

## CDF Grant Applications – Guidelines

**Preamble.** Detailed instructions are contained within the RESEARCH GRANT APPLICATION FORM itself – please read these first, since they represent the ‘final word’ on how the application should be completed.

1. **Deadline.** All grant applications must be received by email by the deadline (Midnight EST on the last Monday in February). 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) and emailed to the CDF Scientific Advisory Committee Chair before the deadline. The file should be named “Last Name, First Name\_CDF Grant Application XXXX”, where XXXX is the current year. **\*Note:** The only page that may be scanned is the completed signature page. See the RESEARCH GRANT APPLICATION FORM for further details (e.g. if the PDF file is too big to send in a single email).

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 (scientific-chair@cdf.ca). It is the responsibility of the applicant to ensure that all requested information is provided by the deadline.

3. **The Principal Investigator must be CDA Members or Associate, and must hold a primary appointment in a Dermatology Department or Division of a Canadian University and must clearly demonstrate that they have a significant role in the research project.** Signing on a principal investigator solely to fulfill the requirement for having someone who holds a primary academic appointment in dermatology is not acceptable. Research Associates cannot be PI’s on CDF applications. This is in keeping with CIHR guidelines which state: "Research Associates are not independent researchers", but rather "They work under the supervision of a Principal Applicant".

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.** 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. In this case,

residents serve as ‘Dermatology Resident Researchers’, under the oversight of a Principle Investigator (PI), who holds a primary appointment in a Canadian Dermatology Department or Division. The PI’s name goes on the first line of the application form, and the Dermatology Resident Researchers name goes on the third line of the application form, immediately under the ‘Project Title’. Also on the header of subsequent pages of the grant, **both the PI’s name followed by the resident researchers name** should be listed. It is expected that if a resident serves as the Dermatology Resident Researcher, 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 body of the grant proposal. Note that if a PI is applying for their own CDF grant, they are not eligible to also be the PI on a resident-initiated grant in the same competition. The idea is: ‘one application per PI per competition’. Note also that if a PI holds their own two-year CDF grant, they would not be eligible to sponsor a resident-initiated grant, at least for the period where they held their own grant. The idea here is: ‘one PI, one two-year grant’. There is no funding limit for resident-initiated grants.

**Additional comment on Resident Applications:** At a practical level, if a resident wishes to submit a grant, they would need to find a PI who is not themselves planning to submit their own grant. This may not be ideal, but one of the goals of the new two-year grants program was to achieve an outcome of ‘one PI, one two-year grant’. Also we wanted to eliminate any ambiguity about the question: “On a resident submitted grant, who is actually the PI?” by having the PI’s (i.e. faculty-member’s) name always stated on the very first line of the application, no matter if it is a resident-initiated grant or a more usual faculty-initiated grant.

**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 supporters 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 jargon-filled.

**9. A maximum of 7 (seven) pages is allowed for the formal proposal (Pages 5 up to 11).** 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" (<https://ccv-cvc.ca/>). 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 also perfectly acceptable, but it is essential that they include details related to current and prior research experience, 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 "Pages F1, F2, etc" a list of all peer reviewed publications that have been supported by prior funding from the CDF in the previous 10 (ten) years. If there are no previous publications, page F1 should still be submitted with a statement to that effect.

**Additional comments:**

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. 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 Principal Investigator.
3. The support will be for a two-year research project. 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.
4. Funding will not be provided for salary support of a dermatologist, resident or fellow.
5. 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
6. 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.
7. 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.
8. 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.

9. It is the responsibility of the 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.

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 [scientific-chair@cdf.ca](mailto:scientific-chair@cdf.ca).**

### **GRANT REPORTING REQUIREMENTS**

- Each funded principle investigator must submit a progress report at the end of year 1 in order for CDF to release the year 2 funds.
- Each funded principle investigator must submit a final report at the end of year 2 in order for CDF to release any new funds coming to them in any subsequent 2-year cycle of funding.
- 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.