

2012 GRePEC Letter of Intent

Please note that it is mandatory to use this form (interactive PDF form) to complete your letter of intent (see more detailed instructions at the end of this current form). Please also read the program description entitled: "2012 CRS GRePEC Competition".

<i>Language</i>
<p>1. Indicate the language of correspondence with the Cancer Research Society by checking a box:</p> <p style="text-align: center;">English French</p>
<p>2. Indicate in which language your complete application will be submitted by checking a box:</p> <p style="text-align: center;">English French</p>

<i>Title of project (brief but descriptive) in French AND in English</i>
<i>French</i>
<i>English</i>

<i>Principal investigators</i>
<p>A. Last name, first name, university affiliation: _____</p> <p>B. Last name, first name, university affiliation: _____</p>

<i>Clinician and epidemiologist (It is mandatory to have one clinician and an one epidemiologist on each research team, either principal investigators or co-investigators)</i>
<p>Clinician _____</p> <p>Epidemiologist _____</p>

Field of research

If you have selected other or multiple, please specify:

Affiliated networks

Are the involved researchers members of an FRQS research network?

Réseau de recherche en santé environnementale (RRSE)

Réseau de recherche sur le cancer

Others; Specify: _____

PRINCIPAL INVESTIGATORS

Principal investigator A will liaise with the CRS and will be responsible for the project management and the research funds allocation that will be sent to his/her institution.

Principal investigator A & GRePEC project manager

Mr. Mrs. Ms. Dr.

Last name, first name: _____

Title: _____

Institution: _____

Address: _____

City, province: _____ Postal code: _____

Telephone: _____ Fax: _____

Email: _____

Principal investigator B (must be from a different university than principal investigator A)

Mr. Mrs. Ms. Dr.

Last name, first name: _____

Title: _____

Institution: _____

Address: _____

City, province: _____ Postal code: _____

Telephone: _____ Fax: _____

Email: _____

CO-INVESTIGATORS

Co-investigator A			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Co-investigator B			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Co-investigator C			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Co-investigator D			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Co-investigator E			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			

COLLABORATORS

Collaborator A			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Collaborator B			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Collaborator C			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Collaborator D			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			
Collaborator E			
Mr.	Mrs.	Ms.	Dr.
Last name, first name: _____			
Title: _____			
Institution: _____			

Number of hours devoted to the project

Indicate the number of hours that each principal investigator and co-investigator intends to devote on average BY MONTH to the research project.	
Principal investigator A:	
Name:	hours/month
Principal investigator B:	
Name:	hours/month
Co-investigator A:	
Name:	hours/month
Co-investigator B:	
Name:	hours/month
Co-investigator C:	
Name:	hours/month
Co-investigator D:	
Name:	hours/month
Co-investigator E:	
Name:	hours/month

<i>Names of principal investigators</i>

<i>Abstract of intended project</i>
<p>State the objectives of the research program and summarize the scientific approach, highlighting the expected significance of the work to the GRePEC program (impact on society and in cancer research, applicable results). Limit your abstract to the space provided (below & next page).</p>

<i>Names of principal investigators</i>

<i>Abstract of intended project - continued</i>

<i>Translational research</i>
<p>Please explain how the discoveries from this research project can be introduced into a medium term translational research strategy. Describe which activities would allow this translational research. Limit your explanation to ½ page.</p>

<i>Names of principal investigators</i>

<i>Relevance of the project to the mandate</i>
<p>Clearly describe how the proposed research responds to the needs and objectives of the program (multidisciplinary, multi-institutional synergy, applicable results). Also show how the project aims to develop research on the links between the environment and cancer. <u>Do not use</u> additional pages.</p>

Names of principal investigators

Budget - summary	
Indicate, in Canadian dollars, the financial requirements for the first year only and for one (1) year alone. This grant will be for a minimum of \$350,000/year and up to \$1,000,000 /year for 5 years.	
Amount requested	
First (1st) year only	
1) Salaries of students /Next generation training	\$ _____
2) Salaries of research staff (research assistant, technician, nursing staff)	\$ _____
3) Clinical researchers' cost of time dedicated to the research	\$ _____
4) Small equipment and computer	\$ _____
5) Operating costs	\$ _____
6) Research material	\$ _____
7) Expenses related to networking and knowledge transfer activities	\$ _____
8) Costs related to scientific/ethical reviews	\$ _____
9) Other expenses, specify: _____	\$ _____
TOTAL	\$ _____

<i>Names of principal investigators</i>

<i>External reviewers</i>
<p>Suggest at least five (5) reviewers who are doing their research outside of Quebec. Please provide their telephone numbers, e-mail addresses and area(s) of expertise.</p> <p>These five (5) reviewers could be asked to assess the scientific merit of the research proposal and comment on the significance of the research within the GRePEC program. Do not suggest research collaborators, thesis supervisors or former or present departmental colleagues. Referees may be suggested from all sectors (government, industry or universities).</p>

Instructions - 2012 GRePEC Letter of Intent

*** Please read carefully ***

Please note that it is mandatory to use the current form “2012 GRePEC Letter of Intent” (interactive PDF) to complete your letter of intent.

The letter of intent is used to:

- ✓ establish the administrative eligibility for funding of the project
- ✓ evaluate the feasibility of the project's time frame and budget
- ✓ evaluate the project's impact and relevance to the program
- ✓ form a scientific and strategic review committee whose expertise corresponds to the submitted projects

Submission of the letter of intent

The deadline for submission of all completed documents is **March 8, 2012 by 5 p.m.** Applications must be courier stamped on this day. The CRS' address is the following: 625 President-Kennedy Avenue, Suite 402, Montreal, QC H3A 3S5.

The letter of intent must be presented by two principal investigators from two different Quebec universities. In addition to the completed form entitled “2012 GRePEC Letter of Intent”, the principal investigators must submit to the CRS all the researchers' CVs (principal investigators and co-investigators), as appendices.

- ✓ The submitted CVs must be Canadian common CVs (complete FRQS version).
- ✓ The Canadian common CVs of the 2 principal investigators and of all the co-investigators must be included on the CDs. All files must be in pdf format.
- ✓ The CVs must be identified as follows: “**Field of research – complete name of researcher – CV**”. Please indicate the area of environment-cancer for which the project relates to. The fields are the following: prostate, breast, colon, ovary, non-solid tumours (write NST) in children and adults, and other types of cancers (write the type of cancer), or risk factors affecting more than one type of cancer (write multiple). For example, “Lung – John T. Tremblay – CV”.

Number of copies required:

- ✓ **Three (3) paper copies** that must include the completed form however not the appendices.
- ✓ **Eight (8) electronic copies on eight (8) CDs** (1 copy/CD). The electronic copy includes the current completed form as well as the appendices (Canadian common CVs, complete FRQS version, in pdf format, of all principal investigators and co-investigators).

The title of your electronic copy should be the following: “**Field of research – Last names of principal investigators – 2012 GRePEC Lol**”. For example, “Lung - Smith Tremblay – 2012 GRePEC Lol”. This title should also appear on all the CDs you submit. See page 13 for more detailed instructions regarding the making of the electronic copy.

The submission of the letter of intent is an eliminatory step. Only researchers whose letters of intent are judged to be admissible and acceptable will be invited to submit a complete application. The CRS will confirm by email whether or not a researcher's letter of intent was accepted.

Evaluation of letters of intent

- ✓ A letter of intent review committee made up of five (5) scientific members - one representative from the FRQS, one representative from the CRS and three other external reviewers (from outside Quebec), chosen by both the FRQS and the CRS - will evaluate and select the letters of intent of researchers who will be invited to submit a complete application.
- ✓ The relevance analysis will take place according to pre-defined criteria. Reviewers will use an evaluation grid in accordance to the GRePEC project's pre-established criteria to evaluate the letters of intent. The letter of intent's evaluation criteria and scoring system are described below.
- ✓ Only researchers whose letters of intent have obtained a **score of 8 or higher out of 10** will be asked to submit a grant application. In the case where several letters of intent are considered scientifically viable for a same subject, the committee in charge of evaluating the letters of intent reserves the right to contact the researchers in order to invite them to consolidate their research program into one single grant application.
- ✓ Only the candidates whose letters of intent are selected by the committee will be invited to submit a complete application.

Evaluation criteria of letters of intent

- ✓ Relevance of the project to the program (4 points on 10)
- ✓ Impact of the project (4 points on 10)
 - ✓ on society & cancer research (2.5 points on 10)
 - ✓ applicable results (translational research; 1.5 points on 10)
- ✓ Feasibility of project's time frame and budget (2 points on 10)

The recommendations of the letter of intent review committee will be forwarded, if applicable, to the scientific review committee of complete applications. Researchers will have to include the letter of intent with their complete application and **take into consideration the comments and suggestions** given at this step **or justify** in their application why they choose to ignore the comment/suggestion. The project proposed in the complete application may include slight differences compared to the one proposed in the letter of intent.

General instructions for presentation

- ✓ The degree of conciseness and clarity in the presentation can significantly influence the evaluation of the application.
- ✓ Presentation of the project in distinct and clearly identified research sections can significantly facilitate the evaluation of the application.
- ✓ The settings of the different document fields are pre-set (please do not modify them).

Please note: the disrespect of these rules could lead to an automatic rejection of your submitted application.

Instructions for the interactive PDF form

For those using Acrobat Professional

- ✓ You can save your form at all times. The title of your electronic copy should be the following: **“Field of research – Last names of principal investigators – 2012 GRePEC Lol”**; please see page 11 for more details if needed.

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 form. As a result, please print your pages as you complete them. Then rearrange all your pages in the right order and create a PDF file from them. This will be your electronic copy. The title of your electronic copy should be the following: **“Field of research – Last names of principal investigators – 2012 GRePEC Lol”**; please see page 11 for more details if needed.