

## Canadian Dermatology Foundation Detailed Application Instructions and Common Pitfalls in Grant Applications 2017 Competition

**1. Deadline.** The deadline for this year's CDF grant competition is February 27, 2017. All grant applications must be received by email by February 27, 2017. It is not possible to revise or reconsider any incomplete applications after the deadline has passed. If you have any doubt about what to include in your application, or if you are uncertain about the eligibility of any aspect of your grant, you are strongly encouraged to consult with the Scientific Advisory Committee Chair well in advance of the deadline. The full grant application must be submitted in PDF format generated electronically (not scanned) to Dr. Elliott before the deadline. The file should be named "Last Name, First Name\_CDF Grant Application 2017". \***Note:** The only page that may be scanned is the completed signature page.

**2. Only complete applications will be reviewed.** It is absolutely essential that ALL requested information be provided. Incomplete applications WILL NOT be eligible for review and funding. Missing information will render an application incomplete. If there are questions related to a specific part of the application, applicants are encouraged to consult in advance with the CDF Scientific Advisory Committee Chair (Dr. John Elliott, scientific-chair@cdf.ca). It is the responsibility of the applicant to ensure that all requested information is provided by the deadline.

**3. All Nominated Principal Investigators must hold a primary appointment in a Canadian university Dermatology division or department AND must clearly demonstrate that they have a significant role in the research project.** The nominated principal investigator must demonstrate that they will play a significant role in conducting the research program. Signing on a nominated principal investigator solely to fulfill the requirement for having someone who holds a primary academic appointment in dermatology is not acceptable.

**4. Complete Grants Administration Office information is mandatory.** In the past several applicants did not provide the name of the institutional Grants Administration Officer (or equivalent position) and the CRA (Canada Revenue Agency) business number for their institutions (i.e. institution's "charity account" number). This results in major delays in processing grant payments to investigators and extra administrative work for the CDF office. The complete mailing address and phone number for the institutional Grants Administration Officer must be provided at the time of application or the grant will be deemed incomplete. In some instances applicants have filled out this section by stating that this information will be provided if the grant is awarded. Such applications will be deemed incomplete and ineligible for funding.

**5. Signatures.** The signature of the department head for the principal investigator must be obtained. It is not acceptable for the principal investigator to sign off on his/her own grant application as the "department head". In these cases the signature of the Dean should be obtained. Division Heads are not eligible to sign on behalf of the department head. The signature of the institutional signing officer for grants administration is also required on the grant application form. This is in addition to the signature of the department head. Please be certain that you get the signature from the correct individuals. Department heads are usually NOT the same as the institutional signing officer for grants administration.

**6. Resident Applicants as Nominated Principal Investigators.** Residents currently enrolled in Canadian dermatology programs accredited by the Royal College of Physicians and Surgeons of Canada are eligible to apply for grant funding from the CDF. Residents can serve as Co-Investigators, Principal Investigators, or Nominated Principal Investigators. It is expected that if a resident serves as the Nominated Principal Investigator, they will be assuming the majority of the work involved in the project including design and project management. This role should be described somewhere in the grant proposal section on pages 5a-g. Residents who are applying as the Nominated Principal Applicant should indicate their status on the application form page 3 in the appropriate box. The name of

the supervising dermatology faculty member who is responsible for managing the research finance account must be specified on the application form on page 3.

7. **Certification.** Please indicate which forms of certification will be required by the host institution in order for the proposed research to proceed. The investigators are responsible for ensuring that all appropriate institutional approvals are in place before the research can begin. Copies of all institutional approvals should be retained by the investigators and made available to CDF upon request.

8. **Lay abstracts.** Lay abstracts are important for the CDF to publicize the work that it supports and for reporting back to its sponsors and members. These abstracts are meant to be understandable by the lay public and should be written no higher than the grade 6 level. Lay abstracts will be reviewed by a lay review panel. Although these abstracts will not be factored into the adjudication for scientific review, the CDF reserves the right to withhold funds and request a re-write of the lay abstract if it is deemed to be too technical and jargonistic.

9. **A maximum of 7 (seven) pages is allowed for the formal proposal (pages 5a up to 5g).** 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. Pages of the grant proposal in excess of the page limit will be removed from the application before being forwarded to the reviewers. This is to streamline the review process and ensure that it is fair for all applicants. If you need to add special symbols or fonts, the administrative password for unlocking the Microsoft Word form is “cdf” – all lower case.

10. **CV format for CDF competition.** The preferred CV format is the "Common CV" ([www.commoncv.net](http://www.commoncv.net)). If using the Common CV system, format and validate the CV according to the "CIHR format" and submit appropriate .pdf's. All of the applicants and co-applicants must submit a separate CV. Other CV formats are acceptable, but it is essential that they include details related to current and prior research experiences, as well as current and past (last 5 years) funded research projects. There is no page limit for CVs submitted in Common CV format. CVs submitted in any other format have a 20 page limit.

11. **Reporting Requirements by Host Institution and Grant Recipients.** The host institution must comply with reporting requirements as specified under the “Guidelines for Research Grants” of the CDF.

12. **Previous work supported by the CDF.** Each applicant should include on an extra page (or pages) numbered "Page 7a, 7b, etc." a list of all peer reviewed publications that have been supported by prior funding from the CDF in the previous 10 (ten) years (i.e., 2007-present). If there are no previous publications, page 7a should still be submitted with a statement to that effect.

Updated November 2016