

## Guidelines for Applicants: 2025 COPD Catalyst Grant for Early Career Investigators

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### **Introduction**

The Canadian Lung Association is pleased to launch the request for applications for the 2025 COPD Catalyst Grant for Early Career Investigators.

The Canadian Lung Association’s research program was established in 1959. It is financed through generous donations to the Canadian Lung Association. The objective of all Canadian Lung Association awards is to build Canadian research capacity that contributes to the field of respiratory health in Canada. Funding may support individuals completing research related to basic, clinical, or translational studies using quantitative or qualitative methodologies.

The Vision of the Canadian Lung Association is *A future where everyone in Canada has healthy lungs.*  
The Mission of the Canadian Lung Association is *We save lives and improve lung health for everyone in Canada through research, education, and advocacy.*

### **Purpose**

The COPD Catalyst Grant for Early Career Investigators competition promotes innovative research related to the diagnosis, treatment, and/or mechanism of disease for COPD. Proposals should be creative and with the potential to benefit people living with this lung disease. The scope of the research proposal is restricted to lung disease, lung biology, and respiratory health.

Catalyst grants are scalable research projects that can include pilot studies, feasibility studies, or translational studies. **Research projects must be new and not the continuation of an existing project.** Although the long-term goals for a project may extend beyond the means and timeline of this grant, the results of Catalyst projects should enable the development of funding proposals that are eligible for submission to national or international peer-reviewed competitions within 1 year after the end of the Catalyst grant.

### **Funding Available**

The total funding amount available for the 2025 competition is \$30,000. The funding is for one year and is non-renewable.

## Number of Grants

It is anticipated that three (3) grants will be offered to the highest-ranking candidates chosen by the Review Committee.

## Eligibility

- The [nominated principal applicant](#), who is the principal investigator, must hold a faculty appointment at a Canadian university at the time the application is submitted.
- The nominated principal applicant must be an Early Career Investigators (ECIs). An ECI is defined as a researcher who has held an independent research appointment for a period of 0 to 60 months at the competition deadline date (first academic appointment must be after November 6<sup>th</sup>, 2019).
- Applications will be considered for research proposals related to the diagnosis, treatment, and/or mechanism of disease for people living with COPD. Applications deemed outside these areas will be eliminated from the competition.
- Research projects must be new and not the continuation of an existing project.
- Appropriate facilities must be available for the research. An institution through which the funds will be administered also needs to be identified and this [institution must be authorized](#) to administer CIHR grant and award funds (see a list of authorized institutions at: <http://cihr-irsc.gc.ca/e/36374.html>).
- Applicants may only submit one application as a principal investigator per competition.
- Collaborations, particularly multi-disciplinary collaborations, are highly encouraged but must be justified.
- The principal investigator and collaborator(s) are not eligible if they hold or have held funding, directly or indirectly, from the tobacco, cannabis, and/or vaping industry.

## Deadlines

The applicant must submit their application by completing and uploading the application form in PDF format along with all supporting documentation via [https://www.surveymonkey.com/r/COPD\\_ECI](https://www.surveymonkey.com/r/COPD_ECI) by **November 6<sup>th</sup> at 16:00 Eastern Standard Time**. The Canadian Lung Association will confirm receipt of the full application by email on the next business day.

## Documentation

- Use only the form provided
- Use 12-point Times New Roman. Condensed type or spacing is not acceptable.
- No photo-reduction except for figures.
- Submission must be uploaded as a single PDF file (unprotected).

Before having the application signed by those authorized to do so on behalf of the institution, the applicant should ensure that the application is fully complete and includes sufficient information to permit a thorough assessment of the research proposal. Applications that do not contain all the necessary information may be withdrawn from the competition. The time between the closing dates for submission and the meetings of the adjudication committee does not permit consideration of late or incomplete applications.

The Canadian Lung Association assumes no responsibility to follow up with applicants who submit incomplete applications. **The responsibility to ensure the application is complete, including all required signatures, rests with the applicant.**

## Grant proposal

The proposal should focus on the hypotheses to be tested, the background, the approach, and the knowledge translation plan. The application should outline methods that are critical to the proposal and avoid explaining detailed technical methods.

- Maximum of three (3) pages, excluding references, tables, charts, figures, and photographs, etc.
- Maximum of two (2) pages of additional materials such as references, tables, charts, figures, and photographs, etc.

## Investigators and co-applicants

Applications may be submitted by only one investigator. If the proposed research entails significant collaboration with other investigators, the applicant should include a signed letter of support from each collaborator(s). Collaborators are not required to be ECI's.

## Ethics approval

Ethics approval by the principal investigator's institutional Ethics Committee for human or animal experimentation, and/or biological/chemical hazards, should be submitted with the application if possible. If this is not possible, ethics approval must be sent to the Canadian Lung Association with the mid-term progress report to release the second payment of the grant.

## Budget justification

- **Salaries and benefits:** Provide names, if known, categories of employment, and proposed salaries including non-discretionary benefits of all personnel identified in the budget.
- **Experimental animals:** Include species to be used and sample size justification along with calculations, if applicable. Provide a breakdown for procurement, breeding, boarding, and feeding. Where possible, include a copy of the institution's standardized costs for these tasks as they vary from institution to institution.
- **Materials and supplies:** Provide details and justify/explain major items. Do not simply list items.
- **Others:** Provide justification/explanation for each item listed.
- **Travel:** Travel expenses are allowed only if it is part of patient engagement, recruitment, or sample collection. Travel expenses to attend workshops, symposium, or conferences are not permitted.

**Financial support (if applicable):** Provide a brief explanation of any financial (not in-kind) contribution from other sources, if applicable. If any of the investigators on the research proposal hold financial (not in-kind) support from other sources or if they are applying for other funding, the application must describe the degree of overlap with the current application. This includes awards funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. All funding sources must be disclosed. Priority will be given to scientifically excellent research proposals that are not currently funded from other sources.

## Use of Grant

## Indirect costs policy

The Canadian Lung Association supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries), the management of the research process (from grant management to commercialization), benefits and pensions, and regulation and safety compliance (including human ethics, animal care, and environmental assessment).

## Categories of expenditures

Grantees are allowed discretion in the categories of expenditures within the approved budget. Prior approval of The Canadian Lung Association should be obtained before any major changes are made in the way the grant funds are spent.

The Canadian Lung Association-funded research and training grants do not provide for institutional overheads and/or indirect costs of research or clinical care. Limitations specified in the grant notification must be respected.

## Excess expenditures

Any commitments or expenditures incurred by a grantee in excess of the grant funds or beyond the term of the grant are the responsibility of the grantee. Salary approvals and other special authorizations may be given by The Canadian Lung Association subject to available funds.

## Ineligible expenditures

- Catalyst grant funds may not be used to pay fees for membership in scientific societies or for journal subscriptions.
- Catalyst grant funds may not be used for travel costs unless justified in the budget for patient engagement, recruitment, or sample collection.
- Catalyst grant funds may not be used to purchase equipment.

## Publication costs

It is acceptable to include an anticipated publication cost of a maximum of \$2,000 in total into the expendables category of the budget.

## Unspent balance

Any unspent balance at the end of the grant period reverts to The Canadian Lung Association.

The institution is responsible for advising The Canadian Lung Association promptly if the grantee is unable for any reason to carry out or complete the research for which the grant funds were given.

A 1-year, no cost extension may be allowed for leaves of absence for personal, family, professional, or medical reason upon written request to [research@lung.ca](mailto:research@lung.ca) prior to the leave being taken. The end of the grant period will be extended by 1 year from the date of the request.

## Acknowledgements

The Canadian Lung Association should be acknowledged in any publication arising from research supported by the grant funds. Copies of abstracts, posters, and publications arising from Catalyst Grant-supported research should be sent to The Canadian Lung Association.

## Location of research

Catalyst Grant funds may only be used to support research conducted in Canada.

## Transfer of grant

Grant funds are to be used at the institution named in the application. If the grantee moves to another Canadian institution, the funds may only be transferred with the written approval of The Canadian Lung Association.

## Patent Rights and Intellectual Property

The Canadian Lung Association does not claim patent rights or intellectual property rights for any invention resulting from Catalyst Grant-supported research. However, grantees and/or their institutions may seek patent protection for inventions or developments supported by Catalyst Grants. Grantees wishing to obtain information concerning the patents applicable to discoveries arising from their research should consult with their institution.

## Employment Under Grants

Guidelines for employment are the same as those that apply to CIHR within the Tri-Agency (CIHR, NSERC, SSHRC) Financial Administration Guide.

- Grant funds can be used to support the salaries of technicians and research assistants employed at the research institution receiving the grant. The institution's classification of technicians for whom funds are requested must be indicated on the application. The rates of pay shall be in accordance with the salary scale of the institution. Investigators who seek funds for the employment of research assistants must describe the role of the research assistant in the research project.
- Grant funds may not be used to employ practicing clinicians who wish to participate in a research project on a part-time basis, or for payments to individuals who receive remuneration for teaching or social work.
- Funding for graduate students follows CIHR guidelines.
- Individuals who are paid from grant funds are not employees of The Canadian Lung Association. Employer contributions to superannuation, group insurance, and other employee benefits normally available to the institution's employees may be paid by the institution on behalf of the individuals employed under The Canadian Lung Association's grants, and the cost of such contributions may be charged to the appropriate grant.
- The principal investigator or collaborator(s) shall not receive remuneration from grant funds provided by The Canadian Lung Association through its Grants Programs. The regulations of the institution with respect to the employment of relatives apply also to the use of grant funds for this purpose. Only under exceptional circumstances will The Canadian Lung Association approve payment to members of institution staff for consultative or other services. The applicant must complete in full the section on other research funds in the application, listing not only other grant funds received or applied for but also any that overlap with the current application. A budget justification and summary page of ongoing or applied-for grants must be included as part of the application.

## Administration

### Promotion of Competition Results

The Canadian Lung Association may release scientific abstracts and lay summaries of Catalyst Grant-supported research for print and other media. Results will be posted on The Canadian Lung Association website.

### Progress report

The principal investigator must submit a progress report to The Canadian Lung Association within six (6) months of the start date of the grant. Failure to submit a progress report and ethics approvals will delay payment of the second half of the grant.

### Final report

The principal investigator is required to submit a final report within 2 months of the end of the funding period. A final report template will be provided to the recipient. The report should include a description of contributions to respiratory health and impact for people living with COPD. A list of relevant publications, presentations and photograph of the principal investigator should be appended and may be used on the Canadian Lung Association's website, social media, and/or other communications with the public. The Financial Officer administering the grant must submit a financial report upon completion of the grant.

### Indemnification

The Canadian Lung Association, its directors, officers, and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring by reason of or arising out of the funding of the proposed research.

## Important Dates

1. Electronic copy of application submitted via [https://www.surveymonkey.com/r/COPD\\_ECI](https://www.surveymonkey.com/r/COPD_ECI) by **November 6th, 2024 at 16:00. Eastern Standard Time.**
3. Grant review committee: **January – March 2025**
4. Notification of funding by **March 2025.**
4. Funding Start Date: **April 1<sup>st</sup>, 2025**
5. Progress Report and ethics approval: **October 1<sup>st</sup>, 2025**
6. Final Report: **May 31<sup>th</sup>, 2026**