

CDF Research Grant Application

GUIDELINES FOR RESEARCH GRANTS

1. The research must be of good quality and directly related to dermatology. Both basic research and clinical/epidemiological research are encouraged. Dermatologists who received a faculty appointment within the past 5 years are especially encouraged to apply, and these junior faculty members/young investigators will be given special consideration in the review process.
2. The Nominated Principal Investigator may be a dermatologist or non-dermatologist, but in all cases must be a faculty member with a primary appointment in a Canadian university division or department of dermatology. Grant co-applicants can include additional Principal Investigators and/or Collaborators, but there can be only one Nominated Principal Investigator. Dermatology Residents enrolled in a Canadian training program accredited by the Royal College of Physicians and Surgeons of Canada are eligible to apply for research funding from the Canadian Dermatology Foundation. Dermatology Residents may apply as Nominated Principal Investigator, but in this case they must have a Faculty Supervisor who will serve as a Principal Investigator on the application. This Faculty Supervisor must hold a primary appointment in a Canadian division or department of dermatology.

Applicants are strongly advised to consult with the Chair of the Scientific Advisory Committee well in advance of the application deadline if there are any questions regarding eligibility of a proposed Nominated Principal Investigator

3. The Nominated Principal Investigator must be directly and significantly involved in the project and must be able to conduct the proposed research as evidenced by recent and relevant publications, grants funded, etc. Any given individual can serve as a Nominated Principal Investigator for only one grant application each year.
4. The application must include details of the proposed research, budget, and the CVs of all investigators. The application must also include details of current research funding from all sources for all investigators included in the application.
5. The support will be for a one-year research project, although funds can be spent over a period of up to two years if desired. 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. Permission to spend the funds over one additional year (i.e. total 'spending-out' period of 3 years) will only be conferred under exceptional circumstances.
6. Funding will not be provided for salary support of a dermatologist, resident or fellow.
7. Funding CANNOT be used to purchase:
 - a. equipment that is fee generating (e.g. Narrowband UVB phototherapy equipment)
 - b. equipment that is ordinarily funded by a hospital or university division (e.g. microscopes, digital cameras)
 - c. equipment that is available to the investigator on a shared basis (e.g. ultracentrifuge)

- d. personal computing devices such as desktop computers, laptops, iPads, etc.
If a critical piece of equipment is not available by any other means, applicants are encouraged to explore the possibility of renting for the duration of the project
8. At least one grant each year will be awarded to a young investigator within 5 years of initial appointment as a faculty member. If no such application is submitted, the funds will remain in the general funding pool for that year.
9. The Canadian Dermatology Foundation must be officially recognized as a funding source in all presentations or publications arising. Whenever ANY CDF-funded work is accepted for publication in a peer-reviewed journal, grant awardees are expected to email a .pdf copy of the paper to the Chair of the Scientific Advisory Committee. In addition, for each of the applicants, the grant application must include a list of all peer-reviewed publications within the past 10 years arising from work supported in whole or in part by the Canadian Dermatology Foundation.
10. All successful applicants are expected to receive their grants in person at the awards ceremony during the course of the Annual Conference of the Canadian Dermatology Association. If the awardee is unable to attend because of extenuating circumstances, they must be represented at the awards ceremony by a member of their division/department.
11. It is the responsibility of the Nominated Principal Investigator to ensure that their grant application will comply with these rules completely before the application is submitted. No changes will be allowed to any grant application after the deadline for submission has passed.

The value of grants fluctuates from year to year depending on available funds. Currently, the CDF expects to allocate several Research Grants ranging from \$5,000 to \$75,000.

Please ensure that you enter the correct Business Number (BN) of your institution's "charity account". This is a 15 digit alphanumeric identification issued by the Canada Revenue Agency.

NOTE: The BN of the "charity account" is somewhat different from your institution's BN for "regular" business activities. Obtain the appropriate BN from your Grants Officer.

Further advice may be obtained by contacting Dr. John F. Elliott scientific-chair@cdf.ca.

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 were 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.

- Failure to comply with the grant reporting requirements will be considered in the evaluation of future grant applications from the applicant and any researchers from the same institution.

(Revised November 2017)