

2021/2022 Grants and Awards Guide

July 2021

CYSTIC FIBROSIS CANADA

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The terms of Cystic Fibrosis Canada's grants and awards are outlined in this Guide. Additional information may be obtained [online](#) or by contacting research@cysticfibrosis.ca.

I. GENERAL INFORMATION

Summary Table of Cystic Fibrosis Canada Grants and Awards¹

Type of Grant/Award	Purpose of Grant/Award	Eligibility	Grant/ Award Amount (\$)	Max. Travel Allowance	Max. Term (Yrs)	Renewable
Clinical Grants and Awards						
<i>Clinic Incentive grant</i>	Clinic Incentive grants are intended to enhance CF clinical care by promoting on-going professional development through attendance at CF-related meetings and conferences, and by supporting entry of data into the Canadian CF Registry. Details of award amounts – based on the number of CF patients served at each clinic – will be available in ProposalCentral in the fall of each year, for payments to begin the following year. No application process is necessary to receive these funds.					
<i>Clinical Fellowship award</i>	To train physicians to become CF specialists, so that they may provide on- going clinical care to individuals with CF in Canada	Canadian citizens or permanent residents who have an MD degree, have recently completed their clinical training, are exam eligible, and have obtained medical licensure in Canada, are eligible to apply	\$75,000	N/A – apply through Special Travel Allowance program when available	1	No.
Research Grants and Awards						
<i>Basic Science Research grant</i>	To support innovative basic science research projects that: (i) improve our understanding of CF and/or (ii) have a significant impact on the concepts, methods, treatments, and/or technologies applicable to CF	An independent researcher who holds a full-time academic or research appointment relevant to CF at a Canadian university or hospital	The maximum budget request is \$100,000 per year ²	Per year of the grant: \$1,565- ON/QC; \$1,905- AB/MB/SK; \$1,450-BC; \$2,313- PEI/NS/NB; \$2,720-NL	3	Yes, 1-3 years.
<i>Clinical Research grant</i>	To support clinical research projects that: (i) improve the health and quality of life of CF patients and/or (ii) bridge the gap between research and clinical care	The applicant must hold an academic or research appointment relevant to CF at a Canadian university or hospital	The maximum budget request is \$100,000 per year ²	Per year of the grant: \$1,565- ON/QC; \$1,905- AB/MB/SK; \$1,450-BC; \$2,313- PEI/NS/NB; \$2,720-NL	3	Yes, 1-3 years

¹ All Cystic Fibrosis Canada grants and awards must address the organization's mission and our core principles of funding the best science that has highest probability of making an impact for CF patients.

Type of Grant/Award	Purpose of Grant/Award	Eligibility	Grant/ Award Amount (\$)	Max. Travel Allowance	Max. Term (Yrs)	Renewable
<i>Early Career Investigator award</i>	To provide early career investigators an opportunity to develop outstanding CF research programs and build a team through operating grant support without having to compete against established investigators	An independent researcher who has not held a Cystic Fibrosis Canada grant in the past and has held his/her first full- time academic or research appointment for a period no longer than 60 months at the time of applying. For the 2021 competition this is increased to 84 months as no early career investigators received awards for 2019 or 2020	The maximum budget request is \$100,000 per year ²	Per year of the award: \$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL	2	No ²
<i>Research Fellowship award</i>	To build capacity in CF research in Canada by supporting highly qualified fellows who are undertaking full-time research training in areas relevant to cystic fibrosis	Individuals who hold MD or PhD degrees are eligible to apply. First-time applicants who, as of the application deadline have completed four or more years of training after completing their PhD or post-MD clinical training, are not eligible to apply	\$40,000 per year ³	N/A – apply through Special Travel Allowance program when available	2	Yes, one year ⁴
<i>Doctoral & Masters Studentship awards</i>	<i>Not available for 2021</i>					
<i>Summer Studentship award</i>	<i>Not available for 2021</i>					
<i>Targeted Research grant</i>	<i>Not available for 2021</i>					
<i>Special Travel Allowances for Fellows and Students</i>	<i>Not available for 2021</i>					

2 Applicants may apply for further funding through the Basic Science and Clinical Research Grant programs.

3 Cystic Fibrosis Canada Research Fellowships may be held in conjunction with another award. See [Research Fellowships](#) for details on top-up, if applicable.

4 No one may receive more than 3 years of support under a Cystic Fibrosis Canada Research Fellowship.

Application schedule⁵

Type of grant ⁶	Deadline	Notification
Clinical Grants and Awards		
Clinical Fellowships	1 November	Mid-March
Research Grants and Awards		
Basic Science Research Grants <ul style="list-style-type: none"> • Notice of Intent to Apply • Full Application 	15 September 1 November	20 September Mid-March
Clinical Research Grants <ul style="list-style-type: none"> • Notice of Intent to Apply • Full Application 	15 September 1 November	20 September Mid-March
Early Career Investigator Awards	1 November	Mid-March
Research Fellowship Awards	1 November	Mid-March

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

⁶ Special Travel Allowance applications (when available) may be obtained through Cystic Fibrosis Canada's website. All other applications must be submitted through [ProposalCentral](#).

Granting process

Applications received by the date indicated in the [application schedule](#) will be assessed by Cystic Fibrosis Canada's scientific review panel. Incomplete applications and applications which are not received by the deadline will not be considered for funding.

All applications are subject to rigorous peer review by the members of the scientific review panel. Applications for Basic Science and Clinical Research grants are also evaluated by at least two external reviewers with expertise in the appropriate area. **New for the 2021 competition**, all grants deemed 'fundable' by the scientific review panel will be reviewed by a CF community review panel for prioritization based on the research priorities of the CF community and by Cystic Fibrosis Canada. Funded applications are those ranked highly by the scientific review panel, the CF community review panel and/or Cystic Fibrosis Canada.

The outcome of the competition, including the recommendations of the review panels and Cystic Fibrosis Canada, are presented to Cystic Fibrosis Canada's Board of Directors prior to notification of Applicants, usually by the middle of March. If an application is successful, a copy of the award letter is sent to the financial officer of the institution concerned.

All grants and awards are offered subject to the availability of funds. Cystic Fibrosis Canada reserves the right to delay, reduce or terminate funding detailed in any award letter.

Grants are administered by Cystic Fibrosis Canada's office, to which all correspondence should be directed: research@cysticfibrosis.ca.

Cystic Fibrosis Canada policies

- (i) Research involving human participants
Approval from the appropriate institutional review board (IRB/REB) is a condition of funding for any research projects involving human participants. Cystic Fibrosis Canada does not endorse the payment of participants for the purposes of human experimentation, or the payment of honoraria to persons enrolling or examining human participants. However, reasonable reimbursement for costs of participation will be considered. Investigators must submit all required institutional approvals for experiments involving human participants by March 31st the year following that in which the application for a Research grant is submitted. Grant payments may be withheld until proof of approval is submitted to Cystic Fibrosis Canada.
- (ii) Research involving animals
Cystic Fibrosis Canada 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 animals by March 31st of the year following that in which the application for a Research grant is submitted. Grant payments may be withheld until proof of approval is submitted to Cystic Fibrosis Canada.
- (iii) Research involving human pluripotent stem cells
Cystic Fibrosis Canada's position on the use of human pluripotent stem cells in research follows the guidelines laid out in Canada's Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans. Canada's three federal research agencies – the Canadian Institutes of Health Research, the Natural Sciences and Engineering Council of

Canada, and the Social Sciences and Humanities Research Council of Canada – jointly developed the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2 \[2018\]\)](#) as the official human research ethics policy of the Agencies. Chapter 12 (section F) provides guidance on research involving human pluripotent stem cells.

Any applicant to Cystic Fibrosis Canada who proposes the creation or use of human pluripotent stem cells 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. All proposals are rigorously reviewed by an independent, international panel of experts, and all applicants must demonstrate strict adherence to the Tri-Council Policy Statement as laid down by the Government of Canada.

(iv) Research involving biohazardous materials

Cystic Fibrosis Canada 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 March 31st the year following that in which the application for a Research grant is submitted. Grant payments may be withheld until proof of approval is submitted to Cystic Fibrosis Canada.

(v) Policy on patents and royalties

- 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 Cystic Fibrosis Canada ("Cystic Fibrosis Canada"), for example, diagnostic tools, proteins and genes, drugs, and methods of treatment.
- b. The Institution and the Principal Investigator shall within 10 days provide Cystic Fibrosis Canada 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 Cystic Fibrosis Canada with a statement of the results of research funded in whole or in part by Cystic Fibrosis Canada upon conclusion of such research.
- c. Cystic Fibrosis Canada does not claim intellectual property ownership of Inventions, and Cystic Fibrosis Canada'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 Cystic Fibrosis Canada, 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 Cystic Fibrosis Canada or any Cystic Fibrosis Canada trademark or official mark in any communication in a manner which states or implies an endorsement by Cystic Fibrosis Canada of any business, commercial product or service.
- e. Cystic Fibrosis Canada expects that the Owner will seek patent protection for all commercially valuable Inventions in at least the United States of America, and that Cystic Fibrosis Canada 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. Cystic Fibrosis Canada 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. Cystic Fibrosis Canada's share of the Proceeds shall be determined by the mutual agreement of the Owner and Cystic Fibrosis Canada. If the parties are unable to agree, Cystic Fibrosis Canada's share of the Proceeds will correspond with the proportion of Cystic Fibrosis Canada's financial contribution to the overall costs of the research leading to and commercialization of the Invention. If Cystic Fibrosis Canada 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. Cystic Fibrosis Canada may require the Owner or any successor in title to the Invention, and patents pertaining to it, to grant licenses to make, use or sell the Invention on a non-exclusive, royalty-free basis for academic, non-commercial research which in Cystic Fibrosis Canada'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. Cystic Fibrosis Canada 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. Cystic Fibrosis Canada will consider waiving or revising its rights under this section in appropriate circumstances.
 - j. The Owner shall report in writing to Cystic Fibrosis Canada 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. Cystic Fibrosis Canada 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.
- (vi) Maternity/Parental leave
Cystic Fibrosis Canada must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).
 - (vii) Support of personnel
The support of graduate students and post-doctoral research fellows from Cystic Fibrosis Canada research grant proceeds will be permitted, however the organization highly encourages research fellows to apply to the Cystic Fibrosis Canada Research Fellowship award program and all trainees to apply to other funding agencies for studentship and fellowship awards, as appropriate. Fifty percent (50%) of the budgeted salary for a research fellow will be deducted on Grant awards in cases where that fellow is awarded a Cystic Fibrosis Canada Research Fellowship.
 - (viii) Publications by grantees and awardees
The organization 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 Cystic Fibrosis Canada, must state, "*This work was supported in whole [or, in part] by Cystic Fibrosis Canada*" and display our logo, where possible, to illustrate the source of your funding. By communicating about your work and highlighting the value and impact of CF research, you will be actively helping to increase the profile of Cystic Fibrosis Canada as a research funding organization. Please provide notification to research@cysticfibrosis.ca within 2 weeks of acceptance of any manuscript supported in whole or in part by Cystic Fibrosis Canada so that

we may promote Cystic Fibrosis Canada supported publications.

(ix) Publicity

Information conveyed to the media with respect to the program and activities of Cystic Fibrosis Canada should be met with the prior approval of the organization, and of the institution where the program is in operation.

(x) Indirect costs

Cystic Fibrosis Canada-funded research grants and awards do not provide for institutional overheads and/or indirect costs of research or clinical care.

II. CLINICAL GRANTS AND AWARDS

CLINIC INCENTIVE GRANTS

Purpose

Clinic Incentive grants are intended to enhance CF clinical care by promoting on-going professional development through attendance at CF-related meetings and conferences, and by supporting entry of data into the Canadian CF Registry. Details of award amounts – based on the number of CF patients served at each clinic – will be available in Proposal Central in the fall of each year, for payments to begin the following year. No application process is necessary to receive these funds.

Basic support for clinical care is the responsibility of provincial governments, and Clinic Incentive grants are not intended to supplant public funding. Cystic Fibrosis Canada Clinic Incentive grants are based on the size of the CF population being served, and are under the jurisdiction, and allocated at the sole discretion of the CF Clinic Director.

Eligibility

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

Term

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

Criteria

Recipients must demonstrate:

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

Use of funds

- (a) Payment of personnel - entry of data into the Canadian CF Registry
All personnel compensated under a grant shall be considered employees of the institution in receipt of the grant, not of Cystic Fibrosis Canada. Please note that these are incentive grants and are not intended to provide full funding for clinic personnel.
- (b) Professional Development
A component of Clinic Incentive grants is allocated for professional development of personnel, via attendance at CF-related meetings or conferences. The amount of the travel component is determined by Cystic Fibrosis Canada.

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. Cystic Fibrosis Canada Clinic Incentive grants are under the jurisdiction and allocated at the sole discretion of the CF Clinic Director.

- (b) **Cancellation of grants**
Cystic Fibrosis Canada 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 organization.
- (d) **Over-expenditure**
Any commitment incurred by a grantee in excess of the amount of the Clinic Incentive grant is not the responsibility of Cystic Fibrosis Canada. Also, a deficit against a Clinic Incentive grant may not be carried forward from one year to the next.
- (e) **Accreditation Site Visits**
The organization's Healthcare department conducts an on-going program of Accreditation Site Visits, whereby each Cystic Fibrosis Canada-funded clinic is required to host a site review periodically, extenuating circumstances notwithstanding. Site reviewers are appointed by the Director, Healthcare. The full cooperation of Clinic Directors and other personnel will be sought in arranging and conducting these Accreditation Site Visits. Clinics which have hosted a site visit since submitting their last Clinic Incentive grant application are requested to comment on the resulting site visit report, and its recommendations.
- (f) **Canadian Cystic Fibrosis Registry**
Participation in the Canadian Cystic Fibrosis Registry is a requirement for recognition as an accredited CF clinic, and for the renewal of Cystic Fibrosis Canada Clinic Incentive grants.
- (g) **Financial reports**
Clinics in receipt of Clinic Incentive grants must provide an accounting of expenditures by 1 June. Each year, clinics are alerted when financial reporting forms are available on [ProposalCentral](#); these forms are to be completed by the clinics and financial representatives, and uploaded back onto [ProposalCentral](#) when complete. The organization reserves the right to request interim statements.

It is expected that expenditures will be consistent with the approved budget. Any significant deviation from the approved budget must be authorized in advance by Cystic Fibrosis Canada.

Each year unexpended funds must be returned to the organization.

- (h) **Indirect costs**
Cystic Fibrosis Canada-funded research and clinic grants and fellowship awards do not provide for institutional overheads and/or indirect costs of research or clinical care.

CLINICAL FELLOWSHIPS

Purpose

The number of people with cystic fibrosis in Canada continues to grow each year. The Cystic Fibrosis Canada Clinical Fellowship program was created to ensure that adequate numbers of highly qualified CF clinicians are available to provide patient care.

Cystic Fibrosis Canada 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 on-going clinical care to individuals with CF in Canada. This training includes 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 Cystic Fibrosis Canada 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. It is intended that this experience will directly benefit the Canadian CF community.

Term

Clinical Fellowships will be awarded for a period of one year. Applications must be submitted in accordance with the deadline noted in the [application schedule](#).

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

Value

The value of a Cystic Fibrosis Canada Clinical Fellowship is \$75,000; award levels are reviewed on an annual basis and will correspond with prevailing Canadian rates.

Criteria

Clinical Fellowships are awarded based on 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 are important criteria in the evaluation process. Proposed supervisors are expected to hold an academic appointment.

One supervisor cannot submit more than two Clinical Fellowship applications to any one competition. Do not rank submitted applications.

Application requirements

Like all Cystic Fibrosis Canada grants, Clinical Fellowships are subject to the availability of funds.

Applications must be received by the organization no later than the deadline noted in the [application schedule](#). Incomplete and/or late applications will not be considered for funding.

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 are encouraged to spend time in a CF lung transplant centre.

Applicants must arrange to have three letters of recommendation submitted to the organization, 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 a 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

Cystic Fibrosis Canada Clinical Fellowships are solely salary awards. The payment of benefits to Cystic Fibrosis Canada Clinical Fellows, is a matter of host institutional policy.

Terms and conditions

- (i) Payment of grants
Grant payments will be made in one installment, on 1 July, through the institution at which the award is being held. Fellowship income may be taxable. **Cystic Fibrosis Canada reserves the right to delay, reduce or terminate funding detailed in any award letter.**
- (j) 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 institution, he or she is expected to relinquish the Clinical Fellowship.

If the Clinical Fellow transfers to another supervisor and/or institution and is continuing the same type of research and clinical activity, the award may be continued, at the discretion of Cystic Fibrosis Canada. Authorization must be sought **in advance** of such a transfer.
- (k) Increases
Clinical Fellowship awards are subject to scale increases, in order that they remain in step with prevailing Canadian rates.
- (l) Earnings from other sources
Fellows may be remunerated for other work but may not hold a second major award.
- (m) Progress reports
Clinical Fellows should be prepared to submit reports on their activities at intervals, on request from Cystic Fibrosis Canada. A final progress report must be submitted following the conclusion of the award.

- (n) Leaves of absence, maternity/paternity and sickness
Cystic Fibrosis Canada must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).
- (o) Patents and royalties
All fellows must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see the [Cystic Fibrosis Canada policies](#) section.

III. RESEARCH GRANTS AND AWARDS

BASIC SCIENCE RESEARCH GRANTS

Purpose

Basic Science research grants support innovative basic science research projects that (i) improve our understanding of cystic fibrosis and/or (ii) have a significant impact on the concepts, methods, treatments, and/or technologies applicable to cystic fibrosis.

Eligibility

Applicants must be [independent researchers](#) who hold a full-time academic or research appointment relevant to CF at a Canadian university or hospital. Under exceptional circumstances, and at the discretion of the Research Advisory Council, 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 criterion regarding a faculty appointment applies to any named co-investigator.

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. The institution receiving funds indicates where the ultimate responsibility for the grant lies.

Generally, the organization funds research which is carried out in Canada, and the principal investigator must be based at a Canadian institution. While Cystic Fibrosis Canada 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 Cystic Fibrosis Canada in advance.

Grant applications submitted to the Basic Science Research Grant stream must focus on basic science research, including molecular, cellular, and animal studies aimed at better understanding the pathology of cystic fibrosis and its complications or the preclinical development of treatments for cystic fibrosis and its complications. Proposals requiring human participants or sampling of materials from human participants will be considered under the Basic Science stream only if the sampling method presents minimal patient risk (e.g. venipuncture, nasal brushings) and the sample will be used in basic or laboratory research. Projects using human samples that were collected previously, or collected as part of routine clinical care, may be considered under either the Basic Science or Clinical Research streams. All other proposals involving human participants, including interventional, observational, or epidemiological studies, will not be considered in this stream and should instead be submitted to the Clinical Research Grant program. For further information on Clinical Research grants, please refer to the [Clinical Research Grants](#) section.

The final decision regarding categorization of grant applications will be at the discretion of Cystic Fibrosis Canada and the chairs and vice-chairs of the Scientific Review Panel, the Research Advisory Council and the Healthcare Advisory Council.

Term

Basic Science research grants are awarded for a term of one to three years. They are renewable for one to three years.

Value

The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget. The maximum budget request is \$100,000/year. Cystic Fibrosis Canada will accept budget requests beyond \$100,000/year if there is a funding partner.

Criteria

All applications must address Cystic Fibrosis Canada's Core Principles of funding the best science that has the highest probability of making an impact for CF patients. Cystic Fibrosis Canada includes community stakeholders in the review process to provide their perspective on the impact of the proposed research on those living with CF. **Proposals must be directly relevant to CF.**

Decisions concerning the amount and term of any given award are made on the basis of the following considerations:

- The quality and scientific merit of the research proposal;
- The relevance of the proposal to CF;
- The impact of the research for CF patients;
- 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 in the field of CF.

Application requirements

All applicants, for initial and renewal grants, must advise Cystic Fibrosis Canada by the deadline noted in the [application schedule](#) of their intent to apply for funding by completing a notice-of-intent to apply on [ProposalCentral](#) with 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;
- Keywords and a 250-word proposal summary; and
- Suggested external reviewers and name(s) of any reviewer(s) to whom you would prefer that the application not be sent.

Full applications must be submitted online, in English, through [ProposalCentral](#), no later than the deadline noted in the [application schedule](#). Incomplete and/or late applications will not be considered for funding. Only documents submitted through [ProposalCentral](#) will be reviewed.

Successful grantees must submit all required institutional approvals for experiments involving human participants and/or animals, and/or biohazardous materials by March 31st of the year following that in which the application for a Research grant is submitted.

Investigators are eligible to hold more than one research grant. It is a requirement that the focus of any additional grant application be clearly delineated from any existing ones. The specific aims of an additional grant should represent new approaches to the CF problem, and not an expansion of an existing research program.

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.

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

- Personnel (research assistant(s), technicians, fellows, students, specified other personnel);
- Materials and supplies (expendables, animals, services);
- Equipment (total not to exceed \$10,000, once per term grant);
- Travel (\$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL per year of the Grant).

Research grants do not provide support for:

- Construction costs;
- Institutional overheads for laboratory facilities;
- Institutional overheads and/or indirect costs of research;
- Purchase of equipment in excess of \$10,000;
- Principal investigator salary;
- Severance pay/packages.

(b) Clinical Trials

Cystic Fibrosis Canada 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 organization will entertain applications for limited support.

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

Clinical trial funding from Cystic Fibrosis Canada will be considered 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 organization, Cystic Fibrosis Canada 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.

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 Cystic Fibrosis Canada's standard Research Grant application on [ProposalCentral](#). 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 Cystic Fibrosis Canada 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 organization encourages investigators to attend CF-related meetings in Canada or elsewhere, when advisable according to public health guidelines, 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.
- (d) **Funds received from National Support Groups**
It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

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. **Cystic Fibrosis Canada reserves the right to delay, reduce or terminate funding detailed in any award letter.**
- (b) **Unexpended funds**
An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada 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 Cystic Fibrosis Canada. 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 Cystic Fibrosis Canada. 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 through [ProposalCentral](#), within 60 days of the end of the grant period.
- (e) **Budget increases**
The organization 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, a cost-of-living allowance may be added to Research grants.
- (f) **Progress reports**
Grantees must submit annual progress reports, due within 90 days of the end of the grant period, 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 organization's progress report form, with attached publications that relate to his/her Cystic Fibrosis Canada-funded research. The progress report form is available through [ProposalCentral](#).

- (g) **Experimental approvals**
All investigators must submit all required institutional approvals for experiments involving human participants and/or animals, and/or biohazardous materials by March 31st of the year following that in which the application for a Research grant is submitted.
- (h) **Patents and royalties**
All grantees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see [Cystic Fibrosis Canada policies](#) section.
- (i) **Indirect costs**
Cystic Fibrosis Canada-funded research grants do not provide for institutional overheads and/or indirect costs of research or clinical care.
- (j) **The Robbie Award for Most Promising New Research Project**
On the recommendation of the organization's scientific review panel, an applicant for an initial research grant receiving the highest ranking in a competition will be awarded the Robbie Award. This annual award is for a one-year term. The award does not carry any supplementary monetary value.
- (k) **Senior Scientist Research Award**
On the recommendation of the organization's scientific review panel, this award recognizes the outstanding contributions of an established cystic fibrosis investigator. This annual award is for a one-year term. The award does not carry any supplemental monetary value.
- (l) **Cathleen Morrison Research Impact Award**
On the recommendation of the CF community review panel, this award is given to the applicant with the highest ranking for their project in terms of relevance to the community, with the greatest potential to impact those living with cystic fibrosis. This annual award is for a one-year term. The award does not carry any supplemental monetary value.

CLINICAL RESEARCH GRANTS

Purpose

The objective of this program is to support clinical research projects that (i) improve the health and/or quality of life of CF patients and/or (ii) bridge the gap between research and clinical care.

Eligibility

An applicant must hold an academic or research appointment relevant to CF at a Canadian university or hospital. Under exceptional circumstances, and at the discretion of the Research Advisory Council, clinical 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 letters from the Departmental Chair and Dean of Faculty, clarifying the nature and extent of the institutional commitment to the applicant. This same eligibility criterion regarding a faculty appointment applies to any named co-investigator.

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. The institution receiving funds indicates where the ultimate responsibility for the grant lies.

Generally, the organization funds research which is carried out in Canada, and the principal investigator must be based at a Canadian institution or hospital. While the organization 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 organization.

For guidance on whether an application should be submitted to the Basic Science or Clinical Research stream, please see [Basic Science Research Grants](#). **The final decision regarding categorization of grant applications will be at the discretion of Cystic Fibrosis Canada and the chairs and vice-chairs of the Scientific Review Panel, the Research Advisory Council and the Healthcare Advisory Council.**

Term

Clinical research grants are awarded for a term of one-three years. They are renewable for one to three years.

Value

The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's proposed budget. The maximum budget request is \$100,000/year. Cystic Fibrosis Canada will accept budget requests beyond \$100,000/year if there is a funding partner.

Criteria

All applications must address Cystic Fibrosis Canada's Core Principles of funding the best science that has the highest probability of making an impact for CF patients. Cystic Fibrosis Canada includes community stakeholders in the review process to provide their perspective on the impact of the proposed research on those living with CF. **Proposals must be directly relevant to CF.**

Decisions concerning the amount and term of any given award are made on the basis of the following considerations:

- The quality and scientific merit of the research proposal;
- The relevance of the proposal to CF;
- 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 and demonstrate a national benefit for CF patients.

Application requirements

All applicants, for initial and renewal grants, must advise Cystic Fibrosis Canada by the deadline noted in the [application schedule](#) of their intent to apply for funding by completing a notice-of-intent to apply on [ProposalCentral](#) with 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;
- Keywords and a 250-word proposal summary; and
- Suggested external reviewers and name(s) of any reviewer(s) to whom you would prefer that the application not be sent.

Full applications must be submitted online, in English, through [ProposalCentral](#), no later than the deadline noted in the [application schedule](#). Incomplete and/or late applications will not be considered for funding. Only documents submitted through [ProposalCentral](#) will be reviewed.

Successful grantees must submit all required institutional approvals for experiments involving human participants and/or animals, and/or biohazardous materials by March 31st of the year following that in which the application for a Research grant is submitted.

Investigators are eligible to hold more than one research grant. It is a requirement that the focus of an additional grant application be clearly delineated from any existing ones. The specific aims of an additional grant should represent new approaches to the CF problem, and not an expansion of an existing research program.

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.

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

- Personnel (research assistant(s), technicians, fellows, students, specified other personnel);
- Materials and supplies (expendables, animals, services);
- Equipment (total not to exceed \$10,000, once per term grant);
- Travel (\$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720- NL per year).

Research grants do not provide support for:

- Construction costs;
- Institutional overheads for laboratory facilities;
- Institutional overheads and/or indirect costs of research;

- Purchase of equipment in excess of \$10,000;
- Principal investigator salary;
- Severance pay/packages.

(b) Clinical Trials

Cystic Fibrosis Canada 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 organization will entertain applications for limited support.

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

Clinical trial funding from Cystic Fibrosis Canada will be considered for scientific merit, within the context of the overall research budget. Given the significant costs associated with clinical trials, and the limited resources of the organization, Cystic Fibrosis Canada 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.

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 Cystic Fibrosis Canada's standard *Clinical Research Grant* application on [ProposalCentral](#). 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 Cystic Fibrosis Canada 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 organization encourages investigators to attend CF-related meetings in Canada or elsewhere, when advisable according to public health guidelines, 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.

(d) Funds received from National Support Groups

It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

Terms and conditions

- (b) 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. **Cystic Fibrosis Canada reserves the right to delay, reduce or terminate funding detailed in any award letter.**
- (c) Unexpended funds
An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada 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 Cystic Fibrosis Canada. Additional extensions will not be considered.
- (d) Over-expenditure
Any commitment incurred by a grantee in excess of the amount of the Research grant is not the responsibility of Cystic Fibrosis Canada. 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%.
- (e) Financial reports
Grantees must provide an annual financial report through [ProposalCentral](#) within 60 days of the end of the grant period.
- (f) Budget increases
The organization 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, a cost-of-living allowance may be added to Research grants.
- (g) Progress reports
Grantees must submit annual progress reports, due within 90 days of the end of the grant period, 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 organization's progress report form, with attached publications that relate to his/her Cystic Fibrosis Canada-funded research. The progress report form is available through [ProposalCentral](#).
- (h) Experimental approvals
All investigators must submit all required institutional approvals for experiments involving human participants and/or animals, and/or biohazardous materials by March 31st of the year following that in which the application for a Research grant is submitted.
- (i) Patents and royalties
All grantees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see [Cystic Fibrosis Canada policies](#) section.
- (j) Indirect costs
Cystic Fibrosis Canada-funded research grants and awards do not provide for institutional overheads and/or indirect costs of research or clinical care.

- (k) **The Robbie Award for Most Promising New Research Project**
On the recommendation of the organization's scientific review panel, an applicant for an initial research grant in the October competition receiving the highest ranking will be awarded the Robbie Award. This annual award is for a one-year term. The award does not carry any supplementary monetary value.

- (l) **Senior Scientist Research Award**
On the recommendation of the organization's scientific review panel, this award recognizes the outstanding contributions of an established cystic fibrosis investigator. This annual award is for a one-year term. The award does not carry any supplemental monetary value.

- (m) **Cathleen Morrison Research Impact Award**
On the recommendation of the CF community review panel, this award is given to the applicant with the highest ranking for their project in terms of relevance to the community, with the greatest potential to impact those living with cystic fibrosis. This annual award is for a one-year term. The award does not carry any supplemental monetary value.

EARLY CAREER INVESTIGATOR AWARD

Program details

Cystic Fibrosis Canada's Early Career Investigator award provides investigators who are early in their career establishment grant funds to develop and demonstrate their independence for initiating and conducting outstanding cystic fibrosis (CF) research. The award aims to build the capacity of emerging leaders in CF research in Canada and increase the impact on Cystic Fibrosis Canada's mission to end CF. Applicants may apply for this award in addition to Cystic Fibrosis Canada's Basic/Clinical Research grants, however, they may only accept one grant/award.

An early career investigator is defined as an independent researcher who has held his/her first full-time academic or research appointment for a period no longer than 60 months (five years) at the time of applying. *For the 2021 competition this is increased to 84 months as no early career investigators received awards for 2019 or 2020.*

Purpose

Cystic Fibrosis Canada's Early Career Investigator award provides support to a limited number of exceptional investigators, who intend on making a career in CF research. The goal of this award is to provide early career investigators an opportunity to develop outstanding CF research programs and build a team through operating grant support without having to compete against established investigators.

Eligibility

At the time of application, candidates must:

- a) hold a health professional degree at a doctoral level (e.g. M.D.) or a Ph.D. degree;
- b) be within seven years (84 months) of, or have a formal documented commitment to, their first full-time academic or research appointment at the time of application;
- c) never have held an operating grant from Cystic Fibrosis Canada in the past;
- d) have a written commitment from the Dean of Faculty or Research Director:
 - Guaranteeing a minimum of 0.50 FTE (full-time equivalent) protected research time for individuals with a health professional degree at a doctoral level (e.g. M.D.) who hold a licence to practice in a province or territory in Canada, or a minimum of 0.75 FTE protected research time for individuals with a Ph.D. degree or health professional degree at a doctoral level who do not hold a licence to practice in a province or territory in Canada (the remaining 0.25 or 0.50 FTE may be devoted to teaching and/or clinical activities).
 - Detailing the appointment, including teaching load, clinical and administrative duties, adequate research/office space, resources (equipment and/or staff), start-up funds, etc.
- e) be sponsored by a Canadian research institution or medical school;
- f) exhibit exceptional potential and demonstrate the ability to initiate and conduct independent research.

Term

The award will be for a one- or two-year period and is non-renewable. Applicants may apply for further funding through Cystic Fibrosis Canada's Basic Science or Clinical Research grant programs upon completion of this award.

Value

The amount of a grant will be approved by the Board of Directors with recommendations from the scientific review panel and Research Advisory Council, following a detailed review of the applicant's

proposed budget. The maximum value permitted is \$ 100,000 per year.

Criteria

All applications must address Cystic Fibrosis Canada's Core Principles of funding the best science that has the highest probability of making an impact for CF patients.

Decisions concerning the amount and term of any given award are made on the basis of the following considerations, with the majority of the score based on the applicant and his/her qualifications:

- Academic background, research background and future potential of the applicant;
- Institutional support, including research environment, career path, and start-up operating/salary support;
- Quality and originality of the research program;
- Relevance to Cystic Fibrosis Canada's mission to end cystic fibrosis.

Application requirements

Applications must be received by the organization no later than the deadline noted in the [application schedule](#). Incomplete and/or late applications will not be considered for funding. Multiple submissions for any given competition are not permitted. At the time of application, applicants may apply to other Cystic Fibrosis Canada grants (e.g. Basic Science Research grants, Clinical Research grants), but they may only accept one grant/award.

Use of funds

(a) Guidelines for expenditure

Early Career awards may be allocated, in accordance with the approved budget, to:

- Personnel salaries/benefits (research assistant(s), technicians, fellows, students, specified other personnel);
- Principal investigator salary in addition to, but not in lieu of, institutional support. Up to a maximum of 40 % of the budget may be requested for salary support;
- Materials and supplies (expendables, animals, services);
- Equipment (total not to exceed \$10,000, once per term grant);
- Travel (\$1,565-ON/QC; \$1,905-AB/MB/SK; \$1,450-BC; \$2,313-PEI/NS/NB; \$2,720-NL per year).

Research grants do not provide support for:

- Construction costs;
- Institutional overheads for laboratory facilities;
- Institutional overheads and/or indirect costs of research;
- Purchase of equipment in excess of \$10,000;
- Severance pay/packages.

(b) Clinical Trials

Cystic Fibrosis Canada 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 organization will entertain applications for limited support.

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

Clinical trial funding from Cystic Fibrosis Canada will be considered 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 organization, Cystic Fibrosis Canada 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.

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.

Funding should be requested using Cystic Fibrosis Canada's standard *Early Career* application on [ProposalCentral](#). 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 Cystic Fibrosis Canada 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**
Early Career awards include a travel component. The organization encourages investigators to attend CF-related meetings in Canada or elsewhere, when advisable according to public health guidelines, 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 awardee's research are considered legitimate uses of travel funds.
- (d) **Funds received from National Support Groups**
It is the organization's policy that if funds are donated by National Support Groups directly to a Cystic Fibrosis Canada-funded researcher, or to the hospital/host institution organization in the researcher's name, an equal amount will be deducted from his/her research grant in the following fiscal year.

Terms and conditions

- (a) **Payment of award**
Award 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. **Cystic Fibrosis Canada reserves the right to delay, reduce or terminate funding detailed in any award letter.**
- (b) **Unexpended funds**
An unexpended balance at the end of each fiscal year and at the end of Cystic Fibrosis Canada support period does not lapse. Awardees 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 Cystic Fibrosis Canada. Additional extensions will not be considered.
- (c) **Over-expenditure**
Any commitment incurred by an awardee in excess of the amount of the award is not the responsibility of Cystic Fibrosis Canada. 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**
Awardees must provide an annual financial report through [ProposalCentral](#), within 60 days of the end of the grant period.

- (e) Budget increases
The organization does not provide funds for unanticipated increases in cost, or for the expansion of a research project during the term of a grant.
- (f) Progress reports
Awardees must submit annual progress reports, due within 90 days of the end of the grant period, in addition to the final report due 90 days after the end-date of the award. The progress report form is available through [ProposalCentral](#).
- (g) Experimental approvals
All investigators must submit all required institutional approvals for experiments involving human and/or animals, and/or biohazardous materials by March 31st of the year following that in which the application is submitted.
- (i) Patents and royalties
All awardees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see [Cystic Fibrosis Canada policies](#) section.
- (j) Indirect costs
Cystic Fibrosis Canada-funded research grants and awards do not provide for institutional overheads and/or indirect costs of research or clinical care.

RESEARCH FELLOWSHIPS

Purpose

A limited number of competitive fellowships are offered by the organization each year for basic or clinical research training, in areas relevant to cystic fibrosis. The goal of fellowship awards is to build capacity in CF research in Canada.

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.

Fellowship (initial) applicants who will have completed four or more years of training as of the application deadline, following their PhD or M.D. (post-M.D. clinical training), are not eligible for Cystic Fibrosis Canada Fellowships. Cystic Fibrosis Canada does offer flexibility on calculating years of training post-PhD or post-M.D. given parental leave, medical leave or exceptional circumstances. Applicants must contact Cystic Fibrosis Canada in advance, and before submitting an application, if applying given parental leave, medical leave or exceptional circumstances.

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 Cystic Fibrosis Canada Fellowship.

Applications for renewal will compete on equal terms with initial applications.

Applications must be submitted in accordance with the deadline noted in the [application schedule](#).

Tenure of a fellowship will commence on 1 April. Upon written request, subject to the approval of Cystic Fibrosis Canada, the start of a fellowship may be delayed up to twelve months. 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 Cystic Fibrosis Canada 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. Do not rank the applications submitted. Only one application is permissible per applicant.

Application requirements

The organization sponsors a fellowship competition in accordance with the deadline noted in the [application schedule](#). Incomplete and/or late applications will not be considered for funding. Like all Cystic Fibrosis Canada grants, fellowships are subject to the availability of funds.

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, 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 referee has 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

Cystic Fibrosis Canada Fellowships are solely salary awards. The payment of benefits to Cystic Fibrosis Canada 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. Fellowship income may be taxable. **Cystic Fibrosis Canada reserves the right to delay, reduce or terminate funding detailed in any award letter.**
- (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 Cystic Fibrosis Canada. Authorization 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, a cost-of-living allowance may 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) Other fellowship awards
Cystic Fibrosis Canada expects fellows to apply to other appropriate fellowship competitions,

including those held by Canada's three research councils during the tenure of the award. If the applicant is successful in their application, they are expected to inform Cystic Fibrosis Canada immediately.

Cystic Fibrosis Canada Fellowships may be held in conjunction with another award. If the second award is less than \$10,000, Cystic Fibrosis Canada will provide the total value of the Cystic Fibrosis Canada Fellowship. If the second award is greater than \$10,000, Cystic Fibrosis Canada will provide top-up funding to a combined value of \$10,000 in excess of the Cystic Fibrosis Canada Fellowship value, or a total of \$60,000 in combined funding, whichever is less. Subject to the availability of funds.

- (f) Kin Canada Research Fellowship
On the recommendation of the organization's scientific review panel, an applicant for an initial fellowship in the competition receiving high standing will be named the Kin Canada Research Fellow. This award does not carry any supplementary monetary value.
- (g) Jennifer and Robert Sturgess Fellowship
On the recommendation of the organization's scientific review panel, an applicant for an initial fellowship in receiving high standing will be named the Jennifer and Robert Sturgess Fellow. This award does not carry any supplementary monetary value.
- (h) Progress reports
Fellows should be prepared to submit reports on their activities at intervals, on request from the organization. A final progress report must be submitted within 90 days of the conclusion of the award, whether an application for renewal is submitted or not. The progress report form is available through [ProposalCentral](#).
- (i) Leaves of absence, maternity/paternity and sickness
Cystic Fibrosis Canada must be contacted regarding leaves (leave of absence, maternity/paternity, sickness, etc.).
- (j) Patents and royalties
All awardees must agree to the terms of Cystic Fibrosis Canada's policy on patents and royalties; please see [Cystic Fibrosis Canada policies](#) section.

IV. OTHER GRANTS AND AWARDS

EARLY STAGE TRANSLATIONAL RESEARCH PARTNERSHIPS

In accordance with our 2020-2023 [Strategic Plan](#), CF Canada is increasing its focus on translational research that has a greater potential for near-term impact. Individuals and/or early stage biotechnology companies that have a potential product, therapy, device or intervention beyond the basic research proof-of-concept stage with direct relevance to the CF research community that requires investments for transition to the next phase of commercial development should contact research@cysticfibrosis.ca to discuss the project and funding requirements. CF Canada will make available, through a formal and reviewed out-of-cycle proposal process, funding to support promising early-stage translational research & development directly relevant to better health outcomes for CF patients.

OTHER CYSTIC FIBROSIS CANADA INITIATIVES AND PARTNERSHIPS

From time to time, Cystic Fibrosis Canada may fund special research initiatives in line with our mission and strategic directions. Cystic Fibrosis Canada will conduct appropriate levels of due diligence, including the use of expert panels, strategic consultations, and third party reports to evaluate these initiatives.

Cystic Fibrosis Canada may partner with various other funders, including Canadian Centres of Excellence for Commercialization and Research (CECR), and other early stage funders, and Canadian granting agencies and charities on other additional research funding opportunities. Special research initiatives and funding opportunities may be subject to the requirements detailed in this guide including all [Cystic Fibrosis Canada policies](#) and financial and scientific reporting requirements, or any other requirements as may be explicitly stated and described in the funding opportunity.

These opportunities will be communicated through the Cystic Fibrosis Canada [website](#).