## Application Form

## Canadian Lung Association: ILD Catalyst Grant for Early Career Investigators

### Apply for funding

Upload a completed application form and all supporting documentation as a single PDF via <https://www.surveymonkey.com/r/ILD_Catalyst> by **Wednesday, November 6th 2024 at 16:00 Eastern Standard Time**.

The Canadian Lung Association will confirm receipt of the full application by email on the following business day.

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| * **Applications submitted after the deadline will be considered late.**
* **The Canadian Lung Association reserves the right to withdraw late or incomplete applications, or those exceeding page limitations, from the competition.**
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| 1. Application Information |
| **Principal investigator** | **First name** | **Last name** |
|  |  |
| **Institutional Mailing Address**  |  |
| **Work phone** |  | Email |  |
| **Academic Appointment****(Title, department, institution)** |  |
| **Date of first independent research appointment (mm/dd/yyyy)****Must be after 11/06/2019** |  |
| **Institution (with address) where the research will be carried out** |  |
| **Collaborator #1** | **First name** | **Last name** |
|  |  |
| **Mailing address**  |  |
| **Work phone** |  | Email |  |
| **Academic appointment****(Title, department, institution)** |  |
| **Additional collaborator(s) names and institutions** |  |

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| **Title of the research proposal** |
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| **List five (5) keywords for the research proposal**  |
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| **Canadian Institutes of Health Research: Four pillars**Estimate what proportion of the proposed research and proposed project budget falls under the four health research themes.  |
| Basic Biomedical: | % | Clinical | % |
| Health Services/Systems: | % | Social, cultural, environmental & population health: | % |
| **Have other applications for funding been made, or will other applications for funding be made, for this research proposal?** |
| [ ]  Yes | [ ]  No | **If yes, list the agencies and the types of award** |  |

| 2. Payment Details (Administrative/financial officer who will administer funds) |
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| **Financial officer** |  |
| **Mailing address(Where the funds should be sent)** |  |
| **Cheque payable to****(Institution)** |  |

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| **3. Structured Lay Summary** |
| The Canadian Lung Association places a high priority on ensuring the research we fund is relevant to our mission: *We save lives and improve lung health for everyone in Canada through research, education, and advocacy.* Use the outline below to provide a lay summary of the research proposal in non-scientific, everyday language, at a reading level no greater than Grade 8. Use analogies, simplifications, and generalizations rather than scientific and technical terms. This summary will help The Canadian Lung Association communicate with the public and donors about the research we support.* Maximum one (1) page.
* Single-spaced, 12-point Times New Roman, no condensed type or spacing.

Applications without a response to each section will be considered incomplete.  |

1. Statement of the research hypothesis
2. Objective of the proposed research
3. Description of the research approach
4. Description of what is unique and/or innovative about the proposed research.
5. Description of how the proposed research is relevant to people living with ILD?

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| 4. Grant Proposal |

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| **These instructions may be deleted to use the whole page.**The proposal should focus on the hypotheses to be tested, the background, the approach, and the knowledge translation plan including how the outcomes will be shared. It should discuss knowledge to date, methods that are critical to the proposal, anticipated results and conclusions, possible problems, and timelines. Patient recruitment and data analysis should describe considerations for equity, diversity, and inclusion (EDI). The proposal should describe how the results will move forward ILD research and how the results will allow the principal investigator to be competitive for national funding within 1 year after the completion of the Catalyst award.* Maximum three (3) pages, excluding additional materials such as references, tables, charts, figures, photographs, etc.
* Maximum two (2) pages of additional materials such as references, tables, charts, figures, photographs, etc.
* Single-spaced, 12-point Times New Roman, no condensed type or spacing.
* Do not adjust the margins.
* Do not append publications or papers in preparation

**The Canadian Lung Association may decline to send excess material to the peer reviewers or withdraw applications that do not meet the above restrictions from the competition.** |

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| 5. Roles and Responsibilities |
| Describe the roles and responsibilities of the principal investigator and collaborator(s), as applicable, and include the amount of time allocated for each. |

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| **6. Letters of Collaboration** |
| **Collaboration:** For collaborators who will make significant contributions to the research, include a signed letter of support from each collaborator. Collaborators should be identified on page 2 of this application form. Do NOT append letters in support of the research proposal from non-collaborators.List names of individuals providing letters of collaboration below. |
|  | **Letter 1** | **Letter 2** | **Letter 3** |
| Name |  |  |  |
| Position/Title  |  |  |  |
| Institution |  |  |  |

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| 7. Overlap: Scientific, methodological, and budgetary |
| For the principal investigator and collaborator(s), as applicable, list current and pending funding as well as applications that are in preparation, and, for each, indicate: 1. Scientific overlap with this application (percent)2. Methodological overlap with this application (percent)3. Budgetary overlap with this application (dollar amounts rather than percentage of overlap)* For budgetary overlap, 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. **During the review process, priority will be given to scientifically excellent research proposals that are not currently funded from other sources.**

All funding sources must be disclosed. Use additional pages as required. |

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| 8. Ethical and Safety Considerations/Ethics Approval |
| Indicate applicable ethics approval(s), and whether the ethics form will be included with the application or sent at a later date. Ethics approval should be submitted with the application if possible. If this is not possible, ethics approval must be sent to The Canadian Lung Association before **October 1st, 2025** before the second payment the grant funds will be released. |
| * 1. **Animal research**
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| Enclose a statement signed by the principal investigator and the department head that the research protocol and the care of the animals conforms to the *Guiding Principles for Animal Experimentation* as outlined by the Canadian Council on Animal Care. |
| [ ]  Form included | [ ]  Form to be sent | [ ]  Not applicable |
| * 1. **Human research**
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| Enclose a statement signed by the principal investigator and the department head that the proposed research will be reviewed in a manner that conforms with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Human and/or Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research*, and that the proposed research will not be undertaken until it has been accepted as ethical by such a review.Does this research involve any: |
| [ ]  Human subjects | [ ]  Form included | [ ]  Form to be sent |
| [ ]  Human pluripotent stem cells | [ ]  Form included | [ ]  Form to be sent |
| [ ]  Not applicable |  |  |
| * 1. **Biological and chemical hazards**
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| Enclose a statement signed by the principal investigator and the department head that the proposed research will be reviewed in a manner that conforms to Health Canada’s *Laboratory Biosafety Guidelines* and that the proposed research will not be undertaken until it has been accepted as meeting the requirements regarding biological and chemical hazards by such a review. |
| [ ]  Form included | [ ]  Form to be sent | [ ]  Not applicable |

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| 9. Institution Signatures  |
| All signatures must be present for application to be considered complete.By signing below, the institution in which the proposed research will be done indemnifies and saves harmless The Canadian Lung Association from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs or expenses (including legal fees) which may be imposed upon or incurred by or asserted against The Canadian Lung Association by reason of or arising out of the funding of the proposed research. |

Department Head Signature Date

Dean or Executive Officer Signature Date

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| 10. Eligibility acknowledgement |
| By signing below, the principal investigator agrees to abide by the ethical and safety considerations statements, policies, and regulations governing the award, if granted. These signatures also authorize the institution to provide The Canadian Lung Association with personal information as required to apply these policies and regulations, and confirms that the principal investigator and collaborator(s) are not currently barred from applying to The Canadian Lung Association or any other research funding organization (e.g., CIHR, NSERC, SSHRC, provincial funding organizations) for reasons of breach of standards of ethics or integrity (i.e., financial or scientific misconduct).Grantees and the institution where the proposed research will be done will indemnify and save harmless The Canadian Lung Association from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs, or expenses (including legal fees) which may be imposed upon or incurred by or asserted against The Canadian Lung Association by reason of or arising out of the funding of the proposed research.Eligibility criteria:1. Applications will be considered for innovative research proposals related to the treatment/quality of life, mechanism of disease, and health care services for ILD.
2. The Principal Investigator is an early career investigator (ECI) with their first independent academic appointment of 0-60 months of the competition deadline date.
3. Research projects must be new and not the continuation of an existing project.
4. 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 the list of authorized institutions at <http://cihr-irsc.gc.ca/e/36374.html>).
5. The [nominated principal applicant](https://cihr-irsc.gc.ca/e/49805.html) must hold a faculty appointment at a Canadian university at the time the application is submitted.
6. Applicants may only submit one application as a principal investigator per competition.
7. Collaborations, particularly multi-disciplinary collaborations, are highly encouraged but must be justified.
8. At the time of submission and for the duration of the grant, the principal investigator and collaborators are ineligible if they hold or have held funding, directly or indirectly, from the tobacco and/or cannabis and/or vaping industry.

[ ]  **As the principal investigator, I acknowledge that I meet all of the above-listed eligibility criteria.\***Principal investigator Signature Date*\*If this acknowledgement is not made, the application will be deemed incomplete and will be declined.* |

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| 11. Summary of Funds Requested |
| Refer to the Budget Justification and Use of Grant Funds sections of the application guidelines for details on how to complete this section correctly.  |
| **a) Salaries and benefits**As per the Employment under Grants section of the application guidelines, no investigators on the application may receive salaries from this grant. |
| Position/Type (list all personnel) | April 2025 toMarch 2026 |
|  | Salary | **$**  |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
|  | Salary | **$** |
| Benefits | **$** |
| **Total**  | Salary | **$** |
| Benefits | **$** |
| * If necessary, list additional positions on another sheet and include these in the total.
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| **b) Experimental animals** | **$** |
| **c) Materials and supplies** | **$** |
| **d) Other (specify)**  | **$** |
| **e) Service contract** | **$** |
| **f) Publication costs (limited to $2,000)** | **$** |
| **Total requested (maximum $25,000)** | **$** |
| **g) Financial contribution from other sources** **(if applicable)** | **$** |

**Budget justification:** Use additional pages, numbered 12a), 12b) etc., to explain/justify all budget items listed above. Failure to provide appropriate justification may result in budget cuts that could adversely affect the final budget awarded.

### Indirect costs are not permitted, as per the following 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); and regulation and safety compliance (including human ethics, animal care and environmental assessment).*

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| 12. Suggested Reviewers |
| Provide the names and contact information for three (3) reviewers who might be suitable as a reviewer for this application. Do not include anyone with whom the principal investigator or collaborators may have a direct conflict of interest, such as having been supervised by or who they have supervised or collaborated with in the past five (5) years. In addition, suggested reviewers should not be from the same institution as the principal investigator and/or any collaborators. |

**Suggested reviewer 1**

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| Name  |  |
| Position/Title |  |
| Institution |  |
| City and country |  |
| Email address |  |
| Area(s) of expertise |  |

**Suggested reviewer 2**

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| Name  |  |
| Position/Title |  |
| Institution |  |
| City and country |  |
| Email address |  |
| Area(s) of expertise |  |

**Suggested reviewer 3**

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| --- | --- |
| Name  |  |
| Position/Title |  |
| Institution |  |
| City and country |  |
| Email address |  |
| Area(s) of expertise |  |

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| 13. Common CV |
| Upload a printed or PDF copy of the CIHR Biosketch Common CV (CCV) for the principal investigator and collaborators.DRAFT CCVs are not acceptable. |