

2015 Transformative Grant Program

Application Instructions



TVN funding competitions follow the Tri-Council Guidelines. All questions related to partner eligibility, budget considerations (e.g. in-kind eligibility) and HQP follow the Tri-Council Guidelines (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/index_eng.asp). Applicants should also direct these and similar questions to their host institution's research services office/unit for further assistance.

Please note that all information must be provided in English.

i) Pre-Application Intent to Apply: Information and Instructions

DEADLINE: A pre-application Intent to Apply must first be submitted by 5 pm ET on October 1, 2015 to apply@tvn-nce.ca.

- The Application Package will only be considered if the pre-application Intent to Apply has been properly submitted. Please read the Application Package Instructions below before completing your application package.
- The pre-application Intent to Apply can be found in the [2015 Transformative Grant Program section at \[www.tvn-nce.ca\]\(http://www.tvn-nce.ca\)](#).
- A TVN File # (e.g., TG2015-##) will be emailed to the Project Leader once the pre-application Intent to Apply has been received. The TVN File # must be used for all future correspondence and submission of the final Application Package (See below for further details.)
- Please note that after submission of the pre-application Intent to Apply, no additional Principal Investigators or Co-Investigators may be added to the project.
- Please review the [Project Team Roles for TVN Funded Grant Programs](#) to ensure that Principal Investigators are eligible to receive TVN funds.

ii) Application Package: Information and Instructions

DEADLINE: The Application package must be submitted by 5 pm ET on December 1, 2015.

- Send the Application Package in **ONE EMAIL** to apply@tvn-nce.ca.
- Also refer to Appendix A: Application Tips
- An Application Package consists of the following documents:
 1. Project Team Information (Excel)
 2. Application Form (PDF)
 3. Partner Letter(s) (PDF)
 4. Principal Investigator CV(s) (PDF)
 5. CV(s)/Resume(s) for Other Project Team Member(s) (PDF)
 6. Budget (Excel) – for each Principal Investigator

7. Required Signatures (PDF) – for each Principal Investigator

Document 1: Project Team Information

Submit a single Excel file named **TG2015-##_Surname_TeamList.xlsx**

(Note: Unless otherwise noted, when naming documents, “TG2015-##” refers to the TVN File # you will receive from TVN after submission of the pre-application Intent to Apply. The Surname refers to the Project Leader’s surname.)

- Complete using the Project Team template (Excel document) from the TVN website.
- DO NOT CHANGE any formatting on the template.
- TVN is not a funding agency, and so our definitions of project roles may not be the same as other funding you apply for. **Please take the time to review the Project Team Roles for TVN Funded Grant Programs** to ensure that you use the correct roles for team members (See Appendix A).
- There is no limit on the number of team members each project may have.
- Please note that after submission of the pre-application Intent to Apply, no additional Principal Investigators or Co-Investigators may be added to the project.
- If you plan to hire HQP, but do not have the names, use “TBD” in the First Name and Surname fields, but complete the remaining fields regarding role on the project, educational level/year, expected duration and % of time, etc.
- **Please take the time to ensure that information is complete, accurate, and correctly entered on the spreadsheet.**

Document 2: Application Form

Submit a single PDF file named **TG2015-##_Surname_App.pdf** (The Surname refers to the Project Leader’s surname).

- Create using the Application Form template (Word document) from the TVN website
- **Include Application # and Project Leader’s name in the header of the document**, e.g. TG2015-## (SURNAME, First Name)
- Single spaced, in Calibri 12 font, with ¾ inch margins. DO NOT CHANGE any formatting.
- Section 2 is limited to a **maximum of 13 pages**.
- You may delete the specific section instructions but do not delete the section headings (appearing in blue in the Word document) or tables.

Document 3: Partners’ Letters

Submit a single PDF file named **TG2015-##_Surname_Partners.pdf** (The Surname refers to the Project Leader’s surname).

- Scanned/PDF partners’ letters, in order listed in Section 3 of Application Form
- See Section 3 of Application Form template for details regarding requiring letter format and content

The letter should be signed by a person at the partner organization with the appropriate authority to authorize the contribution.

Each letter should match the details provided in Section 3 of the Application. Where information differs between the letter and the information provided in the Application, the lesser of the two amounts will be considered in the application review process.

Document 4: Budget

Submit a separate Excel file for EACH PRINCIPAL INVESTIGATOR, each named **TG2015-##_Surname_Budget.xlsx** (The Surname refers to the Project Leader's or Principal Investigator's surname as applicable).

- Submit separate budget for each Principal Investigator; total proposed project budget (for all Principal Investigators) must not exceed \$3M (\$1M/year).
- Create using the Budget template (Excel) from the TVN website.
- **Please note:** the Excel file contains four (4) worksheets. Refer to the first worksheet for budget instructions.

Document 5: Principal Investigator CVs

Submit a single PDF file named **TG2015-##_Surname_PI_CVs.pdf** (The Surname refers to the Project Leader's or Principal Investigator's surname as applicable).

- Single file must contain CVs for all Principal Investigators, in the order they appear in the Project Team List spreadsheet (Document 1 above)
- Full Canadian Common CV in the CIHR format (Academic CV Type) -- **do not submit the CV online; save as a PDF**
- In each CV, include a one-page list of selected publications that are most relevant to the proposal. This list of relevant publications for each Principal Investigator should not exceed one page.

Document 6: CVs for remaining project team members

Submit single PDF file named **TG2015-##_Surname_TeamCVs.pdf** (The Surname refers to the Project Leader's surname).

- Single file must contain summary CVs (or resumés for non-academic team members) for other team members (i.e. not a Principal Investigator), in the order they appear in the Project Team List spreadsheet (Document 1 above)
- Each summary CV or resumé **must be a maximum of 5 pages** and should highlight relevant research, education, and work or volunteer related experience

Document 7: Signatures

Submit a PDF for EACH Principal Investigator named **TG2015-##_Surname_Signatures.pdf** (The Surname refers to the Project Leader's or Principal Investigator's surname as applicable).

- Submit separate completed forms for each Principal Investigator
- Signatures on each form are required from:
 - Principal Investigator
 - Vice-President Research of the host institution of the Principal Investigator (or designate)

Appendix A – Application Tips

The tips that follow are based on the questions we most frequently receive from project leaders. We strongly suggest that you also refer to the Program Guidelines, Tri-Council Guidelines and speak to your host institution’s research services unit before completing any part of the Application.

Document 1	Project Team Information
Role on Project Team	TVN is not a funding agency, and so our definitions of project roles may not be the same as other funding you apply for. Please take the time to review the Project Team Roles for TVN Funded Grant Programs to ensure that you use the correct roles for team members.
Institution/Organization employed by or representing on project team	Many researchers and other team members are involved with different organizations, and have different titles at each. For this application, list the organization most closely tied to the individual’s role on the project team. This is the organization that will be shown in any public communications, and in NCE reporting. Principal Investigators should list the organization/institution that will receive and administer funds from TVN.
Sector of Institution/Organization Primary Role that the individual plays relative to improving care of frail elderly Canadians Discipline which most closely reflects the role cited	As an NCE, TVN is required to report on various statistics concerning participation in our Network. Many team members play multiple roles, or may want to enter a choice not listed. The choices provided in these columns are not intended to be exhaustive, but include those most pertinent to TVN’s activities. Please enter the <u>one</u> choice in each column that most closely aligns with the role the individual will play on the project team.
% Time individual will allocate to project during the life of the project # weeks individual will participate in project	For the purpose of NCE reporting, please list the average percentage time (based on a 40-hour work week) that an individual will spend on the project, during the life of the project. For each TVN fiscal year during the course of the project, please include the estimated number of weeks during which the individual will participate in the project.
“For HQP Only” columns	Training and experience for the next generation of HQP is a key mandate for TVN as an NCE, and HQP participation is an item we must report to the NCE on. However HQP must be directly involved in a meaningful way in the research and/or KT components of the project. All projects must also include HQP who will participate in the TVN Training Program, in varying degrees based on the length and depth of their project involvement. Of these, at least one HQP must participate in the TVN Training Program for the majority of the grant. Please see the Program Guidelines for more details on this requirement.

Project Leader	Where there are multiple principal investigators, the project must select ONE principal investigator to act as Project Leader. All principal investigators will be listed in public communications, but the Project Leader acts as the primary contact with TVN and is responsible for required reporting.
Principal Investigator	A Principal Investigator must hold an academic or research appointment at a TVN network member institution, or other Canadian university, affiliated institution or organization eligible to administer CIHR

	<p>funds. The Principal Investigator must also be eligible to receive CIHR funding. His/her appointment must be in place by the effective date of funding and must not expire before the end date of funding; must allow the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees, and to publish the research results; and must oblige the researcher to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with Tri-council funding.</p> <p>A Principal Investigator leads and is responsible for a research project or defined portion of a research project, with primary responsibility for the intellectual direction of the research, and accountability for the reporting and achievement of related deliverables. She/he assumes administrative and financial accountability for the project or his/her component, including applicable reporting. She/he may supervise students, ensures the participation of students in TVN-funded research projects and the TVN Training Program, and assumes a leadership role with respect to collaboration and networking with other Network Investigators and with partners.</p> <p>Principal Investigators receive TVN funding and must have the funds sent directly to a research account at his/her institution, and the institution must report directly back to the Network on use of those funds (filing an SOA Form 300 report) each year as part of the NCE reporting requirements. Each Principal Investigator must also report details and costing of in-kind and cash contributions each year.</p>
<p>Host Institution</p>	<p>The Project Leader and any other primary investigators must each hold an academic or research appointment at a Canadian university, affiliated institution or organization eligible to receive and administer CIHR funds. If your institution is not currently CIHR-eligible, you may consult the Institutional Eligibility Requirements to Administer CIHR Funds and discuss with the responsible official at your institution.</p> <p>As well as being eligible to receive and administer CIHR funds, the institution must also be willing to execute a Network Agreement with TVN, through which the institution and investigator will become TVN members, and take on all of the associated rights and obligations. It is not necessary for an institution to be a party to the Network Agreement before applying. When an award decision is made, the process to execute a Network Agreement will take place.</p> <p>Where a research project has international co-investigators or collaborators, the international counterparts must support the international portions of the project. Funds can only go towards the Canadian portion of the initiative and cannot be transferred to non-Canadian institutions.</p>

Note: For further information on Project Team Roles visit the TVN website at <http://www.tvn-nce.ca/media/66477/tvn-project-team-roles.pdf>

Document 2	Application Form
Section 1: Project Summary	This should be written in lay terms , and will be used in public communications.
Section 1: Ethics Assessment	Please note that for successful applications, TVN funds will not be released until ethics certification of approval by each host institution's certification committee is received.
Section 3: Partnerships and Letters of Support	<p>Applications will not be considered if they do not include eligible partnerships that total a minimum of 50% of eligible expenses in the TVN funding request.</p> <p>Not all contributions may be recognized by TVN and used in evaluating funding applications. Eligible cash or in-kind contributions must:</p> <ul style="list-style-type: none"> • be from an NCE-eligible partner (under Tri-Council Guidelines) • be committed to in writing by the Partner (please see the Program Guidelines for details)

	<ul style="list-style-type: none"> cover allowable costs and activities (under Tri-Council Guidelines) if in-kind, be relevant and central to the research (i.e. cover incremental expenses that would have been incurred by the project with or without partner contributions) and be appropriately valued (according to Tri-Council Guidelines) <p>Overhead cannot be included as an expense as Principal Investigators' universities/institutions will be eligible to claim federal indirect costs under the Federal Indirect Cost program for TVN funds they receive/administer. Anyone eligible to apply for Tri-Council funding cannot claim their time as an in-kind contribution.</p> <p>To avoid being excluded from funding consideration, applicants are urged to carefully review information on expense eligibility, partner eligibility, and contribution eligibility and valuation.</p> <p>Please consult your host institution's research services unit for assistance in determining eligibility and valuation.</p>
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Document 3	Partner Letters of Support
	<p>Partner letters of support must:</p> <ul style="list-style-type: none"> appear on the letterhead of the partner organization detail the specifics of the contribution and the timeframe that applies match the details provided in the project application be signed by a person at the organization with the appropriate authority to authorize the contribution and commit the organization to providing the resources noted <p>Please note: If partner contributions detailed in the partner letters are not actually provided to the project, TVN funding may be reduced accordingly or discontinued. During the course of the project, TVN, the NCE, or any related auditors may require confirmation of actual support provided.</p>



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