

## 2024 Career Establishment Research Award Guidelines

### GENERAL INFORMATION

#### *Summary Table of Lung Health Foundation Career Establishment Research Award*

(Please see the Eligibility table on page 2 for detailed eligibility criteria)

Type of Award	Purpose of Award	Eligibility	No. of Awards	Award Amount (\$)	Max. Term (Years)
Career Establishment Research Award	To assist mid-career investigators with the operating support needed to carry out independent research of relevance to lung health.	<p>At the time of application, applicants should:</p> <ol style="list-style-type: none"> <li>1) Have full-time appointments at an eligible CIHR, SHRC, or NSERC institution (please see the Eligibility table below for links to lists of eligible institutions) and must be eligible to hold funds as a Principal Investigator (PI).</li> <li>2) Be within six to ten (6-10) years from the date of their first academic appointment excluding eligible leaves such as maternity, parental, sick, family medical and bereavement leave.</li> <li>3) Have previously been awarded combined operating grant funds of less than CAN\$500,000 as the Principal Investigator/Applicant.</li> </ol> <p><b>Note:</b> Applicants previously awarded a Career Establishment Research Award are ineligible to re-apply for the same award for the succeeding <u>two</u> (2) granting cycles post-award.</p>	3	Up to \$75,000	1

## Application Schedule

Type of Award	Deadline – Intent to Apply Form	Deadline – Full Application	Notification
Career Establishment Research Award	<del>Feb 6<sup>th</sup>, 2024</del> <i>extended to Fri Mar 8<sup>th</sup>, 2024!</i>	<del>March 22<sup>nd</sup>, 2024</del> <i>extended to Mon Apr 15<sup>th</sup>, 2024!</i>	Fall 2024

## AWARD DESCRIPTION

### Career Establishment Research Award

#### Purpose

The Lung Health Foundation (LHF) Career Establishment Research Award aims to increase the capacity and quality of research on lung disease in Canada by providing mid-career investigators with the support needed to carry out independent research. By purposefully dedicating funding to support mid-career scientists, LHF hopes to assist researchers in establishing their programs of research to successfully secure large government grants. This award is intended to be a bridge between early career and fully establishing a developed program of research. The award is intended as a research grant to complete a proposed research project.

#### Eligibility

At the time of application, the applicant must:

1	Have a full-time appointment and must be eligible to hold funds as a Principal Investigator (PI) at one of the following institutions: <ul style="list-style-type: none"> <li>• <a href="#">Canadian Institutes of Health Research (CIHR) eligible institutions</a></li> <li>• <a href="#">Social Sciences and Humanities Research Council (SSHRC) eligible institutions or</a></li> <li>• <a href="#">Natural Sciences and Engineering Research Council of Canada (NSERC) eligible institutions</a></li> </ul>
2	Be within six to ten (6-10) years from the date of their first academic appointment excluding leaves of absence for maternity, parental, medical, family medical, or bereavement purposes at the time of application deadline. ( <i>Note: No accommodation is allowed for professional leave, or time spent on non-research-related duties such as training, sabbatical, or administrative leave.</i> ) <ul style="list-style-type: none"> <li>• In the case of creation of a new faculty position, applicants must submit a letter from the Dean/Chair/Division Director confirming the appointment and outlining the commitments at the time of signing the funding agreement.</li> </ul>
3	Have been awarded combined operating grant funding of <u>less than CAN\$500,000</u> inclusive of funding from home institutions as the Principal Investigator/Applicant at the time of the application deadline. Grants received towards salary support are exempt from the CAN\$500,000 threshold.
4	Not have been a recipient of an LHF Career Establishment Research Award as a Principal Investigator or Co-Principal Investigator for at least <u>two</u> (2) grant cycles succeeding award disbursement.
5	Not have submitted more than one application towards this award as a Principal Investigator within a single funding cycle.
6	Apply with a proposal for a project directly relevant to lung health. Those deemed outside the lung health field will be eliminated from the selection process.
7	Not hold funding from the tobacco industry.

## Award Value and Terms

Up to \$75,000 for one (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 Guide on Financial Administration](#).

## Deadlines

<p><del>Tuesday February 6, 2024</del>  <del>by 4:00pm ET</del> <b>Extended to Friday March 8, 2024 by 4:00pm ET</b></p>	<p>Intent to Apply</p>
<p><del>Friday March 22, 2024</del>  <del>by 4:00pm ET</del> <b>Extended to Monday April 15, 2024 by 4:00pm ET</b></p>	<p>Full application</p>

*\*Note: There will be a 24 to 72hr hold between the Intent to Apply deadline and opening of the full application form to allow LHF time for an administrative review. Applicants invited to continue to the full application will be notified via email.*

## Considerations

- Originality, quality, and scientific merit of the proposed research
- Academic training and research experience of the applicant
- Research environment, including institutional support to conduct the proposed research
- Impact of the research on matters of lung health and people who live with lung disease
- Whether a health equity lens has been integrated in the development of the proposed research, where applicable
- Overlap with other operating grants held by the applicant
- Feasibility of the budget justification
- Alignment with LHF strategic goals

## Application Requirements

### Application Instructions

- 1) Prior to submission of the full grant application, applicants must submit an Intent to Apply form, preregistering their intent to apply for the Career Establishment Research Award. Failure to turn in a complete Intent to Apply form by ~~February 6, 2024 at 4:00pm ET~~ **March 8, 2024 at 4:00pm ET** will disqualify applicants from being able to apply for the award.
- 2) The application form and copies of all supporting documentation must be submitted to LHF via [SurveyMonkey Apply](#).
  - Applications or supporting documentation received via email or post will not be accepted.
  - Information in the full application must remain consistent with information provided in the Intent to Apply form.

***It is the applicant's responsibility to ensure any content needed from external parties (e.g., letters of collaboration) are received by LHF within the electronic application form by the deadline of ~~March 22, 2024 at 4:00pm ET~~ April 15, 2024 by 4:00pm ET.***

### Notes on Documentation

- 1) 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 1 inches around the page is needed. No photo-reduction except for figures.
- 2) The applicant should keep original copies of all supporting documents on file for future reference if required.

***LHF 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 Formatting

The grant proposal is a **maximum of five (5) pages**, excluding references, tables, charts, figures, and photographs. Additional materials (tables, charts, figures, etc.) must not exceed an **additional five (5) pages**. References are not subject to a page count. Representative publications may be uploaded as appendices but **cannot exceed three (3) pages** in number. The proposal should focus on the hypotheses/research questions, the background (no more than one page on the background) and the approach. Applicants should focus on explaining methods where they are critical to the application and avoid explaining detailed technical methods.

### Investigators and Co-Applicants (Research Team)

Applications may **not** be submitted by more than one Investigator (i.e., the Principal Investigator). 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).

### Ethics Approval

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

### Budget Justification

- 1) **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.
- 2) **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.

In addition, for maintenance and/or equipment items listed, indicate:

- a. the availability and status of similar equipment;
  - b. the anticipated extent of utilization;
  - c. the reasons for choice of specific type, model or service contract, in relation to alternatives;
  - d. 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.
- 3) **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.

- 4) **Materials and Supplies:** Provide details and justify/explain major items. Do not simply list items.
- 5) **Others:** Provide justification/explanation for each item listed.
- 6) **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.
- 7) **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.

**Note:** Applicants must identify the institution through which funds would be administered by its business number as registered through the Canadian Revenue Agency. (*For details, please refer to <https://www.canada.ca/en/services/taxes/business-number.html> and inquire through your institution's Financial Office*).

## Review Process and Criteria

All complete applications submitted by the deadline will undergo a rigorous scientific review process. Assigned reviewers will have knowledge or expertise in the subject matter of the given proposal. Peer reviewers may include external reviewers identified by the applicant, when possible. Reviewers will not include individuals who have a conflict of interest with a given application.

Two peer reviewers will be assigned to each application and will evaluate proposals based on the following criteria:

- Research approach/ research design and methodology – 25%
- Originality – 20%
- Applicant – 20%
- Research environment – 10%
- Research impact – 25%

Applications will be primarily evaluated on scientific merit based on criteria established by the CIHR.

Reviewers will also be asked to consider Equity, Diversity and Inclusion (EDI) in the proposal as well as the budget justification, but these elements will not contribute to the final score at this stage.

The highest-ranking applications will move on to a review panel and a consensus score will be reached.

The highest ranked applications from the review panel will be forwarded to the Research Advisory Committee (RAC) for final review.

In the final stages of review by the RAC, alignment with LHF goals, knowledge mobilization, EDI and patient and donor perspectives will also be considered along with scientific merit.

## 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 LHF should be obtained before undertaking any major changes in the way in which the award is spent. LHF-funded research and training 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 professional or 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 LHF. Transfer of equipment requires, in addition, the approval of the institution where the grant was originally held.

### Patent Rights

LHF 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 a grant. 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

LHF 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 LHF by a predetermined deadline as outlined in the contract drawn up at the time of funding acceptance. However, on a case-by-case basis, LHF 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 LHF promptly if the grantee is unable for any reason to carry out or complete the research for which the grant was given. LHF will consider written requests for a limited-time extension of the original grant.

### Acknowledgements

The support of the LHF should be acknowledged in any publication arising from research supported by the award as outlined in the funding agreement. Grant recipients will be provided with exact wording to be used in acknowledgements. Copies of abstracts, lay summaries and publications arising from the Career Establishment Research Award should be forwarded to LHF in accordance with the schedule outlined in the funding agreement.

To facilitate communication of research funded by LHF, scientific abstracts and lay summaries of Career Establishment Research Award-funded research may be released for print and other media. Awards will be posted on the LHF website, social media, newsletters and interactive online platforms.

The awardee 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 LHF. Additionally, they should agree that LHF will thereafter reserve the right to use the applicant's likeness to promote the benefits of receiving research funding through LHF.

### Location of research

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

### 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](#).

- 1) 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.
- 2) Individuals paid from grants are not employees of the LHF. 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 LHF's grants, and the cost of such contributions may be charged to the appropriate grant.
- 3) Funds provided by the LHF through this award are not to be used as salary support for the awardee. The regulations of the university with respect to the employment of relatives also apply to the use of the LHF's funds for this purpose. Only under exceptional circumstances will the LHF 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.

- 4) Funding for graduate students or post-doctoral fellows will be considered as long as:
  - a. the trainee is actively engaged on the proposed research;
  - b. justification for salary support is provided; and
  - c. all additional sources of funding for the graduate student/post-doc are disclosed. Stipends paid to trainees shall be in accordance with institutional policies and pay scales.

### **Progress and Final Reports to LHF**

It is a requirement of the LHF that the awardee(s) document outcomes and impact of the research supported by awards.

Applicants should be aware that if they receive a Career Establishment Research Award in 2023-2024, they will be expected to submit progress reports and meet with LHF at prescribed intervals according to the conditions and schedule as outlined in the funding agreement.

The support of the LHF must be acknowledged in any publication arising from research supported by the award using this text: *"This research was funded through a Lung Health Foundation Career Establishment Research Award"*.

Copies of abstracts and publications arising from the Career Establishment Research Award-supported research should be forwarded to the LHF at the time of the publication via [researchadmin@lunghealth.ca](mailto:researchadmin@lunghealth.ca).

### **Indemnification**

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