2020 Translational Institute of Medicine (TIME) Incubator Grant Competition Terms of Reference

Fund

2020 Translational Medicine Project Operating Grant:

The Translational Medicine Incubator Grant supports DOM members and their collaborators to conduct research that is aligned with TIME's vision of interdisciplinary, collaborative translational health research. This funding is intended to accelerate discovery of novel diagnostic strategies and clinical therapies and integrate these into clinical practice in order to improve patient care.

Goal

The spirit of these awards is to enable faculty members to be more productive, increase the impact of their discoveries and be more competitive for tri-council funding, project grants, CFI's and industry initiatives.

Guiding Principles

Successful projects will:

- Expand depth of research programs
- Expand collaborations and expertise
- Expand pool of graduate students and/or their training
- Support research platforms and research scientists within TIME and its partners.

Timelines

Application Deadline: Wednesday May 13th, 2020

Notice of Decision: July 2020

Funding Start Date: August 1st, 2020

Peer Review Body

Eligible applications to this competition will benefit from external peer review from experts selected from multiple national Universities. All applicants will receive feedback from this process.

Summary of Available Funding

Grants have a $55K value, with an additional $20K infrastructure option for proposals that plan to use one of the designated state-of-the-art research platforms within TIME and/or its partners. This funding provides access to equipment and buys the time of the research scientist who runs the platform.

This competition will fund 2-3 awards of up to $75k.

Eligibility

- A GFT DOM member must be listed as PI or Co-PI. TIME members from other Departments are eligible to apply as PI or Co-PI with DOM members. Research team members must hold a primary affiliation with Queen's.

- Applications must designate a PI plus one or more co-PIs with a major role in the proposed research, with option for additional collaborators. Ideally project teams will be cross disciplinary and/or include both basic and clinician scientists. Adjunct Assistant Professors / Core Research Scientists are encouraged to be listed as co-PIs; if Adjunct Assistant Professors / Core Research Scientists are listed as co-PI, the research team must include at least one additional co-PI.

- PI's will generally be junior to mid-career faculty under normal circumstances.

- Established collaborative groups meeting the criteria but already funded will not be eligible unless the proposed research reflects a **new direction** in their research and the spirit of the award outlined in the 'Guiding Principles'. In these cases, applicants are strongly encouraged to include junior faculty members (less than 5 years since first appointment) on their research team.

- A PI can only hold a TIME grant only every three years.

- Applicants may only apply once per grant cycle as PI or co-PI. Applicants listed as PI or co-PI on one application can be listed as a collaborator on other applications, as reasonable.

- Research in all 4 CIHR pillars – *Biomedical Research, Clinical Research, Health Services Research or Social, Cultural, Environmental and Population Health Research* – is eligible. Projects must be translational in nature.

Measures of success

TIME Incubator grants are expected to lead to peer-reviewed, PubMed indexed publications. Successful applicants agree to submit one or more external grants of similar value within 2 years of receiving a TIME award.

Use of Funds

Eligible expenses for base and infrastructure funding follow pertinent sections of the Tri-Agency Financial Administration Guide. However, some expenses listed as eligible in the Tri-Agency Guide are NOT considered eligible in this award.

The following categories in the Tri-Agency guide are **not** considered eligible for this award: Retroactive Expenses, Travel and Subsistence Costs, and Sabbatical Research Leave.

Find the Tri-Agency Financial Administration Guide here:

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

Funds used for the infrastructure option must support one of the designated state-of-the-art research platforms listed in the section below.

Research platforms eligible for Infrastructure Option

- Queen's Cardiopulmonary Unit (QCPU) Services – Basic Science Core
  - Microscopy
  - Cell Sorting
  - Genomics / Transcriptomics
  - Mass Cytometry / Proteomics
  - Tri-modality PET/SPECT/CT Scanning (pre-clinical)
- Queen's Cardiopulmonary Unit (QCPU) Services – Clinical Core
  - Echocardiography (with stress echo option)
  - Stress Testing
- Metabolomics Services
- Respiratory Investigation Unit (RIU) Infrastructure

'Speed Dating' with TIME Scientists

Applicants are strongly encouraged to participate in the 'Speed Dating' Event. TIME scientists and partner service providers will showcase how researchers can utilize existing state-of-the-art infrastructure, expertise and services to enhance their research projects. Bring 2-3 members of your potential project team and explore how services from TIME platforms could elevate your research!

Refer to the competition posting for details for more details and schedule for this event.

ICES projects

If your project involves work with the Institute for Clinical Evaluative Sciences (ICES):

1. An ICES budget template must be included with the application.
2. The research team must include an ICES scientist.

See Appendix I for more detailed instructions for ICES projects.

Application Instructions:

To apply, complete the "2020 Translational Institute of Medicine (TIME) Incubator Grant Competition Application Form", addressing all applicable fields.

- Applications should be no more than 3 pages in length, Arial 11pt inclusive of all figures and tables; **no appendices or additional pages are permitted**

- For PI and co-PIs, include a Canadian Common CV (Biosketch format) of the PI co-PI with your submission. TIME Network can be used to generate this CV. CVs are not required for collaborators or other research personnel involved in the study.

- Applicants must submit a general TIME grant budget for 55K as well as TIME research platform $20K budget for infrastructure option and provide a letter of support from one of the TIME scientists (please see the 'Speed Dating' section for more details).

- The application deadline for the TIME Incubator Grant Competition is end of day on Wednesday May 13th, 2020.

- Applications should be compiled into **a single .pdf document** and submitted to

  Dr. Salwa Nihal (snc1@queensu.ca) .

Selection Process & Responsibilities of Successful Applicants:

1. To increase breadth of the benefit from this fund no investigator will be awarded more than one grant as PI per grant cycle.

2. Team or collaborative projects may combine funding allocations if well justified.

3. At time of award, successful applicants will be asked to provide a plain language summary that will be used for news articles and posted to TIME Network.

4. A project must be activated through research accounting within one year of the award date.

5. Successful applicants will submit yearly progress reports tracking measures of success.

6. Awards have a three-year lifespan. Unused funds at the end of the project will be returned to TIME at the discretion of the TIME Director. In extenuating circumstances requests for extension may be considered.

7. For successful projects, a TRAQ DSS must be completed before funding can be released.

8. For successful projects, appropriate approvals must be in place prior to funding being released, as applicable: Human Ethics, Animal Care, Use of Biohazardous Materials.

APPENDIX I:

ICES Grant Submission Instructions

1. <u>Unless you are an ICES Scientist</u>, you will need to have an ICES Scientist on your team. The ICES Scientist can help to determine if your proposed research question is feasible using ICES data and to ensure such work is not already being done by another team. ICES Queen's Scientists are listed on the webpage and you can involve an ICES Scientist from another institution as a collaborator. You can contact Dr. Joan Tranmer, Queen's ICES Site Director (cc Shari Scanlon, Queen's ICES Senior Administrative Secretary) to assist you with finding an ICES Scientist.

2. Once you have the sign off from your collaborating ICES Scientist, draft a brief outline of your project (this can be your DOM grant application or a shorter version but must have enough detail so that the ICES team can assess the scope of analytic work involved) and send to Shari Scanlon at ICES Queen's to request a budget for the proposed work. Shari will consult with the Site Director and Lead Local Analyst to determine the Full Time Equivalent (FTE) for analyst and Research Coordinator time to conduct your project. The turnaround time for the budget is usually a few days.

3. You must include the ICES budget template with your DOM Innovation Fund application.

   Queen's ICES Contacts:
   Dr. Joan Tranmer, Site Director: tranmerj@queensu.ca
   Shari Scanlan, Senior Administrative Secretary: shari.scanlan@ices.on.ca