|  |  |  |
| --- | --- | --- |
| **cdf** | Application Number | *(Office use only)* |
|  |
| 2017 RESEARCH GRANT APPLICATION (Submission Deadline: February 27, 2017) |
| Nominated Principal Investigator (MUST hold a primary academic appointment in a Dermatology Division or Department)  |
| Surname      | Given Names      |
| Project Title:      |
| Amount requested:       |
| Mailing Address of Nominated Principal Investigator:      | Primary location where research will be conducted if different from mailing address: [specify all the building(s) and institution(s) involved]      |
| Telephone:      | Fax:      | Email:      |
| CERTIFICATION REQUIREMENTSIf this research will involve any of the following, check the appropriate box(es). If the grant is awarded, the necessary certification requirements must be met in accordance with policies on ethical conduct of research.  |
| [ ]  Human subjects  |  [ ]  Human stem cells |  [ ]  Animals  | [ ]  Biohazards  | [ ]  Environmental assessment  |
| Status of certification application (if applicable): [ ]  Approved (certificate appended) [ ]  Pending |
| LAY INFORMATIONThe following information will be used to inform donors and the public about the research that is supported by the Canadian Dermatology Foundation. **Title of Lay Abstract** (two lines maximum):      |
| Lay abstract (suitable for preparation of a press release and/or posting on the CDF website)Provide, in 15 lines or less, a non-technical summary of your research, written in simple clear language suitable for a LAY audience. The summary should indicate how your research will be of benefit to dermatology and patients afflicted with skin disease. A separate scientific summary must also be submitted (see instructions for preparation of application attachments). This lay abstract should be written at a grade 6 comprehension level.       |

|  |  |
| --- | --- |
| Name of Nominated Principal Investigator:      | Amount requested:       |
| **INSTITUTIONAL SUPPORT** Institution (must be Non-Profit) which will administer project funds (i.e. Institution to which funds will be paid):      |
| Name of signing officer,Title or position (e.g. Financial Officer, Grants Administrator, etc), Complete contact information including mailing address, and Business Tax number for institution:*(All requested information MUST be provided)* | Name:       Telephone:      Title:      Address:                   |
| Business Number (BN) of Institution (15 digit):       |
| Declarations and Signatures of (1) Institutional Officer and (2) Head of Department |
| Declaration: The nominating institution recommends the above candidate for the proposed research award and undertakes: (1) to provide adequate accommodation and research facilities, (2) to provide the candidate with an appointment which allows him/her the time to pursue the proposed research (e.g. a faculty appointment for those working in a University or affiliated Institution) and freedom to publish the results of the research in the public domain, and (3) to ensure that the funds provided by the Canadian Dermatology Foundation (CDF) are used for the purpose of conducting the research project described in this proposal and that all appropriate ethics approvals have been obtained prior to the use of any funds. Nonadherence to CDF grant policies will result in recovery of funds from the institution by the CDF.In addition, by signing below, the nominating institution also agrees to the following ***GRANT REPORTING REQUIREMENTS:**** Two years two months after the start of the funding period, the host institution must attest in writing to the CDF that none of the funds have been used to support the salaries of any of the Principal Investigators (PI’s) or named Co-investigators on the grant.
* The CDF does not pay for any indirect research costs. The host institution must therefore warrant that no indirect infrastructure research costs (i.e. “institutional overhead”) have been paid from the CDF grant. This can be reported at the same time as the report confirming compliance with the regulation regarding salary payments.
* Any unused funds at the end of two years must be reported to the CDF. PI’s must obtain written permission from the CDF via the Scientific Advisory Committee Chair to extend the use of funds beyond the two year funding period. Otherwise the unused funds must be returned by the host institution to the CDF for redistribution in a subsequent competition.
 |
| Print Name of **Institutional Signing Officer**      | Print Name of **Department Head** *(Division Heads are ineligible to sign this section)*:      |
| Signature (Institutional Officer): | Signature (Department Head): |
| Date:       | Date:       |
| Declaration(s) and Signature(s) of Investigator(s)\* |
| List all applicants and their roles in the following order: (1) Nominated Principal Investigator, (2) Principal Investigators, or (3) Co-Investigators. Only one individual may serve as the Nominated Principal Investigator. By signing, all applicants acknowledge that they are eligible to hold a CDF grant through the above listed institution, and that they have read, understood, and agree to the terms of the CDF grant process. |
| Last Name      | Given Names      | RoleNominated Principal Investigator | Signature |
| Last Name      | Given Names      | Role (choose from pull-down menu) | Signature |
| Last Name      | Given Names      | Role (choose from pull-down menu) | Signature |
| Last Name      | Given Names      | Role (choose from pull-down menu) | Signature |

\* Graduate students and Postdoctoral Fellows are not eligible to apply for CDF grants. Dermatology Residents in RCPSC programs are eligible to apply and serve as the Nominated Principal Investigator, but MUST have an eligible Faculty Supervisor listed as a Principal Investigator on the application. This Faculty Supervisor must have a primary academic appointment in a dermatology department or division in Canada; see page 3. An investigator may serve as the Nominated Principal Investigator for only one grant application each year.

|  |  |
| --- | --- |
| Name of Nominated Principal Investigator:      | Amount requested:       |
| IS THE NOMINATED PRINCIPAL INVESTIGATOR A RESIDENT IN A CANADIAN DERMATOLOGY PROGRAM?[ ]  No[ ]  Yes If YES, please specify the name of the Faculty Supervisor who will be responsible for maintaining the research financial account (The supervisor must be named as a Principle Investigator and must provide their signature on page 2 of the application form) Name of Faculty Supervisor:       |
| YOUNG INVESTIGATOR’S AWARDIs the Nominated Principal Investigator applying for a Young Investigator’s award (i.e. Faculty appointment within the past 5 years)? [ ]  Yes If YES, indicate the year of faculty appointment:       |
| WHO WILL DO THE ACTUAL WORK?      |
| **INSTRUCTIONS AND FINAL CHECKLIST FOR SUBMITTING APPLICATIONS** |
| The completed application must be sent via email no later than midnight (Eastern Standard Time) February 27, 2017 to:Dr. John F. ElliottChair, Scientific Advisory CommitteeCanadian Dermatology Foundationscientific-chair@cdf.ca**No documents have to be sent by mail or courier.****Submission checklist:** A complete application will consist of ALL of the following, combined into a single .pdf document:[ ]  Completed Research Application Form (Pages 1-3). [ ]  Scientific Summary of Research Proposal (Page 4).[ ]  Detailed Research Proposal (Pages 5a up to 5g). A MAXIMUM OF 7 (SEVEN) PAGES IS ALLOWED. The text is limited to a 12 point font with a minimum margin width of 1 inch on all sides. This 7 page limit excludes references, figures, and tables, which can be included as appendices to the main grant proposal. No additional text beyond figure and table legends can be added to the appendix. Do NOT include any publication reprints in the appendices. Applications where the grant proposal exceeds the page limit or where publication reprints have been included in the appendices risk being disqualified from the review and funding process. [ ]  Budget details and justification (Pages 6a, 6b, 6c). A maximum 3 pages, outlining a one year budget. Note that this may be spent over 2 years if desired.[ ]  List of previous peer-reviewed publications supported by the Canadian Dermatology Foundation for all applicants and co-applicants in the previous 10 (ten) years (i.e. 2007‑present). Number these pages as “Pages 7a, 7b, etc; the heading of this section should read: “Peer-Reviewed Publications Supported by the Canadian Dermatology Foundation”. Do NOT list abstracts or presentations in this section; only published or accepted peer-reviewed publications should be included. Do NOT forward any publication reprints. If there are no publications, this page should still be submitted with a statement to that effect.[ ]  Curriculum vitae for Nominated Principal Investigator, Principal Investigator(s), and Co-Investigator(s)—including publications from the past 5 years.[ ]  Email the digital version of the full grant application (all of the above documents, converted to PDF format electronically and bound into a single .pdf document) to Dr. John Elliott at scientific-chair@cdf.ca. Scanned documents WILL NOT be accepted (except for Signature Page, see next point). The file should be named “Last Name, First Name\_CDF Grant Application 2017”. Note: If the final .pdf document is too large to be emailed, it can be broken into a maximum of 4 separate .pdf files, named “Last Name, First Name\_CDF Grant Application 2017\_Part1”, “Last Name, First Name\_CDF Grant Application 2017\_Part2”, etc.[ ]  Once all signatures have been obtained, page 2 of the application form should be scanned to PDF format and emailed to Dr. John Elliott at scientific-chair@cdf.ca. This document must also be received no later than midnight (Eastern Standard Time) February 27, 2017. The file should be named “Last Name, First Name\_ CDF Grant Application Signature 2017”. The original signature page must be kept on file by the applicant, and produced if requested by CDF. You will receive an email acknowledgement of receipt of your completed application. If you do not receive this acknowledgement by March 14, 2017 please contact Dr. John Elliott at scientific-chair@cdf.ca or Pamela Belfer at pbelfer@dermatology.ca. |
| **Note: The administrative password for unlocking Microsoft Word form fields in order to enter special symbols/fonts is “cdf” –all lower case.**  |

|  |
| --- |
| How to prepare and format all attachments: Investigators are strongly encouraged to follow the guidelines below, which have been developed to facilitate the review of your grant. * In the header of each page, indicate your name, the project title, the amount requested, and the section title (e.g. “Scientific Summary of Research Proposal”, “Detailed Research Proposal”, “Budget”, etc.).
* At the bottom of each page clearly indicate the page number (e.g., 4, 5a, 5b, 5c, 6 etc.).
* A minimum margin of 2.5 cm/1 inch on all sides is mandatory for page 4 and beyond (note: headers and page numbers can go closer than this).
* Observe page limitations; additional pages risk disqualifying the application from being reviewed.
* Format the digital document so that it can be printed directly onto letter sized paper (21.25 X 27.5 cm / 8.5 X 11 inches) if reviewers desire.
* For page 4 and beyond, use a minimum font size of 12 point, black ink, maximum of six lines per inch. No condensed type or spacing.
* A line spacing of six lines per inch should only be used if required to fit within the page limitations—otherwise a more generous spacing is recommended (i.e. single spaced rather than exactly 12 points).
* No supplementary audio or video material will be accepted.
 |
| Scientific Summary of Research Proposal - Attach ONE page numbered Page 4Grant applicants should summarize the objective(s), hypothesis, and research plan in ONE page only.  |
| Detailed Research proposal numbered Page 5a, 5b, 5c etc.Applicants should provide a clear, concise description of their research proposal including purpose/hypothesis, related previous work, methods, and significant references. Adhering to a maximum of 7 (seven) pages is mandatory. The application should also indicate how the proposed research will enhance dermatology and patients afflicted with skin disease. Page limits do not include references, tables, and figures. Legends to these must be succinct. Detailed descriptions of methods and discussion of results can only be included in the body of the proposal—they must not be in the legends. Questionnaires and consent forms may be attached as appendices, where applicable. Do NOT include publication reprints in the appendix.  |
| Budget Details and Justification numbered Page 6a, 6b, 6c (a maximum of 3 pages)A one year budget should be presented in sufficient detail to allow the reviewers to understand how the funds will be spent. A brief justification or explanation must be provided for each line item. Personnel expenses, equipment, and supplies must be listed separately. Note that although a one year budget is required, and ideally the funds would be spent over one year, if desired they may be spent over two years. Two years represents the total funding period for all grants, and only in exceptional circumstances will a further one year extension be conferred upon request. |
| List of previous peer-reviewed publications supported by the Canadian Dermatology Foundation. Pages 7a, 7b, 7c, etc.For all investigators named on page 2, list all peer-reviewed publications produced in the previous 10 (ten) years (i.e. 2007-present) where funding from the Canadian Dermatology Foundation provided support. Number these pages as “Pages 7a, 7b, etc; the heading of this section should read: “Peer-Reviewed Publications Supported by the Canadian Dermatology Foundation”. Do NOT list abstracts or presentations in this section; only peer-reviewed publications should be included. Do NOT include publications that were not supported by the Canadian Dermatology Foundation—these should be listed in the appropriate Curriculum Vitae instead, where only the past 5 years of publications are required.  |
| Curriculum VitaeA curriculum vitae must be submitted for each investigator listed on page 2 of the Research Application form. The Canadian Dermatology Foundation will accept CV’s prepared through the Canadian Common CV Website (https://ccv-cvc.ca/indexresearcher-eng.frm). If using the Common CV to prepare your CV, it should be formatted according to CIHR (Canadian Institutues of Health Research) guidelines for an “Application CV”. Although the Canadian Common CV format is preferred, CV’s will also be accepted in conventional academic format (i.e. according to standard university requirements), but with a page limit of 20 pages\*. In addition to personal details, all CV’s must include the following information:* Publications from the past 5 years
* Grant funding currently held, including sponsor, title, and amount.
* Grant funding held in the last 5 years, including sponsor, title, and amount.
* IMPORTANT: List ALL other sources of funds that have already been committed to the proposed project, and describe any potential overlap between the existing funds and the Budget described on pages 6 of the present CDF grant application.

\*Note that if a CV is not submitted in Canadian Common CV format, **the page limit will be strictly enforced**. For conventional CV’s, inclusion of pages in excess of the 20 page limit will risk disqualifying the grant from being reviewed. |