of strong support for clinical trials of new drugs or treatments for cystic fibrosis.

In most instances, particularly where new products are involved, funding will emanate from the manufacturer, as a normal component of the drug or product development process. In cases where such funding is not available or appropriate, the Foundation will entertain applications for limited support.

In no instance will the CCFF provide financial support to trials which, by their nature, should be assumed by pharmaceutical companies or equipment manufacturers.

Clinical trial funding from the Canadian Cystic Fibrosis Foundation will be considered by the CCFF's Medical/Scientific Advisory Committee for scientific merit, within the context of the overall medical/scientific budget. Given the significant costs associated with clinical trials, and the limited resources of the Foundation, CCFF support for such initiatives will, of necessity, be of relatively modest proportions and, generally, will be directed to the research component of the study. In most cases, support will also be contingent upon the identification of at least one additional funding partner. It is expected that the Canadian CF Clinical Studies Network (CSN) will emerge as an information resource to investigators with respect to co-funding arrangements.

The following components of single- and multi-centre clinical trials will be considered allowable budget items in grant applications: (a) salary support for personnel involved in study design, coordination, monitoring, and analysis, including supplies and equipment needed for sample analysis; (b) meeting and travel expenses associated with study design and the data safety monitoring committee.

Funding should be requested using the CCFF's standard *Research Grant* application form. In addition, the principal investigator must submit a cover letter which includes a detailed budget for the entire project, in order that the support requested from the CCFF can be placed in context; and the details of requests submitted or pending to other funding agencies, and the date on which decisions are expected.

(c) Travel

Research grants include a travel component. The Foundation encourages investigators to attend CF-related meetings in Canada or elsewhere, to report on their own research and to remain abreast of significant developments in CF research. Presentation of a paper at a reputable scientific meeting, or attendance at a major symposium or conference related to the grantee's research are considered legitimate uses of travel funds.

Terms and conditions

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March.

(b) Unexpended funds

An unexpended balance at the end of each fiscal year and at the end of the CCFF support period does not lapse. Grantees will have an additional one fiscal year to use unspent funds. Any funds remaining at the end of this additional one fiscal year

period must be returned to the CCFF. Additional extensions will not be considered.

(c) Over-expenditure

Any commitment incurred by a grantee in excess of the amount of the Research grant is not the responsibility of the Canadian Cystic Fibrosis Foundation. In the case of multi-year, renewal and terminal grants, over-expenditures may be applied to the budget of the following year(s), up to a ceiling of 10%.

(d) Financial reports

Grantees must provide an annual financial report by 1 June.

(e) Budget increases

The Foundation does not provide funds for unanticipated increases in cost, or for the expansion of a research project during the term of a grant.

For multi-year grants, and subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to Research grants.

(f) Termination of funding

In the event of a renewal application failing in the annual competition and subject to the availability of funds, the Medical/Scientific Advisory Committee may, on a discretionary basis, award terminal funding. Terminal funding, if awarded, would be equivalent to three months at the existing level of support.

(g) Progress reports

Grantees may be requested to submit interim progress reports, in addition to the report which is required on renewal applications. If a grantee chooses not to renew his/her research project, he/she must complete and submit the Foundation's

progress report form, with attached publications that relate to his/her CCFF-funded research. The progress report form will be sent, in advance, to those grantees.

(h) Experimental approvals

All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by 1 December of the year in which the application for a Research grant is submitted.

(i) Patents and royalties

All grantees must agree to the terms of the CCFF's policy on patents and royalties; please see page 8.

(j) *Robbie* Promising New Research Award

On the recommendation of the Foundation's Medical/Scientific Advisory Committee, an applicant for an initial research grant in the October competition receiving the highest ranking will be awarded the *Robbie* Promising New Research Award. This annual award is for a one-year term. The award does not carry any supplementary monetary value.

SENIOR SCIENTIST RESEARCH TRAINING AWARD***Purpose***

Senior Scientist Research Training awards provide support to a limited number of established CF investigators by offering them an opportunity to obtain additional training that will enhance their capacity to conduct research directly relevant to CF. This award can be used for sabbatical support for qualified individuals.

Eligibility

Applicants must have held a recognized, full-time faculty appointment in a relevant discipline at a Canadian university or hospital for at least six years. In addition, applicants must hold major research grant funding from recognized granting agencies.

Term

Senior Scientist Research Training awards are awarded for a minimum of three months to a maximum of one year. Frequency of application should be reasonable; once every five years.

Value

The amount of the award, to a maximum of \$30,000, will be determined by the Medical/Scientific Advisory Committee, following a review of the application.

Criteria

Decisions concerning the award, are made by the Foundation's Medical/Scientific Advisory Committee, on the basis of the following considerations:

- the quality and scientific merit of the proposed research program;
- the relevance of the proposed research to cystic fibrosis;
- the qualifications of the applicant, along with the host named in the application, to conduct the proposed research;
- the availability to the applicant of the resources necessary to conduct the proposed research;
- the potential of the proposed work to produce significant results.

Application requirements

Applications must be received by the Foundation no later than 1 October/1 April. Incomplete and/or late applications will be returned to the applicant. All investigators must submit all required institutional approvals for experiments involving human and/or animal subjects, and/or biohazardous materials by 1 December of the year in which the application is submitted.

Applicants may hold only one CCFE personnel award concurrently.

Use of funds

Funds may be awarded in support of salary (including fringe benefits), travel to the host institute for the applicant (but not for family members nor for transportation of household belongings), accommodation, and for research supplies and expendables.

Senior Scientist Research Training awards do not provide support for indirect or overhead costs.

Terms and conditions

(a) Payment of awards

Senior Scientist Research Training awards will be paid, through the institution, in a single payment for those awards less than six months in duration, and will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 April through 31 March, for those awards of six months duration or greater.

(b) Accounting, unexpended funds and over-expenditure

An accounting of expenditures must be forwarded to the Foundation's office within 90 days of the termination of an award. Unexpended funds must be returned to the Foundation. Any commitment incurred by a recipient in excess of the amount of the Senior Scientist Research Training award is not the responsibility of the Canadian Cystic Fibrosis Foundation.

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(c) **Reports**

A final report (not to exceed two pages) must be forwarded to the Foundation's office within 30 days of the termination of an award.

(d) **Patents and royalties**

All award recipients must agree to the terms of the CCFF's policy on patents and royalties; please see page 8.

SCHOLARSHIPS

Purpose

Canadian Cystic Fibrosis Foundation Scholarships provide salary support for a limited number of exceptional investigators, offering them an opportunity to develop outstanding cystic fibrosis research programs, unhampered by heavy teaching or clinical loads.

The CCFF Scholarship program is intended to attract gifted investigators to CF research. To that end, applications are restricted to candidates who have received their first faculty appointment within the preceding five calendar years.

Eligibility

Applicants must hold an M.D. or Ph.D. degree, and must be sponsored by the chairman of the appropriate department and by the dean of the faculty. A commitment should be provided by the nominating institution, stating that the institution intends to continue to support the Scholar following the completion of the award.

Scholarships must be held in conjunction with a CCFF Research grant. Applications for a Scholarship may be submitted by persons already holding a Research grant. More often, however, applications for a Scholarship and a Research grant are submitted simultaneously. If the latter application is successful, the applicant will not necessarily receive a Scholarship. However, if the application for a Research grant is unsuccessful, the applicant will be deemed ineligible for a Scholarship.

Scholarships are tenable at Canadian universities and medical schools. It is expected that candidates will hold academic appointments that will correspond with experience.

Applicants must have recently completed their training and wish to devote the majority of their time to cystic fibrosis research. Investigators should exhibit exceptional potential, and demonstrate the ability to initiate and carry out independent research.

Successful applicants are expected to devote at least 75% of their time to research. The remaining 25% of their time may be devoted to teaching and/or clinical activities.

Term

The award will be for a three-year period, renewable for an additional two years on receipt of a satisfactory progress report during the third year of the award. In no case will an award be for more than five years.

Value

The value of a CCFF Scholarship will correspond with the qualifications and experience of the successful candidate, and will be determined by prevailing Canadian scholarship rates and the nominating university.

Criteria

CCFF Scholarships will be awarded on the basis of the calibre of the applicant and his or her research, and the potential of the applicant to make an outstanding contribution to cystic fibrosis research.

Like all CCFF grants, Scholarships are subject to the availability of funds, and the Medical/Scientific Advisory Committee reserves the right not to offer a Scholarship in any given year.

Application requirements

Applications must be received by the Foundation no later than 1 October of odd-numbered years (i.e. 2009). Incomplete and/or late applications will be returned to the applicant.

CCFF Scholarships must be held in conjunction with a CCFF Research grant. If the application for an initial or renewal Research grant is unsuccessful in the 1 October competition, the investigator will not be deemed eligible for a Scholarship.

Use of funds

CCFF Scholarships are salary awards, and the payment, in addition, of benefits to CCFF scholars is a matter of host institutional policy.

Terms and conditions

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter, and will coincide with the fiscal year of most universities: 1 July through 30 June.

(b) Institutional affiliation

Scholars are normally expected to remain at the university which nominated them for the entire period of the appointment. If the Scholar leaves the university, he or she is expected to relinquish the Scholarship.

If the Scholar transfers to another university, and is continuing the same type of research, the award may be continued, at the discretion of the Medical/Scientific Advisory Committee, and on receipt of letters of commitment and agreement from each of the universities involved. The authorization of the Medical/Scientific Advisory Committee must be sought in advance of such a transfer.

(c) Sabbatical leave

Sabbatical leave may not be taken during the term of a CCFE Scholarship award without the prior approval of the Medical/Scientific Advisory Committee.

(d) Increases

Subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Scholarship.

(e) Termination of funding

The award may be terminated at any time for good and sufficient reason by the appointee, the university or the Foundation.

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(f) Progress reports

Grantees may be requested to submit progress reports to the Medical/Scientific Advisory Committee.

CLINICAL FELLOWSHIPS

Purpose

The number of people with cystic fibrosis in Canada continues to grow each year and there are inadequate numbers of CF clinicians to provide patient care. In order to address this physician shortage, the Foundation has created the CCFF Clinical Fellowship.

CCFF Clinical Fellowships are intended for those physicians who have already obtained their residency training and who wish to pursue additional clinical training in CF care. The purpose is to train physicians to become CF specialists, so that they can provide ongoing clinical care to individuals with CF in Canada. This training would include developing competence to allow them to participate in clinical trials. This fellowship is not intended to train individuals from other countries who will not stay in Canada. Up to two highly-ranked competitive Clinical Fellowships will be offered by the Foundation each year.

Eligibility

Canadian citizens or permanent residents who have an M.D. degree, have recently completed their clinical training, are exam eligible, and have obtained medical licensure in Canada, are eligible to apply.

Clinical Fellowships will not be awarded to individuals who have not completed residency training.

Clinical Fellowships are tenable in Canada or abroad and it is intended that this experience will directly benefit the Canadian CF community.

Term

Initial Clinical Fellowships will be awarded for a period of one year. Clinical Fellows may apply for a subsequent Research Fellowship through the regular CCFF Fellowship Program. No one may receive more than three years of support under a CCFF Fellowship.

Applications must be submitted to the 1 October competition.

Tenure of a Clinical Fellowship will commence on 1 July. Subject to the approval of the Foundation, the start of a Clinical Fellowship may be delayed up to twelve months upon written request.

Value

The value of a CCFF Clinical Fellowship is dependent upon academic qualifications, and/or research experience. Award levels are reviewed on an annual basis, and will correspond with prevailing Canadian rates.

Criteria

Clinical Fellowships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record, clinical experience, and references. The suitability and excellence of the proposed institutional environment, along with the intrinsic value and feasibility of the proposed clinical/research program, will be important criteria in the evaluation process. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial Clinical Fellowship applications to any one competition. The supervisor should not rank the applications submitted.

Application requirements

The Foundation sponsors a Clinical Fellowships competition in October. Like all CCFF grants, Clinical Fellowships are subject to the availability of funds.

Applications must be received by the Foundation no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

An application is considered to be a joint effort of the applicant and the supervisor with whom he or she intends to study.

It is essential that the application describes the clinical training program. A clinical research component to the fellowship is optional, but if included, should be described.

Applicants must arrange to have three letters of recommendation submitted to the Foundation, one of which should be from the applicant's current or most recent supervisor. These one- to two-page letters should indicate the period of time and in what capacity the

supervisor has known the applicant, and should elaborate on academic and clinical capabilities and competence, and should address the following: background preparation, motivation, organizational ability, demonstrated skill in clinical activity, and communication and interaction within multidisciplinary teams, etc. Also required, in the application form, is a description of the proposed clinical training program, including clinical research component if applicable, and official transcripts of the applicant's complete academic record. Applications that do not include these documents will be rejected.

Use of funds

CCFF Clinical Fellowships are salary awards, and the payment, in addition of benefits to CCFF Clinical Fellows, is a matter of host institutional policy.

Terms and conditions

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held.

(b) Institutional affiliation

Clinical Fellows are normally expected to remain with the same supervisor for the period of the award. If the Clinical Fellow leaves the university, he or she is expected to relinquish the Clinical Fellowship.

If the Clinical Fellow transfers to another supervisor and/or university, and is continuing the same type of research and clinical activity, the award may be continued, at the discretion of the Medical/Scientific Advisory Committee. The authorization of the Medical/Scientific Advisory Committee must be sought in advance of such a transfer.

(c) Increases

Clinical Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates. In addition, subject to the availability of funds, the

Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Clinical Fellowship.

(d) Earnings from other sources

Fellows may be remunerated for other work but may not hold a second major award.

(e) Progress reports

Clinical Fellows should be prepared to submit reports on their activities at intervals, on request from the Foundation. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

(f) Leaves of absence, maternity/paternity and sickness

The Foundation must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

FELLOWSHIPS

Purpose

A limited number of competitive Fellowships are offered by the Foundation each year for basic or clinical research training, in areas of the biomedical or behavioural sciences pertinent to cystic fibrosis.

Eligibility

Individuals who hold M.D. or Ph.D. degrees are eligible to apply.

Medical graduates should have already completed basic residency training, and must be eligible for Canadian licensure.

Applicants who have already completed six or more years of study or training since receiving their M.D. or Ph.D. are not eligible for CCFF Fellowships.

Fellowships are tenable at approved universities, hospitals and research institutes in Canada. Canadian Fellowship applicants of exceptional quality requesting funding to study abroad will be considered. Applicants will be expected to demonstrate that comparable training is not available in Canada. In addition, applications will be strengthened by indication of an intention to return to Canada upon the completion of training.

Equitable consideration will be given to Fellowship applicants from outside of Canada, who intend to return to their own country on completion of a Fellowship.

Term

Initial Fellowships will be awarded for a period of two years. Fellows may apply for a one-year renewal. No one may receive more than three years of support under a CCFF Fellowship.

Applications for renewal will compete on equal terms with initial applications, and if a renewal application fails to indicate that satisfactory progress has been made, the Foundation reserves the right to terminate support.

Applications must be submitted to the 1 October competition.

Tenure of a Fellowship will commence on 1 July. Subject to the approval of the Foundation, the start of a Fellowship may be delayed up to twelve months upon written request. Routine notification will be required from the supervisor by the following 1 February that the Fellow plans to proceed through the second year.

Value

The value of a CCFF Fellowship is dependent upon academic qualifications, and research experience. Award levels are reviewed on an annual basis, and will correspond with prevailing Canadian rates.

Criteria

Fellowships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record, research ability, and references. The suitability and excellence of the proposed research environment, along with the intrinsic value and feasibility of the proposed research program, will be important criteria in the evaluation process. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial fellowship applications to any one competition. The supervisor should not rank the applications submitted.

Application requirements

The Foundation sponsors a Fellowships competition in October. Like all CCFF grants, Fellowships are subject to the availability of funds.

Applications must be received by the Foundation no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

Applications are considered to be a joint effort of the applicant and the supervisor with whom he or she intends to study.

Applicants must arrange to have three letters of recommendation submitted to the Foundation, one of which should be from the applicant's current or most recent supervisor. These one to two page letters should indicate the period of time and in what capacity you have

known the applicant, elaborate on academic capabilities, competence and research potential and address the following: background preparation, motivation, organizational ability, demonstrated skill at research, etc. Also required, in the application form, are a description of the proposed research and training program, and official transcripts of the applicant's complete academic record. Applications that do not include these documents will be rejected.

Use of funds

CCFF Fellowships are salary awards, and the payment, in addition, of benefits to CCFF fellows is a matter of host institutional policy.

Terms and conditions

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held.

(b) Institutional affiliation

Fellows are normally expected to remain with the same supervisor for the period of the award. If the Fellow leaves the university, he or she is expected to relinquish the Fellowship.

If the Fellow transfers to another supervisor and/or university, and is continuing the same type of research, the award may be continued, at the discretion of the Medical/Scientific Advisory Committee. The authorization of the Medical/Scientific Advisory Committee must be sought in advance of such a transfer.

(c) Increases

Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates. In addition, subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Fellowship.

(d) Allocation of time

During the tenure of the award, the Fellow must devote his or her full-time attention to the research training and Fellowship program.

(e) Earnings from other sources

Fellows may not be remunerated for other work and may not hold a second major award. With the approval of the supervisor, Fellows may accept payment for limited activities within their department that contribute to their career development.

(f) Kin Canada Research Fellowship

On the recommendation of the Foundation's Medical/Scientific Advisory Committee, an applicant for an initial Fellowship in the October competition receiving high standing will be named the Kin Canada Research Fellow. This award does not carry any supplementary monetary value. Only applicants to the October competition are eligible.

(g) Progress reports

Fellows should be prepared to submit reports on their activities at intervals, on request from the Foundation. A final progress report must be submitted following the conclusion of the award, whether an application for renewal is submitted or not.

(h) Leaves of absence, maternity/paternity and sickness

The Foundation must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

STUDENTSHIPS

Purpose

A limited number of competitive Studentships are offered by the Foundation each year to 1) highly qualified graduate students who are registered for a higher degree, and who are undertaking full-time research training in areas of the biomedical or behavioural sciences relevant to cystic fibrosis or 2) highly qualified students who are registered in a joint MD/MSc or MD/PhD program.

Eligibility

Studentships are awarded for studies at the master's or doctoral level. If a Student receiving support for studies leading to a master's degree elects to continue to a doctorate degree, he or she must reapply for an initial CCFF Studentship at the doctoral level.

Students are expected to spend at least 75% of their time on the research training described in their application. It is recognized that for joint MD/MSc or MD/PhD programs the percentage of time spent on research training may vary.

Awards are tenable only at Canadian universities.

Equitable consideration will be given to Studentship applicants from outside of Canada, who intend to return to their own country on completion of a Studentship.

Term

Initial Studentships are awarded for a term of two years. Routine notification will be required from the supervisor by 1 October indicating that the Student has taken up the award and that he or she plans to proceed through the second year.

A renewal application at the master's level will not be permitted. A renewal application at the doctorate level may be approved for one or two years, up to a maximum of five years. No one may receive more than six years of support under a CCFF Studentship. Further, a CCFF Student who has not yet received the maximum six years of funding will be deemed ineligible for further support if that applicant has already been enrolled in a post-graduate program for six or more years.

Applications for renewal will compete with initial applications, and if a renewal application fails to indicate that satisfactory progress has been made, the Foundation reserves the right to terminate support.

Applications must be submitted to the October competition.

Studentship funding will commence on 1 April.

Value

The value of a CCFE Studentship is reviewed on an annual basis, and will correspond with prevailing Canadian rates. Studentships awarded for joint MD/MSc or MD/PhD programs will be prorated based on the time available for research in each year of the program.

Criteria

Studentships will be awarded on the basis of the demonstrated merit and potential of the applicant, taking into account the applicant's academic record and references. The suitability and excellence of the proposed research environment, along with the intrinsic value and feasibility of the proposed research, will also be considered. In addition, proposed supervisors will be expected to hold an academic appointment.

One supervisor cannot submit more than two initial studentship applications to any one competition. The supervisor should not rank the applications submitted.

Application requirements

The Foundation sponsors a Studentship competition in October. Like all CCFE grants, Studentships are subject to the availability of funds.

Applications must be received by the Foundation no later than 1 October. Incomplete and/or late applications will be returned to the applicant.

Applicants must arrange to have official transcripts and two letters of recommendation forwarded directly to the Foundation. One of the letters of recommendation should be from the applicant's current or most recent supervisor. These one to two page letters should indicate the period of time and in what capacity you have known the applicant,

elaborate on academic capabilities, competence and research potential and address the following: background preparation, motivation, organizational ability, demonstrated skill at research, etc. Also required, in the application form, are a description of the proposed research and training program. Applications that do not include these documents will be rejected.

Use of funds

CCFF Studentships are salary awards, and the payment, in addition, of benefits to CCFF students is a matter of host institutional policy.

Terms and conditions

(a) Payment of grants

Grant payments will be made at the beginning of each fiscal quarter through the institution at which the award is being held. In addition, funding through the joint MD/MSc or MD/PhD programs may be carried over a maximum of seven years, including all renewals.

(b) Institutional affiliation

Students are normally expected to remain with the same supervisor for the period of the award. If the Student leaves the university, he or she is expected to relinquish the Studentship. Students wishing to transfer to a different supervisor must seek the approval of the Medical/Scientific Advisory Committee in advance of the transfer.

(c) Increases

Subject to the availability of funds, the Medical/Scientific Advisory Committee may recommend that a cost-of-living allowance be added to the value of a Studentship.

(d) Earnings from other sources

Studentships may not be held in conjunction with any other award that exceeds 35% of the value of the Studentship.

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(e) Leaves of absence, maternity/paternity and sickness

The Foundation must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).

SUMMER STUDENTSHIPS

Purpose

CCFF Summer Studentships are intended to provide support to students engaged in summer research projects in areas of the biomedical or behavioural sciences relevant to cystic fibrosis, under the direction of CF clinic directors or principal investigators. The research project should be attainable within the three-month term of the award.

Eligibility

Full-time students pursuing an undergraduate degree in an appropriate discipline are eligible to receive this award. Under certain circumstances, other special academic situations may be considered for a Summer Studentship.

The proposed supervisor need not be in receipt of a CCFF grant.

Term

CCFF Summer Studentships are intended to provide financial support for the three-month period June to August, and are awarded for a single summer. Summer Students are eligible to apply for an award in successive years.

Value

The value of a CCFF Summer Studentship is reviewed on an annual basis, and will correspond with prevailing rates.

Criteria

Summer Studentships will be awarded on the basis of the demonstrated merit and potential of the applicant; the suitability and excellence of the proposed research environment; and the intrinsic value and feasibility of the proposed research.

One supervisor cannot submit more than two summer studentship applications to any one competition. The supervisor should not rank the applications submitted.

Application requirements

Applications must be made by the proposed supervisor on behalf of a student. Applications directly from students cannot be accepted.

Applications, official transcripts and a letter of support from the proposed supervisor must be received by the Foundation on or before the 1 February deadline. Incomplete and/or late applications will be returned to the applicant.

Use of funds

CCFF Summer Studentships are stipend awards.

Terms and conditions

(a) Payment of grants

Summer Studentship awards will be paid, through the institution concerned, in a single payment on 1 June.

(b) Reports

All students participating in this program must agree to complete the summer studentship award form and submit a report, written by the student, describing their summer project, no later than September 30. This report is not to exceed four (4) pages with figures to be inserted, and should include: a brief statement of the purpose of the project; methods and materials used; results and their interpretation; conclusions; and a declaration that the student performed the necessary experimentation and wrote the report. A list of appropriate references should be included following the 4-page report.

It is the responsibility of the supervisor to ensure that the student submits the completed form and written report. If a report is not submitted, the supervisor will not be permitted to submit a summer student application the following year.

(c) Transfer of awards

Summer studentship awards may not be transferred from the student in whose name the application was submitted.

(d) Karen Lackey Award

The application for a Summer Studentship that receives the highest ranking in the annual competition will be awarded the Karen Lackey Award, a \$250 book allowance.

To accept the award, the Summer Student must submit a one-page biography and a brief statement of his or her career goals. The \$250 book allowance is payable at the conclusion of the grant, upon receipt of the four-page report on the research project, and a letter of thanks to Mrs. Gladys Lackey written c/o the Canadian Cystic Fibrosis Foundation.

Subject to the availability of funds and under certain circumstances, the recipient the Lackey Summer Studentship award may also be eligible to apply, in writing, for a Special Travel allowance to assist with travel expenses that are related to the presentation of their research at a scientific meeting.

(e) William J. Skelly Award

Each year, all Summer Students are considered for this \$500 cash award, initiated by the Kinsmen of District 8. The Skelly Award is granted to the Summer Student who is deemed, on the basis of his or her report, to have conducted the most outstanding work that summer. The award is made on the recommendation of the Foundation's Medical/Scientific Advisory Committee. If, in the opinion of the Committee, no project is considered worthy in any one year, the prize need not be awarded.

Subject to the availability of funds and under certain circumstances, the recipient of the Skelly Summer Studentship award may also be eligible to apply, in writing, for a Special Travel allowance to assist with travel expenses that are related to the presentation of their research at a scientific meeting.

IV. OTHER GRANTS AND AWARDS

VISITING ALLIED HEALTH PROFESSIONAL AWARDS

Description

Subject to the availability of funds, a limited number of awards may be made to allied health professionals from abroad who are invited to engage in CF clinical observation or activity at a Canadian institution; or Canadian allied health professionals who wish to visit another clinic in Canada or abroad. To qualify, an allied health professional must be associated with a recognized CF clinic, and be an active member in CF clinical care. It is intended that this experience as a CCFE Visiting Allied Health Professional will, in some way, benefit Canadian CF clinical care.

Application requirements

Applications should be made in the form of a letter, with a brief budget included and accompanied by a supporting letter from the head of the appropriate department of the applicant's institution. A supporting letter signed by the department head of the host institution should also be provided.

Applications may be submitted at any time, but the Foundation should be consulted in advance with respect to the availability of funds.

VISITING CLINICIAN AWARDS

Description

Subject to the availability of funds, a limited number of awards may be made to clinicians from abroad who are invited to engage in CF clinical observation or activity at a Canadian institution; or Canadian clinicians who wish to visit another clinic in Canada or abroad. To qualify, a clinician must be associated with a recognized CF clinic, and be an active member in CF clinical care. It is intended that this experience as a CCFE Visiting Clinician will, in some way, benefit Canadian CF clinical care.

Application requirements

Applications should be made in the form of a letter, with a brief budget included and accompanied by a supporting letter from the head of the appropriate department of the applicant's institution. A supporting letter signed by the department head of the host institution should also

be provided.

Applications may be submitted at any time, but the Foundation should be consulted in advance with respect to the availability of funds.

VISITING SCIENTIST AWARDS

Description

Subject to the availability of funds, a limited number of awards may be made to senior investigators from abroad who are invited to engage in CF research at a Canadian institution; or junior and senior Canadian investigators who wish to work in another laboratory in Canada or abroad. A senior investigator can be considered such if he or she has attained at least the position of an associate professor, or has six years of equivalent experience. It is intended that this experience as a CCFF Visiting Scientist will, in some way, benefit the Canadian CF research effort.

Application requirements

Applications should be made in the form of a letter, with a brief budget included and accompanied by a supporting letter from the head of the appropriate department of the host university. A supporting letter signed by the head of the department and the dean of the faculty of the applicant's own university should also be provided.

Applicants to this program must have a faculty/institutional appointment.

Applications may be submitted at any time, but the Foundation should be consulted in advance with respect to the availability of funds.

SPECIAL TRAVEL ALLOWANCES

Description

The Foundation encourages CCFF-supported Fellows and Students to attend and participate in scientific meetings related to cystic fibrosis. In addition, allowances may be utilized to acquire new knowledge (i.e. visit another lab).

Special Travel allowances are intended to cover travel costs not to exceed the lowest applicable advance booking airfare, and reasonable accommodation and meals, up to a maximum determined annually by the Foundation.

An allocation to support travel is normally included in CCFF Research grants, in Clinic Incentive grants and in Transplant Centre Incentive grants. For this reason, additional travel funds for principal investigators and clinic directors are not normally considered under this program.

Eligibility

Special Travel allowances may be awarded to CCFF-supported Fellows and Students, for each year of their award, upon written application. Subject to the availability of funds and under certain circumstances, CCFF-supported Scholars, physicians who are not CF clinic directors but who specialize in the clinical care of adults with cystic fibrosis at Canadian CF clinics, and recipients of the Skelly and Lackey Summer Studentship awards, may also be eligible.

Fellows and Students are eligible to apply for Special Travel allowances during each year of tenure of their award and, in the event that no Special Travel allowance was made during the final year, for a six-month period following the completion of their award. Unused allowances may be accumulated at the discretion of the Research Subcommittee chair and the Executive Director.

Application requirements

Applications should be made in the form of a letter, and must be submitted prior to the proposed travel. The letter should indicate the conference or meeting for which the allowance is requested and must include a proposed travel and accommodation budget, along with the supervisor's signed endorsement. Proof of active participation (i.e. abstract acceptance, etc.) is also required.

Applications may be submitted at any time, but the Foundation must be consulted in advance of the proposed travel. Please direct your application and questions relating to travel allowances to Andrea Mackesy, Manager, Research Programs at amackesy@cysticfibrosis.ca.

An itemized breakdown of expenses incurred and the original receipts must be submitted to the Foundation upon return from the conference or meeting, and any unexpended funds returned to the Foundation.

TRAVEL SUPPLEMENT GRANTS FOR THE EUROPEAN CF SOCIETY CONFERENCE

Description

The Foundation has a special travel fund to assist a limited number of individuals who plan to play an active role in ECFS conferences.

Up to five travel supplement grants for the upcoming conference will be awarded on a competitive basis (no longer first-come, first-served) in accordance with the following guidelines:

- the travel supplements will be available to CCFF-funded investigators; Canadian CF clinic directors or clinicians; and Canadian CF clinic coordinators and allied health professionals (applications from clinicians, coordinators and health professionals must be endorsed by the clinic director);
- the maximum award will be \$2,000 per person;
- individuals requesting the supplement must show evidence of active participation at the conference, i.e. documentation indicating that you will be presenting a paper or abstract, or participating in a workshop;
- application is by letter to the Canadian CF Foundation, with a brief budget included; and
- frequency of application from any particular individual should be reasonable (i.e. once every four years).

An itemized breakdown of expenses incurred and the original receipts must be submitted to the Foundation upon return from the ECFS conference, and any unexpended funds returned to the Foundation.

Please direct your application and questions relating to supplementary travel grants to Andrea Mackesy, Manager, Research Programs at amackesy@cysticfibrosis.ca.

Applications must be received by the Foundation on or before the 1 April deadline. Incomplete and/or late applications will be returned to the applicant.

SMALL CONFERENCE GRANTS

Description

Small Conference grants may be offered in support of the following:
Medical/scientific conferences:

Grants to support small conferences which are focussed on subjects of direct relevance to cystic fibrosis. Such grants will be up to a maximum of \$2,500; and are intended to supplement other funding sources.

Inter-clinic exchanges:

Grants to facilitate the exchange of special expertise between larger, university-based CF clinics and smaller, more remote clinics. Requests of this type will involve fewer individuals, and will not normally exceed \$1,000.

Eligibility

Applications will be accepted only from CF clinic directors and CCFF-funded investigators where the applicant is a member of the conference organizing committee but not a speaker, and the priority would be for conferences held in Canada.

Subject to the availability of funds, grants are available on a first-come, first-served basis. Frequency of application from any particular individual or group should be reasonable.

Application requirements

Applications should be made in the form of a letter. For medical/scientific conferences, the application should indicate who is organizing and attending the conference, and the specific topic/s and purpose of the conference. For inter-clinic exchanges, the application should specify the proposed arrangements for, and the specific purpose of the exchange.

Applications may be submitted at any time, but the Foundation should be consulted in advance with respect to the availability of funds.

CLINICAL PROJECT GRANTS

Description

Clinical Project grants are intended to bolster the CCFF's commitment to clinical research, and to promote the further development of the Clinical Studies Network.

Awarded at the discretion of the leaders of the Medical/Scientific Advisory Committee, in consultation with the Clinical Studies Network, clinical project grants provide a mechanism whereby the most important ideas for clinical studies can be forged into viable protocols, and strategies of urgent clinical relevance can be pursued (i.e. 'seed money' for small, start-up pilot projects).

Application requirements

Applications should be made in the form of a letter in which a clear hypothesis is detailed, relevance to CF is demonstrated, and a brief budget is outlined.

Applications may be submitted at any time, but the Foundation should be consulted in advance with respect to the availability of funds.

OTHER CCFF INITIATIVES AND PARTNERSHIPS

From time to time, the CCFF will fund special research initiatives towards the goal of a cure or effective control for CF. Furthermore, the CCFF may partner with other Canadian granting agencies and charities to offer additional research funding opportunities. Please refer to the Foundation's Web site for updates on these initiatives and partnerships.

Small Team Grant Research Initiative

The Foundation has launched a highly ambitious team-based research initiative to fund a grant in the range of \$333,333 per year, for up to three years.

The purpose of the Small Team Grant program is to support the creation or further development of a CF research team conducting high-quality collaborative research with a translational focus that will lead to an enhanced understanding of CF and have the potential to cure or more effectively control CF. It is expected that the production of new

knowledge and the translation of research findings into improvements in the health of CF patients will be realized more rapidly and more efficiently through the collaboration of a team, than if the components were to be funded separately.

The notice-of-intent to apply was due August 1, 2008 with full applications to be submitted by October 1, 2008. The funding for the Small Team Grant will commence in January 2009.

British Columbia Transplant Research Grants

The British Columbia Transplant Foundation partners with the CCFF and other foundations to support transplantation-related research in British Columbia. Applicants with proposals relating to lung transplantation for cystic fibrosis can submit to the October grants competition using the CCFF application form and following the CCFF guidelines.

The notice-of-intent to apply was due August 1, 2008 with full applications to be submitted by October 1, 2008. A cover letter briefly describing how the proposed research relates to organ transplantation must be included with the application form. The funding for these grants will commence in April 2009.

Fellowship Opportunity for Clinician Scientists

This special Postdoctoral Fellowship Competition is in the area of transplantation and/or organ donation. The Clinician Scientist (post-MD degree) Transplantation Fellowship is funded in a collaborative effort by the CCFF; CIHR – Institute of Cardiovascular and Respiratory Health; CIHR – Institute of Infection and Immunity; CIHR – Institute of Nutrition, Metabolism and Diabetes; The Canadian Society of Transplantation; The Canadian Liver Foundation; The Lung Association; and The Kidney Foundation of Canada.

The application forms and guidelines for the Transplantation Fellowship are available on [the Kidney Foundation of Canada's Web site \(www.kidney.ca\)](http://www.kidney.ca). The first competition was held in May 2008.

CCFF/CIHR Fellowships and Studentships

Previously, partnered fellowship awards were offered by the Foundation and the Canadian Institutes of Health Research (CIHR) in areas related to

cystic fibrosis and lung transplantation. Please consult the Foundation's website for any future changes to the status of these awards.