

## Breathing as One Breathing Breakthrough Challenge Award

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### **Guidelines for Applicants: 2021 Competition Launch (For 2021-2022 Funding)**

#### **Introduction**

The Lung Health Foundation (LHF) Breathing as One (BaO) Breathing Breakthrough Challenge award is designed to inspire creative and highly innovative solutions aimed at tackling lung disease in the area of asthma, COPD or lung cancer. Unique to this award, all applications will be peer reviewed, with short-listed finalists voted on by the public through an online process. The Lung Health Foundation manages the BaO Breathing Breakthrough Challenge award program application, peer review and public online voting process as well as the funding decisions and distribution of the funds, taking into account application budgets and competition results.

#### **Eligibility Criteria**

1. Applications will be considered for research proposals that are directly relevant to human respiratory medicine in the areas of asthma, COPD or lung cancer. This must be original Implementation Science, tools, apps, processes, surveys, patient resources, clinical practice projects/improvements, et cetera that will make a distinct and positive contribution in the areas of patient education, clinical care support, adherence, quality of life and the overall improvement of outcomes in the field of respiratory disease (specific to asthma, COPD or lung cancer).
2. Applications deemed outside the respiratory field will be eliminated from the selection process.
3. Applicants can only submit one application as principal investigator or co-principal investigator per year.
4. Individuals who currently hold funding from the tobacco industry are not eligible.
5. Projects that are already supported are not eligible for consideration.
6. Applicants must agree to acknowledge the Lung Health Foundation in dissemination of research supported by these initiatives.
7. Applicants must agree to allow notification of the award on the Lung Health Foundation's website and in related publications
8. and communications
9. Applicants must agree to be available for fundraising and awareness campaigns (in videos, photos and text articles) related to the benefits of receiving research funding through the Lung Health Foundation and that the Lung Health Foundation will thereafter reserve the right to use the applicant's likeness to promote the benefits of receiving research funding through the Lung Health Foundation.
10. Applicants must be appointed/employed at an [eligible institute](#) as defined by CIHR and will provide evidence that appropriate facilities are available for the research. An institution through which funds would be administered will need to be identified by their **business registration number**.
11. In order to apply for the Lung Health Foundation Breathing as One Breathing Breakthrough Challenge award, we require that the principal investigator be a member of the OTS or ORCS. If you are not currently a member, please apply at (it's free to join): <https://lunghealth.member365.com>
12. If the research proposal is selected as a finalist, the applicant or a representative from their team, **must work with the Lung Health Foundation in early October 2021** to present a summary which will be recorded and made into a short video for online public voting.

***It is the applicant's responsibility to ensure that the application is eligible and complete.***

## Award Amounts and Terms

Up to \$50,000 for 1 year.

The funds may be applied to pay for costs directly related to the research proposal of the awardee as outlined by the Use of Grant Funds section of the Tri-Agency (CIHR, NSERC and SSHRC).

## Deadlines

<b>Thursday July 22, 2021 by 4:00pm EST</b>	Registration (Intent to Apply) - Please register by requesting an application package and submitting your abstract to Natalie Bennett by via <a href="mailto:societies@lunghealth.ca">societies@lunghealth.ca</a> .
<b>Thursday Sept 9, 2021 by 4:00pm EST</b>	Complete guidelines, instructions, forms/templates for supporting documents and the link to the full electronic application form will be emailed to you upon receiving your registration.
<b>Week of Sept 27, 2021</b>	You will receive notice whether or not you have been selected as a finalist. Only selected proposals will enter the online public voting stage.
<b>October 2021</b>	Final showcase and review - exact date TBD
<b>November 2021</b>	Award announcement - exact date TBD

## Application Requirements

### General Notes on Documentation

1. The application form and copies of all supporting documentation must be submitted to the Lung Health Foundation (LHF) via the application link supplied upon registration. Applications or supporting documentation received via email or post will not be accepted.
2. Applicants will be able to refer to a detailed **instructions** document sent upon registration to help them prepare the elements they will need to insert/upload to the electronic application form.
3. A **Checklist Signature Form** sent upon registration must be signed by all relevant parties and uploaded with the electronic application form.

***It is the applicant's responsibility to insure the content of the items listed on the checklist and reviewed by the appropriate institutional representatives are the same versions submitted on the electronic application form.***

4. Where noted on the electronic application form, supporting documentation should be attached in either DOC, PDF or JPEG format. Attached pages should be single-spaced on 8 ½ x 11 inch pages using 12 point Times New Roman font. Condensed type or spacing will not be acceptable. A margin of 2 cm (0.79 inches) around the page is needed. No photo-reduction except for figures.
5. The applicant should **keep original copies of all supporting documents** on file for future reference if required.
6. The applicant must ensure that all elements are inserted/uploaded and complete prior to submitting the electronic application form.

***The Lung Health Foundation reserves the right to decline late or incomplete applications and will assume no responsibility in following up with applicants who submit incomplete applications. The entire responsibility to ensure completeness of the application submitted (including all required signatures) will rest with the applicant.***

## Grant Proposal

The application must include a **maximum of 1,500-word** grant proposal, excluding references, tables, charts, figures, and photographs. The proposal should address the following:

- the problem in asthma, COPD or lung cancer to be solved – approximately 500 words
- the potential innovative impact and solution to the problem – approximately 500 words
- feasibility with timelines for real-world implementation - approximately 500 words

**Additional materials** (tables, charts, figures, etc.) may be uploaded as appendices but **cannot exceed 3 pages in number**. Applicants should focus on explaining methods where they are critical to the application and avoid explaining detailed technical methods.

## Presentation

If the research grant proposal is selected by the reviewers for further adjudication, the applicant, or a representative from their team, **must work with the Lung Health Foundation in early October 2021** to present a summary which will be recorded and made into a short video for online public voting. The following questions must be addressed in the presentation:

- Tell us about your research study (in layman's terms)?
- How will this have an impact on lung health?
- Why is investing in lung health research so important?
- Is it hard to get funding? Why?
- How do smaller grants/seed funding help grow your career and start other research projects?
- What made you get into the field of respiratory research?
- What is the most rewarding part of the work you do?

## Investigators and Co-Applicants

Applications may be submitted by one or more investigators. If the proposed research entails significant collaboration with investigators not named as co-applicants, the applicant(s) should include a signed statement of support for each collaborator(s). The primary applicant must include the curriculum vitae in Common CIHR Project Biosketch format (<http://www.cihr-irsc.gc.ca/e/48437.html>).

## Progress Reports

Applicants who have received funding in the past two years from the Lung Health Foundation (formerly Ontario Lung Association) must submit a progress report with the Breathing Breakthrough Challenge award application.

Applicants should be aware that if they receive a Breathing Breakthrough Challenge award in 2021-2022 they will be required to submit a progress report to the Lung Health Foundation, or request an extension, at least **30 days prior to March 31, 2023**.

## Ethics Approval

All applications and studies must be approved by the institution's Ethics Committee for Human or Animal Experimentation.

## 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. Please refer to the sections below for additional information.

**Equipment:** In your budget justification, provide a breakdown and justification of the equipment items requested. Give details of models, manufacturer, prices and applicable taxes. Please refer to CIHR guidelines for specifics at [http://www.cihr-irsc.gc.ca/e/4656.html#s3\\_8\\_4](http://www.cihr-irsc.gc.ca/e/4656.html#s3_8_4). In addition, for maintenance and/or equipment items listed, indicate:

- the availability and status of similar equipment;
- the anticipated extent of utilization;
- the reasons for choice of specific type, model or service contract, in relation to alternatives;
- where applicable, the necessity for upgrading existing equipment or service contracts. For equipment or service contracts costing more than \$5000, attach at least one quotation for cost.

**Experimental Animals:** Include species to be used and sample size justification along with calculations, if applicable. Provide a breakdown for procurement, breeding, boarding, feeding and wherever 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:** Provide justification and a brief explanation of how each activity relates to the proposed research. The purpose and estimated cost of such travel must be given.

**Financial Support (if applicable):** Provide a brief explanation of any financial (not-in-kind) contribution from other sources (if applicable). If investigators already hold a grant, or if they are applying for grants, they must clearly describe the degree to which they overlap with the current application. This requirement includes grants funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. Budget, budget justification, and summary page for other funding support (ongoing or applied) must be attached. Applicants are required to disclose all other funding sources. Priority will be given to scientifically excellent grants that are not currently funded from other sources.

## Review Process

There are two stages to the review process.

In the first stage, the grant proposals will be peer reviewed based on the following criteria:

1. plausibility of idea - 35%
2. creativity and originality of innovation - 35%
3. feasibility of operationalization or implementation of the innovative idea for future application - 30%

In the second stage, a shortlist of finalists will be selected by the review committee to present a summary of their research proposal for public online voting in October 2021.\* Applicants will be notified via email in late September if they have been chosen for the second stage. If the applicant or a member of their team cannot reply to the Lung Health Foundation within 5 working days of receiving the notification email, they will be disqualified and the application with the next highest score will be selected.

The videos created will be entered into an online voting competition where members of the public will vote to decide which research proposal they feel is worthy of funding. The winning proposal will be announced in November 2021.

***\*Applicants acknowledge that judging of this kind, post-peer review, does involve a subjective element.***

## **Use of Awards**

### **Categories of Expenditures**

Although the individual investigator is allowed discretion in the categories of expenditures within the approved budget, approval of the Lung Health Foundation should be obtained before undertaking any major changes in the way in which the award is spent. LHF-funded research grants do not provide for institutional overheads and/or indirect costs of research or clinical care and any limitations specified in the grant notification must be respected.

### **Excess Expenditures**

Any commitments (or expenditures) incurred by an investigator either in excess of the current grant funds or beyond the term of the grant are the responsibility of the investigator. All salary approvals and other special authorizations are given subject to the availability of the funds in the grant.

### **Ineligibility for Payment of Dues**

Grant funds may not be used to pay fees for membership in scientific societies or for journal subscriptions.

### **Travel**

Grants are not intended to support travel costs unless there is a requirement for travel (exclusive of meeting attendance) as part of the project. Use of the award to defray costs of travel is acceptable only if a specific allocation for travel forms part of the approved budget.

### **Equipment**

Title to equipment purchased under a grant remains in the institution at which the grant is held but its use for research projects listed on the grantee's application or otherwise approved by the committee shall be given priority over other uses.

### **Publication Costs**

It is acceptable to include an anticipated publication cost of a maximum of \$2000.00 in total into the expendables category of your budget.

### **Transfer of Awards or Equipment**

The awards are to be undertaken at the institution named in the award. If the principal investigator moves to another institution, the award can be transferred only with the written approval of the Lung Health Foundation. Transfer of equipment requires, in addition, the approval of the institution where the grant was originally held.

### **Patent Rights**

The Lung Health Foundation does not claim patent rights on any invention resulting from research supported

by LHF funds. However, it expects the grantees and/or their institutions will seek patent protection for inventions or developments supported through an LHF BaO Breathing Breakthrough Challenge award. Grantees wishing to obtain information concerning the patents applicable to discoveries arising from their research should seek advice from Canadian Patents and Development Limited, 275 Slater Street, Ottawa, Ontario, Canada, K1A 0R3.

### **Indirect Costs Policy**

The Lung Health Foundation 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).

### **Unspent Balance**

Any unspent balance that remains following the end of the grant must be returned to the Lung Health Foundation **by December 31, 2021 at the latest**. However, the Lung Health Foundation will consider written requests for use of the unspent balance as a limited-time extension of the original grant.

### **Inability to Complete Research**

The institution is responsible for advising the Lung Health Foundation promptly if the grantee is unable for any reasons to carry out or complete the research for which the grant was given.

### **Acknowledgements**

The support of the Lung Health Foundation should be acknowledged in any publication arising from research supported by the award. Copies of abstracts and publications arising from the LHF BaO Breathing Breakthrough Challenge award-supported research should be forwarded to the Lung Health Foundation at the time of the publication.

### **Location of research**

LHF BaO Breathing Breakthrough Challenge award funds may only be used to support research conducted in Canada (with the primary site being in Ontario).

### **Employment Under Grants**

Guidelines for employment are the same as CIHR. For details, please see the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide tri-council website: [www.nserc-crsng.gc.ca/Professors-Profsseurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp#compensation](http://www.nserc-crsng.gc.ca/Professors-Profsseurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp#compensation)

- A. Technicians and research assistants may be employed under grants. The university'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 university or institution concerned. Investigators who seek funds for the employment of research assistants must describe the role of the individual in the research project. Provision may not be made under grants for the employment of 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 student support will be limited to CIHR guidelines.
- B. Individuals paid from Breathing as One grants are not employees of the Lung Health Foundation. Employer contribution 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 Lung

Health Foundation's grants, and the cost of such contributions may be charged to the appropriate grant.

- C. Grantees or co-grantees shall not receive remuneration from any funds provided by the Lung Health Foundation through its grant programs. The regulations of the university with respect to the employment of relatives apply also to the use of the Lung Health Foundation's funds for this purpose. Only under exceptional circumstances will the Lung Health Foundation approve payment to members of university staff for consultative or other services. It is important to complete in full the section on other research funds on the grant application. The applicant must include an indication not only of other grants received or applied for but also any which may overlap with the present application. Budget, justification and summary page of any ongoing or applied-for grants must be included with the application form.
- D. Funding for graduate students or post-doctoral fellows will be considered as long as:
- the trainee is actively engaged on the proposed research AND
  - justification for salary support is provided, AND
  - all additional sources of funding for the graduate student/post-doc is disclosed. Stipends paid to trainees shall be in accordance with institutional policies and pay scales.

## **Administration**

To facilitate communication of research within our organization, scientific abstracts and lay summaries of LHF BaO Breathing Breakthrough Challenge award-funded research may be released for print and other media. Awards will be posted on the Lung Health Foundation website.

## **Progress/Final Report to the Lung Health Foundation**

It is a requirement of the Lung Health Foundation awards that the investigator(s) document outcomes of the research supported by the LHF BaO Breathing Breakthrough Challenge award. All investigators receiving an LHF BaO Breathing Breakthrough Challenge award are expected to submit a separate progress report at the end of the funding period.

The support of the Lung Health Foundation should be acknowledged in any publication arising from research supported by the award. Copies of abstracts and publications arising from the LHF BaO Breathing Breakthrough Challenge award-supported research should be forwarded to the Lung Health Foundation at the time of the publication.

## **Indemnification**

The Lung Health Foundation, its directors, officers and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring as a result of these applications.