



Request for Proposals: AVOID Frailty Regional Centres for Healthy Aging (RCHA) Grants Competition *FOR INFORMATION ONLY*

- All sections of this form must be completed.
- An Application will only be considered if the Intent to Apply has been properly submitted by the deadline.
- The Intent to Apply is for administrative purposes only and will not be adjudicated.
- Information in this form will be used to determine conflicts of interest when assigning reviewers.
- **The title of proposal, Project Leader, other Principal Investigators and Co-Investigators cannot be changed, nor new team members added after this document has been submitted.**
- Visit CFN's website for project team role definitions <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf>
- This form must be submitted using CFN's online system, Forum Forum (https://forum.tvn-nce.ca/index.php/Main_Page), by **Monday November 1st 2021 Noon ET.**
- For those who do not already have a Forum account, register for one here: <https://forum.cfn-nce.ca/index.php/Special:Register>
- Please note that all information must be provided in English.



Information Required	Enter Information in this Column
Title of RCHA Proposal (Maximum 15 words; appropriate for lay audience)	
Term of RCHA Proposal (Maximum 12 months)	
Funding Requested from CFN (Maximum \$250,000)	
<i>See Appendix for project team role definitions</i>	
Project Leader (PL) (i.e., Principal Investigator responsible for managing project team. He/She will be the primary contact for CFN)	First Name:
	Last Name:
	Email Address:
	Daytime Phone Number:
	Institution that will receive/administer funds:
	Title at Institution/Organization:
Secondary Contact for PL	First Name:

(i.e., Administrative Assistant, Research Project manager, etc.)	Last Name:
	Email Address:
	Daytime Phone Number:
Principal Investigator #1	First Name:
	Last Name:
	Email Address:
	Institution that will receive/administer funds:
	Title at Institution/Organization:
Principal Investigator #2	First Name:
	Last Name:
	Email Address:
	Institution that will receive/administer funds:
	Title at Institution/Organization:
	<i>Note: Insert rows to add additional Principal Investigators</i>
Co-Investigator #1	First Name:
	Last Name:
	Email Address:
	Institution/Organization:
	Title at Institution/Organization:
Co-Investigator #2	First Name:
	Last Name:
	Email Address:
	Institution/Organization:
	Title at Institution/Organization:
	<i>Note: Insert rows to add additional Co-Investigators</i>

<p>Partners: Please list current identified and potential partners for your RCHA proposal and provide the (estimated) amount of cash or in-kind contribution they will be providing. Additional partners can be added in the final proposal.</p>	Partner #1:	Company/Institution Name:
		Contact - First Name:
		Contact - Last Name:
		Title:
		Email Address:
	Partner #2:	Company/Institution Name:
		Contact - First Name:
		Contact - Last Name:
		Title:
		Email Address:
	Partner #3:	Company/Institution Name:
		Contact - First Name:
		Contact - Last Name,
		Title:
	Email Address:	
<i>Note: Insert rows to add additional partners</i>		
<p>Keywords</p> <p>(Max. 10 words that describe Proposal (e.g., Medline headings):</p>		
<p>Non-Confidential Proposal Summary (Max. 500 words; Highlight objectives, milestones, deliverables)</p>		

NATIONAL Scientific Reviewers - Please provide details for a minimum of 3 non-conflicted reviewers that we may contact to review your proposal.	
National Reviewer #1:	First Name:
	Last Name:
	Institution:
	Email Address:
	Phone Number:
National Reviewer #2:	First Name:
	Last Name:
	Institution:
	Email Address:
	Phone Number:
National Reviewer #3:	First Name:
	Last Name:
	Institution:
	Email Address:
	Phone Number:
INTERNATIONAL Scientific Reviewers - Please provide details for a minimum of 3 non-conflicted reviewers that we may contact to review your proposal.	
International Reviewer #1:	First Name:
	Last Name:
	Institution:
	Email Address:
	Phone Number:
International Reviewer #2:	First Name:
	Last Name:
	Institution:
	Email Address:

	Phone Number:
International Reviewer #3:	First Name:
	Last Name:
	Institution:
	Email Address:
	Phone Number:

APPENDIX A:

CFN Funded Grant Programs

Project Team Roles



Project Leader	<p>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 Canadian Frailty Network (CFN) and is responsible for required reporting.</p>
Principal Investigator	<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 CFN-funded research projects and the CFN Interdisciplinary 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 CFN funding and must have the funds sent directly to a research account at his/her institution/organization, 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>
Host Institution	<p>The Host Institution must also be willing to execute a Network Agreement with CFN, through which the institution and investigator will become CFN 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>

Co-Investigator	<p>Co-Investigators cannot receive funds.</p> <p>Co-Investigators may be Canadian or International.</p> <p>Canadians must be employed at a Canadian university or at a Canadian not-for-profit institution or public institution that may or may not have a formal affiliation with a Canadian university. International co-investigators must be employed at a postsecondary institution.</p> <p>A Co-Investigator contributes substantively to aspects of the intellectual direction of a funded research project, and provides a leadership role in aspects of the project and in support of a Principal Investigator with respect to collaboration and networking with other Network Investigators and externally with Network Partners and funders. She/he may, at the discretion of the Principal Investigator, supervise HQP engaged in Network research.</p> <p>Co-investigators do not include most HQP students (undergraduate/masters/doctoral students or candidates) or research associates/assistants. Post-docs/fellows may be co-investigators so long as they meet the other criteria listed above.</p>
Collaborator	<p>An individual whose role in the proposed project is to provide a specific service (e.g., access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, literature searches, access to a patient population, etc.).</p> <p>Collaborators may be Canadian or International. International collaborators cannot receive funds.</p>
Knowledge Users	<p>Those likely to be able to use the knowledge generated through the research project in order to make informed decisions about health policies, programs and/or practices. Their level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs.</p> <p>Knowledge users can be practitioners, policy makers, educators, decision makers, health care administrators, community leaders, or individuals in health charities, patient or advocacy groups, private sector organizations, media outlets, or patients, their families or caregivers.</p>
HQP (Highly Qualified Personnel)	<p>All CFN-funded projects must include HQP trainees who will be <u>directly involved in a meaningful way in the research and/or KT</u> components of the project, and who will also participate in the CFN Training Program. CFN's Training Program has been designed to promote and facilitate interdisciplinary learning and experience for the next generation of HQP by providing opportunities not available within their institutions and/or educational programs.</p> <p>Meaningful involvement in the research components of a CFN-funded project would include such activities such as data collection, data synthesis, report writing, etc., but would exclude tasks that are more related to administration and/or coordination (see "Other Project Roles").</p> <p>HQP can be part-time or full-time undergraduate/masters/doctoral students, post-docs, residents, fellows or working professionals.</p>
Partner	<p>Partners are organizations that contribute cash and/or in-kind resources to projects, according to terms negotiated by the applicants. There does not need to be a formal relationship between CFN and partners in CFN-funded projects. Not all contributions may be recognized by CFN and used in evaluating funding applications. Please consult your institution's Research Services Unit for more information on eligibility.</p>
Other Project Roles	<p>Other individuals not directly associated with the research can be included as part of a project team, but will not be considered HQP or included in the CFN Interdisciplinary Training Program. These roles would be limited to non-professional and usually time-consuming activities such as web updates, data entry, scheduling, minute taking, completion and paperwork distribution, etc.</p>