



2012 CRS Operating Grant Competition

Instructions

Please note that it is mandatory to use the 2012 application form. Forms from previous years will be rejected.

The Cancer Research Society (hereafter called the CRS) is a granting agency involved in the support of basic research in the broad field of cancer. **The Operating Grant** is the principal means by which the CRS supports research activities by independent scientists or small groups of investigators.

Operating grants are usually awarded for a period of two years for a maximum amount of \$60,000 per year. This amount was fixed by the scientific committee in order to fund the greatest possible number of applications. Researchers submitting an application for less than \$60,000 and who qualify for funding will receive their grant for the amount requested. The CRS accepts renewal requests for this program.

In addition to the regular operating grants: Grants in specific area of cancer research

Over the last years, the CRS is proud to offer additional operating grants to the scientific community through its regular competition. These grants on specific types of cancer are additional to the regular operating grants that may apply to the broad field of cancer. The funding of these specific grants is made possible thanks to important partnership that the CRS did develop over the last years with invaluable partners.

This year, for its regular operating grant competition 2012, the CRS is offering additional grants in the three following specific fields:

- **Environment-Cancer:** Up to four (4) grants in this field could be supported through the CRS' Environment-Cancer Fund™. This fund was created by the CRS in 2006 and is dedicated to **compiling a large body of scientific evidence to demonstrate how environmental factors (e.g. living and work conditions, and lifestyle choices) affect one's risk of developing cancer.** Since 2006, the Environment-Cancer Fund™ is financed in part by "Read for the Cure", a non-profit volunteer organization, formed by passionate Canadian book lovers. Members of this organization coordinate outstanding literary evenings, putting the spotlight on authors of reputation from the publisher Random House.
- **Prostate Cancer:** This year, thanks to its partnership with PROCURE, the CRS could attribute a first specific grant in the field of prostate cancer. PROCURE is a Quebec non-profit organization, dedicated to the promotion of excellence as regards education, treatment and research in the fight against prostate cancer. It is partly thanks to the Tour du Courage – PROCURE that the funds making it possible to give this grant were raised. The grant CRS – Tour du Courage PROCURE will contribute to **make difference in the fight against prostate cancer** which reaches 1 Canadian out of 7.
- **Neuroendocrine Tumours:** Moreover, through a partnership with the **Carcinoid NeuroEndocrine Tumour Society Canada (CNETS)**, the CRS will be co-funding one (1) operating grant on carcinoid neuroendocrine tumours, and is thus requesting applications on this type of tumours.

Applicants responding to these proposals should fill in the appropriate box on page 2 of the application form for the CRS 2012 Operating Grant Competition.

GENERAL GUIDELINES

The 2012 CRS Operating Grant Competition

1. The deadline for submission of a grant application is **Wednesday, February 15th, 2012**. Applications must be courier stamped on this day.
2. There must be **only one main applicant** for the purposes of this award. This person will also administer any grant awarded. All other applicants are considered co-applicants.
3. The number of applications a researcher may submit to the program as a main applicant is not limited. A researcher may also participate to other projects as a co-applicant.
4. All applicants and co-applicants must hold an academic appointment in a Canadian university or accredited institution.
5. All awarded grants for this competition take effect on September 1st, 2012 and the maximum total period of support will be two (2) years.
6. Renewals are not assured. Please note that if the grant is not renewed, no terminal grant should be expected. Applicants should ensure that their internal arrangements allow for possible non-renewal of the grant. If the renewal is approved, it could be granted for an additional two (2) years. Applicants whose grants have not been renewed can subsequently apply for a new operating grant.
7. **The CRS will not award funds if overlapping and/or comparable support for a project has been obtained (even partially) from another agency.** Each application sent to the CRS has to be original.
8. Should the applicant accept an award from another agency, which would disallow the applicant from accepting or holding a grant from the CRS, the CRS must be informed without delay.
9. **Research funds cannot be used for equipment, travel or meetings.**
10. For a continuing grant, up to 25 percent (**25%**) of the annual award may be carried over to the next year. For a terminating grant, up to 15 percent (**15%**) of the annual award may be carried over for up to one (1) additional year. Any funds not spent for their original purpose, by the end of the award period, must be returned to the CRS.
11. At the end of each funding year (i.e. August 31st) and before November 30th (three months later), the host institution must return a brief financial statement to the CRS attesting to the fact that the funds in question have been disbursed for their intended purpose. **A form can be downloaded** for this purpose from our website.
12. At the end of the funding period (August 31st of the second year) and before the following November 30th (three months later), the principal investigator must return a progress report of the work that was made possible through CRS funding. **A form can be downloaded** for this purpose from our website.
13. The CRS should be acknowledged in publications/presentations that are forthcoming, relative to support of grant-in-aid. **Publications with acknowledgements of the CRS must be sent to the CRS.** Acknowledgements should use the reference, **“Cancer Research Society”** or **“Société de recherche sur le cancer”**.
14. **The decisions of the CRS are final.**

- ✓ Do not include the *General Guidelines*, the *Instructions* or the *Checklist* with your application (paper copies); keep them for future reference.
- ✓ Grants will be awarded, at the latest, by the end of August 2012 (i.e. August 31st).
- ✓ All applicants will receive notification of whether or not they have been accepted.
- ✓ **Please read very carefully and follow the *General Guidelines* and the *Instructions* on pages 2 to 7.**

INSTRUCTIONS - Interactive PDF form

The 2012 CRS Operating Grant Competition

*** Please read carefully ***

Please note that you must fill out this 2012 form (interactive PDF) to complete your grant application.

Total number of copies required:

Two (2) electronic copies saved on **two (2) CDs** (1 copy/CD) must be included with your application mailed in to the CRS at the latest by **February 15th, 2012**. The title of your electronic copy should be the following: **"Your last name_Your first name_OG2012"** (for example, "Smith_John J._OG2012"). This title should also appear on both CDs.

See the following page (page 4) for more detailed instructions regarding the making of the electronic copy.

Two (2) paper copies must also be included in your application package sent to our offices by mail at the latest by **February 15th, 2012**. The two (2) copies must include all appendices and should be presented as follows:

- ✓ **one (1) original copy** [referred to as the "Original Copy of Grant" in any communication with the CRS] which must include the following original pages:
 - The "Disclaimer and Indemnity" page [separated file] which is also referred to as the Signature Page.
 - Any originals of the certificates for research involving human subjects, animals or biohazards requiring containment. These certificates may follow the application's approval for funding but must be received no later than August 31st, 2012. *Please note that regarding these certificates only, originals are required but no copies are necessary.*
- ✓ **one (1) additional copy,**
 - **Including** appendices and a duplicate of the "Disclaimer and Indemnity" page.
 - **Excluding** the certificates for research involving human subjects, animals or biohazards requiring containment.

Specific instructions for the electronic copy:

When you insert additional pages, you must ensure that the following information appear on each page: the **title of the section** at the top left-hand corner, your **last name and first name** in the top right-hand corner and the **page number** (as detailed in each section) at the bottom right-hand corner.

For those using Acrobat Professional

- ✓ In order to insert additional pages, when necessary or allowed, you must start by creating your document in Word, Excel or PowerPoint and then converting it to PDF. You will then be able to insert the PDF file using the provided button.
- ✓ Please follow the additional instructions detailed in each section for the insertion of **completed** additional pages.
- ✓ You can save your application at all times.

For those using Acrobat Reader

- ✓ Acrobat Reader should only be used if you do not have access to Acrobat Professional.
- ✓ You will not be able to save your application. As a result, please print your pages as you complete them. Once your entire application is completed and printed (including additional pages), please rearrange all your pages in the right order and create a PDF file from them. This will be your electronic copy.
- ✓ Please follow the additional instructions detailed in each section for the insertion of **completed** additional pages.

General instructions for presentation:

- ✓ The degree of conciseness and clarity in the presentation can significantly influence the evaluation of the application.
- ✓ All information required for the evaluation of the application must be included in the form, or attached to the form as indicated in the specific instructions in each section.
- ✓ The settings of the different document fields are pre-set (please do not modify them). However, for additional pages, the typeface must be in black ink. The only acceptable font is **Times New Roman** and the character size measured in points (pt) must be **no smaller than 12 pt**. Condensed type is unacceptable.
- ✓ The number of pages and/or documents must be limited to the detailed instructions in each section.
 - **Please note** that the disrespect of these rules could lead to an automatic rejection of your submitted application, prior to its scientific evaluation.

Specific instructions for all copies:

Admissibility to the Environment-Cancer, the Tour du Courage PROCURE or the Neuroendocrine Tumours - CRS specific programs [Page 2 of the Application Form]:

Check the appropriate box if your project also applies to **environment-cancer, prostate cancer, neuroendocrine tumours or a combination of these initiatives.**

- The **Environment-Cancer Fund™** is dedicated to finding scientific evidence relating the risk of developing cancer to the impact of environmental factors, such as our lifestyle (alimentation, physical activity, etc.) and our working, leisure and living environments. In recent years, the projects of Dr. McLaughlin “*Advanced spatial analyses to characterize environmental impacts on cancer risk: Phase 1*”, Dr. Dummer “*Cancer risk and outdoor air pollution in Halifax Regional Municipality, Nova Scotia*” and Dr. Yohan Bossé “*Gene-smoking interaction in lung cancer*” are few of the projects that have been funded through this initiative.
- The **Cancer Research Society** is proud to collaborate this year with the **Tour du Courage PROCURE** to grant one research project on **prostate cancer**. Even if this year’s project will be the first grant emerging from this association, a project such as Dr. Guillemette’s project entitled “*Pronostic markers of prostate cancer recurrence after prostatectomy*” would have qualified for this specific program.
- For the **carcinoid or neuroendocrine tumours initiative**, Dr. Nahum Sonenberg’s project “*mTOR inhibition and translation control of pancreatic neuroendocrine tumours*” is an example of a project recently funded. This initiative is a collaboration between the **Carcinoid-NeuroEndocrine Tumour Society Canada (CNETS)** and the **Cancer Research Society**.

Commitment to the project [Page 9 of the Application Form]:

Indicate the number of hours per month that the applicant intends to devote to the project described in the present application. This should be indicated on Page 9, at the top right-hand corner (the page is entitled, “Scientific Abstract of Intended Project”). This number does not represent the hours dedicated to the project by others or the hours dedicated to other related projects.

Description of the Proposed Research [Page 11 of the Application Form]:

Present the proposed research project utilising a **maximum of four (4) pages, single-spaced, with no more than 6 lines per inch, with each page having a minimum one-inch (1"; 2.54 cm) margin all around (all four sides)**. The only acceptable font is **Times New Roman** and the character size measured in points (pt) must be **no smaller than 12 pt**. Condensed type is unacceptable.

- ❖ **Please note:** *the disrespect of these rules could lead to an automatic rejection of your submitted application, prior to its scientific evaluation.*

Pay particular attention to the following areas:

- ✓ **Objectives:** The objectives of the research must be defined and focused in terms of both the short and long-term significance and the future use of the research results. The researcher should be able to follow the majority of these objectives in parallel. You may use point form in this section.
- ✓ **Review of literature:** Briefly review the recent literature pertinent to the proposed research and list references.

- ✓ **Methodology:** Describe the proposed experimental or theoretical approach, the rationale for its choice and the methods and procedures to be used, showing awareness of the complexities involved and making reference to the budget as appropriate. Describe how the data will be collected and analysed. If the proposed project can be perceived as a repetition or a confirmation of results already published, make sure to describe the additional impact of your results.
- ✓ **Research personnel:** Provide information on the pertinent experience of the applicant, co-investigator(s) and other research personnel in the area of the proposed research.
- ✓ **Group notes:** For group applications, indicate the expected contributions of each group member (including graduate students, postdoctoral fellows and technical personnel) to the research project.

* **Please note:** If your project involves human subjects, animals or biohazards requiring containment, please send us the **certificates for research**. *

❖ The reference list **MUST** be included in this section.

Preliminary data [Page 12 of the Application Form]:

A maximum of one (1) page of preliminary data presented as figures and/or tables with their legends can be included after page 12. Please follow the instructions on page 12 to do so.

Letters of collaboration [Appendix C]:

If necessary to the grant, clarify the status of your collaboration in the description of your project and include a copy of the letter(s) of collaboration in the appendices (electronic and paper copies). These letters should clearly indicate the nature of the collaboration.

Renewal applications:

In the case of a renewal application of a previously awarded grant, include a copy of the “Abstract of Intended Project” of the original/current grant in the appendices of each copy of the renewal application (electronic and paper copies). Renewal applications are expected to demonstrate the progress achieved with the money received to date (see page 10, *Brief Report on Previous Work*), and they will be judged not only on the merit of the scientific proposal but also on the progress made to date. **Manuscripts acknowledging the CRS should be included.**

❖ *Failure to include a copy of the original grant abstract may result in a technical rejection and the application could be removed from the current competition.*

Appendices:

Appendices must be included **after** the last page of the application by following the instructions on page 4 of the present document.

The following documents must be included in the Appendices:

- Scientific abstracts of all funded research projects described on page 16 of the Application Form (Appendix A).
- One (1) single manuscript (published, submitted or “in press”) of research results that were not funded by the CRS can be included only if it is absolutely essential to the application (Appendix B).
- Letters of collaboration (Appendix C).
- Published manuscripts acknowledging the CRS pertinent to this application (particularly in the case of renewals) (Appendix D).
- Previous abstract(s) for **renewal** applications (Appendix E).

❖ **Please note that reviewers will ignore any other material included in the appendices.**



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DISCLAIMER AND INDEMNITY

Please fill out and print the document entitled “Signature page_CRS Operating Grants 2012”. It corresponds to the disclaimer and indemnity. After all signatures have been obtained, please include the original in the postal mailing of your application due **February 15th, 2012**. Copies are accepted for the electronic and other paper copies.

APPENDICES

For each appendix, please create one single document which will contain all documents required by that appendix. For example, in appendix A, you would create a single document containing all abstracts. Make sure to include your name in the top right-hand corner of this single document in each of the appendices.

If you are using Acrobat Professional, insert your completed documents after this page by using the provided buttons below. If you are using Acrobat Reader (i.e. you do not have access to Acrobat Professional), you can manually add your documents by printing them. See page 4 for more detailed instructions.

APPENDIX A

Please attach all the scientific abstracts of all funded research projects described on page 16 of the Application Form by following the instructions above.

APPENDIX B

By following the instructions above, please attach one single manuscript (as described on page 4) of research results that were not funded by the CRS only if it is absolutely essential to the application. You can also use this appendix to include all correspondence with editors of scientific journals for which you submitted a manuscript.

APPENDIX C

If necessary to the grant, please attach a copy of the letter(s) of collaboration (as described on page 4) by following the instructions above.

APPENDIX D

Please attach all published manuscripts acknowledging the CRS (as described in point 13 of the General Guidelines on page 2) by following the instructions above.

APPENDIX E

In the case of a renewal application of a previously awarded grant, please attach a copy of the “Abstract of Intended Project” of the original/current grant (as described on page 4) by following the instructions above.

CHECKLIST

* This checklist is for your personal benefit. Do not include it with your application. *

Grant applications must be complete. Please refer to pages 2 to 6 for detailed instructions. Please assemble your application as follows:

- | | | |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | Page 1 | Main applicant and language of correspondence
(This page will be cover page) |
| <input type="checkbox"/> | Page 2 | Project title, renewal, specific programs |
| <input type="checkbox"/> | Page 3 | Address for distribution of funds and Co-applicants (if any) |
| <input type="checkbox"/> | Page 4 | Classification of proposed research |
| <input type="checkbox"/> | Page 5 | Relevance to the mission statement |
| <input type="checkbox"/> | Page 6 | Project justification for specific grants |
| <input type="checkbox"/> | Page 7 | Summary for publication |
| <input type="checkbox"/> | Page 8 | Translation in French of the summary for publication |
| <input type="checkbox"/> | Page 9 | Scientific abstract of intended project |
| <input type="checkbox"/> | Page 10 | Brief report on previous work |
| <input type="checkbox"/> | Pages 11.1 to 11.4 | Description of proposed research |
| <input type="checkbox"/> | Pages 11.5, etc. | List of references |
| <input type="checkbox"/> | Page 12.1 | Tables and figures (if needed) |
| <input type="checkbox"/> | Pages 13.1, etc. | Publications & abridged resume for main applicant |
| <input type="checkbox"/> | Pages 13b.1, etc. | Publications & abridged resume for co-applicants (if needed) |
| <input type="checkbox"/> | Page 14 | Budget - Summary |
| <input type="checkbox"/> | Page 15 | Details of budget expenditures |
| <input type="checkbox"/> | Page 15.2 | Details of budget expenditures <u>continued</u> (if needed) |
| <input type="checkbox"/> | Page 16 | Financial support from all other sources |
| <input type="checkbox"/> | Pages 16.2, etc. | Financial support from all other sources <u>continued</u> (if needed) |
| <input type="checkbox"/> | Page 17 | Relation of financial support from other sources |
| <input type="checkbox"/> | Pages 17.2, etc. | Relation of financial support from other sources <u>continued</u> (if needed) |
| <input type="checkbox"/> | Page 18 | Previously held financial support |
| <input type="checkbox"/> | Pages 18.2, etc. | Previously held financial support <u>continued</u> (if needed) |
| <input type="checkbox"/> | Separated Document | Disclaimer and indemnity (Signature page) |

Appendices (see instructions on page 4 for attachment to the electronic document)

- A.** Scientific abstracts of all funded research projects described on page 11 of the *Application Form*
- B.** One (1) manuscript of research results that were not funded by the CRS (if needed)
- C.** Letters of collaboration (if needed)
- D.** All published manuscripts acknowledging the CRS (when applicable)
- E.** Previous abstracts for renewal applications (when applicable)

Additional requirements (do not include in the additional paper copy)

- Certificates for research (see page 3 of *Instructions* and page 11 of the *Application Form*)