SU2C Canada Cancer Stem Cell Dream Team Research Funding

Program Guidelines and Application Instructions

9861 Leslie St
Richmond Hill, ON L4B 3Y4
416-797-5366; 905-883-6800 (FAX)
su2ccanada@aacrcanada.ca; www.aacrcanada.ca

Table of Contents

PROGRAM GUIDELINES

ABOUT STAND UP TO CANCER CANADA (SU2C Canada)

Stand Up To Cancer Canada (SU2C Canada), a program of EIF Canada, aims to build broad support throughout Canada for the groundbreaking "translational" SU2C research model that can produce meaningful advances in cancer treatment. With the goal of accelerating the pace at which new therapies get to patients, SU2C Canada will enable leading scientists in different disciplines from multiple institutions to work together under SU2C's collaborative model of research and rigorous scientific oversight. SU2C Canada is a program of EIF Canada, a Canadian registered charity (Reg. # 80550 6730 RR0001) established by the US-based Entertainment Industry Foundation to conduct charitable programs in Canada addressing health and other issues. Since its launch in 2008, the US-based SU2C initiative has funded 12 multi-institutional Dream Teams and 26 early-career Innovative Research Grants, with more than 800 scientists from over 112 institutions involved to date. Cumulatively, their work has led to the launch and/or completion of more than 140 clinical trials involving more than 5700 patients. The US-based SU2C initiative is currently funding more than 30 Canadian researchers from six institutions engaged in pediatric, prostate and breast cancer research.

As the scientific partner in the SU2C Canada initiative, the AACR International-Canada provides scientific oversight and conducts expert peer review and grants administration for SU2C Canada. The AACR, and its international branches, are highly regarded as the scientific brain trust in all subfields of cancer research and for its peer review process that is fast, flexible, rigorous and transparent.

ABOUT GENOME CANADA

Genome Canada is a catalyst for developing and applying genomic sciences that create economic wealth and social benefit for Canadians. We work in partnership to invest in and manage large-scale research and translate discoveries into commercial opportunities, new technologies, applications, and solutions. We build bridges between government, academia, and industry to forge a genomics-based public-private innovation focused on key life science sectors. Six Genome Centres have been established across Canada to support genomics research at a regional level. The Genome Centres are independent not-for-profit organizations that assist applicants in preparing competitive applications, secure co-funding, monitor and manage awarded projects, and facilitate access to leading edge technology.

ABOUT THE CANADIAN INSTITUTES OF HEALTH RESEARCH (CIHR)

The Canadian Institutes of Health Research (CIHR) is the Government of Canada's health research investment agency. CIHR's mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened Canadian health-care system. Composed of 13 Institutes, CIHR provides leadership and support to more than 13,000 health researchers and trainees across Canada.

ABOUT THE CANCER STEM CELL CONSORTIUM (CSCC)

The Cancer Stem Cell Consortium (CSCC) is a not-for-profit corporation that brings together researchers, funding agencies, and others to coordinate and accelerate the work of cancer stem cell researchers. Current members of the CSCC include the Canada Foundation for Innovation, Genome Canada, the Canadian Institutes of Health Research, the Michael Smith Foundation for Health Research, the Ontario Institute for Cancer Research, and the Stem Cell Network.

PROGRAM MISSION STATEMENT

The SU2C Canada Cancer Stem Cell Dream Team Research Funding represents a new, focused effort to implement advances in Cancer Stem Cell research as rapidly as possible through the creation of a collaborative, translational cancer research "Dream Team." The most talented and promising researchers across Canadian institutions will be assembled into a pan-Canadian Dream Team, forming an optimal configuration of expertise needed to solve key problems in Cancer Stem Cells and positively impact patients in the near future. This Dream Team will span multiple disciplines and utilize the new tools of modern biology, with an emphasis on genomics, to attack research questions in a coordinated way. The Dream Team will have mechanisms for sharing of resources and platforms (knowledge, talent, tools, technologies, etc.) across the Team including existing platforms and resources as well as those to be developed, incorporating new methods and technologies into the research groups, and training and networking across the Dream Team. Mechanisms to foster collaborations within and among the Dream Teams will be employed, an approach that promotes the sharing of information and a goal-oriented focus on measurable milestones of progress.

SU2C Canada, Genome Canada, and CIHR believe that this unique Dream Team model will advance scientific research in the interests of both today's cancer patients and those who may develop cancer in the future.

There are currently **$10.6 million** available for this SU2C Canada Cancer Stem Cell Dream Team, with funds from the CSCC (through Genome Canada and CIHR) and SU2C Canada. The SU2C Canada Cancer Stem Cell Dream Team will be funded for a four-year term.

In addition to the funds available from the CSCC (through Genome Canada and CIHR) and SU2C Canada, the Ontario Institute for Cancer Research (OICR) has made available **up to $3 million** of supplemental funds to support clinical trial activities should the successful proposal include clinical trial activities within the province of Ontario (please see "SU2C Canada-OICR Cancer Clinical Trials: Canadian Dream Team Supplementary Funding" document which can be downloaded from proposalCENTRAL). It should be noted that clinical trial activities in any region of the country can be supported by the $10.6 million available from Genome Canada, CIHR and SU2C Canada. Continued efforts to partner and collaborate with other organizations to support the objectives of the SU2C Canada Cancer Stem Cell Dream Team are ongoing. As other partnerships are confirmed the relevant information will be communicated to potential applicants. Applicants are also encouraged to explore potential partnering and collaboration opportunities.

APPLICATION DEADLINES

Letters of Intent (LOI) submissions must be received by 12:00pm EST on Monday, December 8, 2014. Full proposals for the SU2C Canada Cancer Stem Cell Dream Team Research Funding projects must be submitted by 12:00 p.m. (noon) **Monday April 27, 2015**. See page 12 for further Application Instructions. All submissions must be in English.

DREAM TEAM PROJECT ELIGIBILITY CRITERIA

This research funding opportunity is in support of one integrated and cohesive pan-Canadian Dream Team that will undertake cancer stem cell genomics research. The research proposal should focus on

addressing the role of cancer stem cells and stem cell programs on resistance and treatment failure in cancer with the goal of improving the outcomes of hard-to-treat cancers and thereby impacting the health of cancer patients. The project must have a plan for how the Dream Team's discoveries can be translated into applications and clinical utility and have mechanisms for the sharing of resources and platforms. The ideas should be based on perceived opportunities for success as well as high-priority areas with a critical need for rapid progress.

In particular, the applicants must:

1. Focus on addressing the role of CSCs and stem cell programs on resistance and treatment failure in cancer;
2. Include genomic approaches as essential components in terms of importance to the overall outcomes of the research program;
3. Present a plan for how the Dream Team's discoveries can be translated into applications and serve clinical utility;
4. Build a pan-Canadian program (i.e., includes Dream Team Principals from AT LEAST three different provinces/territories), which brings together interdisciplinary research groups to answer questions that will significantly advance the field of CSC research (e.g., specific disease areas, underlying cellular mechanisms, etc.);
5. Be integrated and cohesive, based on excellence and innovation, and be highly networked across the country and to include existing platforms and resources, as well as those to be developed;
6. Include mechanisms for sharing resources and platforms (knowledge, talent, tools, technologies, etc.) and developing or incorporating new methods and technologies;
7. Present innovative approaches and integrate advances from other fields or technologies;
8. Include training opportunities for the future generation of scientists and foster an entrepreneurial culture within the community;
9. Address issues of importance to end-users, including industry, health care administrators, and oncology practice guideline panels;
10. Demonstrate engagement with industry including; areas of collaboration, sharing of resources and expertise, and provision of co-funding.

DREAM TEAM MEMBER ELIGIBILITY CRITERIA

Definitions

Dream Team Leader (DTL). The Dream Team Leader is responsible for the intellectual direction of the proposed research and assumes administrative and financial responsibility for funds which will be paid to their institution.

Dream Team Co-leader. A Dream Team Co-leader should be designated to assist in directing the scientific and technical work of the Team. A Co-leader will serve as an alternate contact person for the funders.

Dream Team Principals (DTPs). Dream Team Principals are senior investigators who will lead a component(s)/subproject(s) of the Dream Team research project. The team must be pan-Canadian in nature including Principals from AT LEAST three different provinces/territories.

End-Users. End-users are defined as organizations and/or individuals who are able to use the deliverables generated through the research to make informed decisions on issues such as practice

guidelines and standards, policies, programs, and product development. They will enable the Dream Team scientists to see their research through the eyes of the target audience and integrate these perspectives into the direction of the Dream Team research.

Patient Engagement Representatives. Include individuals with personal experience of a health issue and/or informal caregivers. Patient Engagement Representatives are defined as individuals who are able to actively collaborate in the governance, priority setting, and conduct of research as well as in summarizing, distributing, sharing, and applying its resulting knowledge. Patient Engagement Representatives will enable the Dream Team scientists to see their research through the eyes of the target audience and integrate these perspectives into the direction of the Dream Team research. Patient Engagement Representatives do not represent the viewpoints or issues of any one organization nor their individual personal perspectives.

Investigators. Senior investigators, other than the DTL, Co-leader, and DTPs, who contribute substantively to the Dream Team research project.

Young Investigators. Junior faculty (i.e. independent investigators who have completed their training no more than 5 years prior to the start of the research funding term), postdoctoral fellows, clinical research fellows, or any other researchers-in-training who are working under the direction of a scientific mentor (i.e., a DTL, Co-leader, DTP, or Investigator) may be included as members of the Dream Team.

Collaborators. A Collaborator is an individual who is not involved in the day-to-day execution of the research but whose role is to provide a specific service or expertise (e.g., access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.).

Eligibility to Apply

Dream Team Composition

For your application to be eligible:

1. The Dream Team Leader (DTL) must be:
    - An independent researcher at a Genome Canada/CIHR eligible institution
2. The Dream Team co-Leader must be
    - an independent researcher at a Genome Canada/CIHR eligible institution. We encourage the Co-leader to be from an independent Institution, and preferably from a different regional jurisdiction, than the DTL.
3. At least four team members (i.e., Dream Team Principals (DTPs), other than the DTL and Co-leader, must be independent researchers;
4. Key personnel (Leader, Co-leader, and Principals) must be from at least three different provinces/territories in Canada (teams must be multi-institutional).
5. At least one member must be a Young Investigator.
6. At least one member should be an End-User and one a Patient Engagement Representative.

A researcher may not be on more than one currently funded SU2C Canada-sponsored Dream Team. No more than fifty percent of the Principals (including Leader and Co-leader) from a previous or current Dream Team may apply as a group on a new Dream Team proposal.

Eligibility criteria for all Genome Canada and CIHR research funding programs apply. Candidates with a question about the eligibility requirements are encouraged to contact the AACR International-Canada at su2ccanada@aacrcanada.ca prior to submitting the proposal in addition to consulting Genome Canada's Guidelines for Funding Research Projects and CIHR Grants and Awards Guide.

Dream Teams may include international, private sector (for-profit organizations), or federal laboratory scientists. However, Genome Canada/CIHR funding is restricted to work performed within Genome Canada/CIHR eligible institutions.

Neither members of the SU2C Canada Scientific Advisory Committee (CSAC), the Cancer Stem Cell Subcommittee, nor members of their individual laboratories are eligible for funding as part of the SU2C Canada Cancer Stem Cell Dream Team Research Funding.

Candidates with a question about the eligibility requirements are encouraged to contact the AACR at su2ccanada@aacrcanada.ca prior to submitting the proposal.

EVALUATION OF PROPOSALS

Letters of Intent will be reviewed by the SU2C Canada Scientific Advisory Committee (CSAC) and the Cancer Stem Cell Subcommittee for eligibility and overall merit as determined by the review criteria. Each top-ranked Team (at least two, and up to three, eligible and meritorious LOIs) will be invited to develop a full proposal through a workshop with stakeholders, end-users, and potential partners, including industry, industry associations, health-care administrators, and oncology practice guideline panels. The development workshops, which will take place independently for each potential Dream Team, will serve to develop the Research Program, refine Dream Team membership, identify additional sources of funding, optimize the proposal's alignment with the objectives of the call and relevance to stakeholders, end-users, and potential partners, and ensure its potential for research translation and end-user uptake. The workshops will be led by the Leaders of each successful LOI and supported by Genome Canada and CIHR. Representatives from the AACR International-Canada, SU2C Canada and other partners will be present as observers. The workshops must take place between February 23 and March 1, 2015, and include key members of the proposed team. The Leader and Co-leader candidates are required to attend.

The full proposals will be reviewed for eligibility, relevance, and overall excellence as determined by the review criteria, by a committee comprised of the CSAC, the Cancer Stem Cell subcommittee, and the chair of the subcommittee reviewing the other Canadian program. One pan-Canadian SU2C Canada Cancer Stem Cell Dream Team will be selected from the invited full proposals during a face-to-face meeting with the finalist Dream Teams. The tentative date for the face to face meetings is in the Summer of 2015.

The following criteria will be considered when evaluating the SU2C Canada Cancer Stem Cell Dream Team:

1. Program Specific Requirements
    a. Focus on addressing the role of CSCs and stem cell programs on resistance and treatment failure in cancer;
    b. Include genomic approaches as essential components in terms of importance to the overall outcomes of the research program;
    c. Present a plan for how the Dream Team's discoveries can be translated into applications and clinical utility;
    d. Build a pan-Canadian program (i.e., includes Dream Team Principals from AT LEAST three different provinces/territories), which brings together interdisciplinary research groups to answer questions that will significantly advance the field of CSC research (e.g., specific disease areas, underlying cellular mechanisms, etc.);
    e. Be integrated and cohesive, based on excellence and innovation, and be highly networked across the country and to include existing platforms and resources, as well as those to be developed;
    f. Address issues of importance to end-users, including industry, health care administrators, and oncology practice guideline panels;
    g. Demonstrate engagement with industry including: areas of collaboration, sharing of resources and expertise, and provision of co-funding;
    h. Include mechanisms for sharing resources and platforms (knowledge, talent, tools, technologies, etc.) and for developing or incorporating new methods and technologies;

2. Scientific merit of the proposed research project and potential for the Dream Team's discoveries to be translated into applications and clinical utility;

3. Significance of the proposed research, i.e., whether it addresses a critical need for rapid progress beyond current understanding of Cancer Stem Cells;

4. Novelty of the hypothesis or methodology; present innovative approaches and integrate advances in other fields or technologies;

5. Opportunities to train the future generation of scientists and foster an entrepreneurial culture within the community;

6. Dream Team Leader's vision, leadership qualities and experience in managing research teams, willingness to collaborate, demonstrated ability to bring together and lead an interdisciplinary team of experts to a successful conclusion, and expertise in the field.

7. Dream Team Co-leader and Principals' willingness to collaborate, research credentials, and unique contributions to the Dream Team research project;

8. A clear commitment by the Dream Team that they will adhere to the data and resource sharing policies of the funders;

9. Likelihood that the research project will achieve its stated goals given the budget requested, institutional environments, and other resources available;

10. Whether the studies are designed to capitalize upon the unique populations and environments, specialized expertise, new concepts and perspectives, innovative methodologies, and/or emerging technologies that were available due to the multi-institutional collaboration; and

11. Whether adequate institutional and/or financial support exists to sustain the research project.

PROJECT TERMS

Changes to application. Applicants are not allowed to change the title nor the Dream Team Leader proposed in the LOI. While it is anticipated that the overall goals of the application will remain the same between LOI and Full proposal, projects will have an opportunity to incorporate input from a workshop with stakeholders, end-users and potential partners, including industry.

Flow of Funds.

Each of the funders will be responsible for the management of their own funds based on their current policies and guidelines.

AACR International-Canada

A Research Agreement will be executed between the AACR International-Canada and the Dream Team Leader's Institution. The Dream Team Leader's Institution must serve as the administrator of the research funds and hold responsibility for the disbursement of the funds, management of the budget, and provision of progress reports. It is expected that the institution of the DTL will enter into subcontracts with the institutions of the Dream Team Co-leaders, Principals, Investigators, and Collaborators, and assurances that these contractual agreements have been executed will be required prior to funding.

Genome Canada

Genome Canada's contribution will flow through the Lead Genome Centre in accordance with Genome Canada's established policies and procedures. Genome Canada's Guidelines for Funding Research Projects will govern its financial contribution and the management of projects. The Lead Genome Centre will execute a Research Agreement with the Lead Institution that is in compliance with the agreement between Genome Canada and the Lead Genome Centre.

CIHR

CIHR will provide its contribution directly to the Dream Team Leader's Institution. This funding will comply fully with CIHR's Grants and Awards Guide. The CIHR may execute a Research Agreement with the Lead Institution.

Commencement. Funding to the Dream Team will be released once the Team has met all the conditions for the release of funds as outlined in the documentation from the Funders, i.e. AACR International-Canada's Award Notification Letter, Genome Canada's Notification of Award (NOA), and CIHR's Authorization for Funding (AFF)**.** The Dream Team Leader must agree to commence the Dream Team research project described in the proposal on or about the time the first research funding payment is received by the Dream Team Leader's Institution. If the Dream Team Leader is unable to commence the Dream Team research project at that time the funders should be immediately notified. The funders

retain the right to withdraw the research funding if the research project is not commenced in a timely manner.

Budget. Dream Teams may apply for support of up to **$10.6 million** from SU2C Canada, Genome Canada, and CIHR over a four-year term.

A detailed budget for the overall Dream Team project ($10.6 million) is required, along with separate budgets for expenses related to the research components conducted by each of the Dream Team Leaders and Principals. Budget expenses must be justified.

Clinical trial activities anywhere in Canada are eligible costs and can be supported by the $10.6 million available from Genome Canada, CIHR and SU2C. OICR has made available up to **$3 million** of supplemental funds to support clinical trial activities should the successful proposal include clinical trial activities within the province of Ontario. This funding will require a separate budget, please see "SU2C Canada-OICR Cancer Clinical Trials: Canadian Dream Team Supplementary Funding" document which can be downloaded from proposalCENTRAL.

Continued efforts to partner and collaborate with other organizations to support the objectives of the SU2C Canada Cancer Stem Cell Dream Team are ongoing. Applicants will be advised if other funds become available during the development of the applications. Applicants are also encouraged to explore potential partnering and collaboration opportunities.

Use of Funds.
The general guidelines of each of the funders must be followed.

Recipients should review the Use of Research Funds section of the Tri-Agency (CIHR, NSERC, and SSHRC) Financial Administration Guide for a complete listing and description of allowable costs and activities as well as Genome Canada's guidelines for funding research projects (http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf).

The research funds may be used for direct research expenses attributable to the proposed research and funding is restricted to work performed in Genome Canada/CIHR eligible institutions except for costs incurred based on a reasonable fee-for-service arrangement or contract. Dreams Teams should include travel expenses related to meetings of the Dream Team, meetings with the SU2C Canada Review Team, as well as to the annual SU2C Scientific Summit.

Salaries of researchers currently funded by their respective organizations or institutions, tuition and professional membership dues are not allowable expenses.

Should funding levels not be available or decreased due to unforeseen circumstances, the funders reserve the right to reduce, defer, or suspend financial contributions.

Payments. Payments will be initiated after all Funding Agreements have been signed and no earlier than the start date as indicated in the Award Notification Letter. The Dream Team Leader and the Institution acknowledge and accept that subsequent funding is contingent upon the timely submission of progress and financial reports that are reviewed and found to be satisfactory by the funders.

Reporting Requirements.
The funders will develop a consolidated reporting mechanism and templates which will be administered by the AACR International-Canada working with the other funders.

Progress Reports are a tool to ensure that the Dream Team is meeting its pre-defined Milestones and Deliverables, and is on track for achieving the ambitious goals of the program. Progress reports are to be submitted twice a year (**June 15th and December 15th**) and are intended to highlight the accomplishments of that specific time period. Progress Reports will be reviewed by the funders and a Review Team drawn from the CSAC and Cancer Stem Cell Subcommittee.

The funders may withhold release of any future Research Funds until the reports have been filed and approved. All funding is contingent upon Milestones and Deliverables being satisfactorily pursued and achieved, as determined by the funders. If the accomplishments have not met the standards of the Review Team, the Review Team will provide detailed information on specific areas of deficiency and its recommendations. All deficiencies will need to be addressed by the Dream Team. Failure to address deficiencies, meet research funding requirements, or achieve the pre-defined Milestones and Deliverables may result in discontinuation of the research funding.

Dream Teams must meet three times a year, either in person, by teleconference, or videoconference, to review progress and, if necessary, adjust research plans. These meetings will include all key personnel involved in the Dream Team project as well as representatives from the funders as necessary and at their sole discretion. Also, the Dream Team Leader and Co-leader will be asked to meet with the Review Team and all other key Team members twice a year, following the submission of Progress Reports, to thoroughly discuss the Teams' progress. In addition to the meetings above, the Dream Team Leader and Co-leader will be asked to participate in an additional meetings with the CSAC and all other SU2C Dream Team Leaders each year. These events will provide opportunities for Dream Team Leaders to engage in integrated team collaboration. Dream Team Leaders may also be requested to meet individually with the CSAC.

A final written progress and financial report shall be submitted no later than sixty (60) days after the ending date of the research funding term. Detailed instructions on completion of a satisfactory progress and financial report will be provided by the funders prior to the report due date.

The funders, at their discretion, may use all or portions of the report for public dissemination, such as within funders' newsletters, on funders' websites, or in other similar manners.

Communications, Products and Publications. Any publications resulting from research funded in whole or in part by the research funding must be cited as follows: "Research supported by **a SU2C Canada Cancer Stem Cell Dream Team Research Funding opportunity**, Research Funding Number SU2C Canada-AACR-DT16-15. SU2C Canada is a program of EIF Canada, administered by AACR International-Canada, Genome Canada and the Canadian Institutes of Health Research on behalf of the Cancer Stem Cell Consortium." In addition, whether during the term of the research funding or afterwards, the Dream Team Members shall include this citation on any publicity or communications (external or internal) resulting from the research funding, including but not limited to press releases, media reports, interviews, conference talks, and poster presentations of data. Copies of such publications must be forwarded to the funders. OICR funding should be acknowledged if applicable.

Notification of Changes. Over the term of the project some adjustments can be expected to the initially approved project, because of required changes to the scientific, managerial, or financial conditions of funding initially approved. In order to manage these adjustments the Dream Team Leader and Co-leader should present any changes to the Review Team for final approval by the funders. The funders may not accept proposals to change the research project from that described in the application, and may terminate the research funding.

Organizational Assurances. It is the responsibility of the Dream Team Leader and Institution to ensure that organizational assurances/certifications from all Dream Team Member Institutions are obtained including, as appropriate, certification for proposals performing research involving human subjects, human stem cells, animals, biohazards, radioactive materials, or possible effects on the environment is in place. Certification must be obtained specifically for the research approved for funding. Funding will not be released until there is assurance that all appropriate certificates are in place and that they are in accordance with applicable laws, regulations, standards, and guidelines, including but not limited to, the most current versions of the following:

- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)

  http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf
- CIHR Guidelines for Human Pluripotent Stem Cell Research

  http://www.cihr-irsc.gc.ca/e/42071.html
- Canadian Council of Animal Care (CCAC) guidelines and policies

  http://www.ccac.ca/en_/standards
- Canadian Environmental Assessment Act

  http://www.ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-0
- Public Health Agency of Canada's Laboratory Biosafety Standards and Guidelines

  http://canadianbiosafetystandards.collaboration.gc.ca/cbsg-nldcb/assets/pdf/cbsg-nldcb-eng.pdf

APPLICATION INSTRUCTIONS

Only those applicants having successfully passed the Letter of Intent (LOI) stage may submit a full application. Completed online applications should be by **12:00 p.m. (noon) Eastern Time on (Monday April 27, 2015)** using the proposalCENTRAL website at https://proposalcentral.altum.com. All applications must be submitted in English. An e-mail will be sent to confirm your online submission.

The materials to be submitted in the order listed and using the templates provided, are:

- Signature Pages, with contact information and the original signatures of the Dream Team Leader(s), Principals, end user, patient engagement representative, and Institutional Signing Officials
- Lay Abstract
- *Research Project Proposal
- Budget
- Budget Justification
- Biographical Information of Dream Team Leaders and Principals
- Letters from Investigators and Collaborators
- Project Milestones
- Appendices, if applicable
- *Optional OICR supplemental funding:
  1) OICR Research Proposal (up to 4 pages) and OICR Budget Justification (up to 1 page)
  2) OICR Budget (Excel Sheet)

*Clinical trial activities in any region of Canada can be supported by the $10.6 million available from Genome Canada, CIHR and SU2C Canada. Additional funds have been made available by the OICR for clinical trial activities should the successful proposal include clinical trial activities in the province of Ontario. In order to keep the total page numbers the same whether or not you choose to apply for the optional supplemental funding, you may either:

1) Use an additional 4 pages in the Research Project Proposal section to elaborate on the clinical trial activities and an additional page in the budget justification section

or

2) If requesting optional OICR supplemental funding please provide this information on the forms provided by OICR (see "SU2C Canada-OICR Cancer Clinical Trials: Canadian Dream Team Supplementary Funding" document which can be downloaded from proposalCENTRAL). You may still conduct clinical trials in any region, but please include that proposal within the 20 page limit of the "Research Project Proposal" of the main grant.

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the **"REGISTER"** link and complete the registration process. After you register, complete your Professional Profile (green tab, second from the left) before starting an application.

If you are already registered with proposalCENTRAL, access the site and log in with your Username and Password. If you have forgotten your password, click on the "**Forgot your password?**" link. Supply your User ID or e-mail address in the space provided; your password will be sent to you by e-mail.

To start an application, select the "**Grant Opportunities**" tab (gray tab furthest to the right). A list of applications will be displayed. Find the "**SU2C Canada Cancer Stem Cell Dream Team Research Funding**" and click the "**Apply Now**" link (second to last column) to create your application.

To access your application, select the "**Manage Proposals"** tab (blue tab first on the left). Below the "**Manage Proposals"** tab are several links; select the "**In Progress"** link. A list of all applications for which you have applied through proposalCENTRAL will appear. Find the program titled, "**SU2C Canada Cancer Stem Cell Dream Team Research Funding"**. Then in the "**Edit"** column (second column from the left), select the "**Edit"** link to access your application.

Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL FAQ section, https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp, for more information.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately:

Phone: 1-800-875-2562 or (703) 964-5840 E-mail: pcsupport@altum.com

APPLICATION PROCEDURE

The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

1. **TITLE PAGE.** Your title has been brought forward from the approved Letter of Intent (LOI). (Do not make any changes to the title or your application may be disqualified from funding consideration.)

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines, and Full Application Instructions, and all templates can be downloaded from this page. You must download the following documents: Signature Pages Template, Lay Abstract Template, Research Project Proposal Template, Budget Template, Budget Justification Template, Biographical Information Template, and the Project Milestones Template to your computer. The optional OICR supplemental funding guidelines and templates are also available to be downloaded
   - Click the 'Download' link to save templates to your computer.
   - Complete the templates and convert it to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.
   - Upload the completed template files to your online application in the section for attaching files. See Section 9 for instructions on how to complete and upload the templates. This application also requires additional attachments for which a template is not provided (Letter of Institutional Commitment and Appendices [if applicable]).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **DREAM TEAM LEADER.** Enter contact information directly into proposalCENTRAL system. Indicate the percent effort on this project

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead Institution and signing official directly into proposalCENTRAL system.

6. **PRINCIPALS, INVESTIGATORS, PATIENT ENGAGEMENT REPRESENTATIVES/END-USERS AND COLLABORATORS.** Enter directly into proposalCENTRAL system.

7. **Budget.** Dream Teams may apply for support of up to **$10 million** from SU2C Canada, Genome Canada and CIHR over a four-year term. Applicants will be advised if other funds become available during the development of the applications. Provide budgets for the overall Dream Team project, as well as separate budgets for expenses related to the research components/subprojects. Indicate expenses directly attributable to the proposed research. These expenses include salary, equipment and supplies, expenses related to clinical trial activities, travel related to the research project, and expenses related to the dissemination of knowledge derived from the research. Tuition and professional membership dues are not allowable expenses. See "Project Terms, Use of Funds" on page 7 for further details.

OICR has made available up to **$3 million** of supplemental funds to support clinical trial activities should the successful proposal include clinical trial activities within the province of Ontario. Note: the optional supplemental funding offered by OICR will require a separate budget. Please see "SU2C Canada-OICR Cancer Clinical Trials: Canadian Dream Team Supplementary Funding" document which can be downloaded from proposalCENTRAL.

Continued efforts to partner and collaborate with other organizations to support the objectives of the SU2C Canada Cancer Stem Cell Dream Team are ongoing.

8. **ORGANIZATIONAL ASSURANCES.** The assurances/certifications are made and verified by the signature of the Institutional official signing the application. The AACR International-Canada does not require the supporting letters with your application. However, if awarded, REB and/or ACC approval (if applicable) must be submitted in writing to the AACR International-Canada.

9. **UPLOAD ATTACHMENTS.** Prepare and upload the following documents into your application in portable document format (PDF). Details are provided below.

   I. Signature Pages and Contact Information

   A. Title of Research Project. The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary.

   B. Dream Team Member Certification. Original signatures of the Dream Team Leader(s), Principals End-User and Patient engagement representatives are required.

   C. Dream Team Principals and End-Users/Patient Engagement Representatives. Do not enter information for Investigators, Collaborators, fellows, or research assistants.

D. Administrative Official at Lead Institution. Provide the name of and contact information for the Lead Institution administrative official to be notified if an award is made.

E. *Official Signing for Lead Institution. Provide the name of and contact information for the official signing for the Lead Institution.*

F. *Dream* Team Co-leader's and Principals' Institutions Certification.

NOTE: It is recommended that the collaborating Institutions be provided with the program guidelines as soon as possible. Certification of the Dream Team application and each of the Dream Team Principal's Institutions (i.e., signatures from the Institutions' Representatives) will be required no later than Monday April 27, 2015

In signing the application, the Institution Representative certifies that the Institution will comply with all applicable policies, assurances, and/or certifications referenced in the application. The Lead Institution is responsible for the accuracy, validity, and conformity with the most current institutional guidelines of all the administrative, fiscal, and scientific information in the application. The signer further certifies that the Lead Institution will be accountable both for the appropriate use of any funds awarded and for the performance of the research funding-supported project or activities resulting from this application. The Lead Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

II. Lay Abstract of Research Proposal. This abstract, limited to 3,000 characters, should provide a clear, concise overview of the proposed research. Include language suitable for a non-scientific audience. Describe the relevance of the proposed work to the objectives of the funding opportunity. A scientific abstract must be included within the research project proposal.

III. Research Project Proposal. Applicants must adhere to the following formatting guidelines in completing this section.

- Must use 12 point Times New Roman for the text, and no smaller than 9 point type for figures, legends, and tables.
- Single-spaced text is acceptable, and space between paragraphs is recommended.
- The page margins must be no less than 0.75 inches on each side.
- Pages must be numbered consecutively; in the Proposal Narrative, do not use section designations such as "3A" or "3B."
- Suggested tips and techniques for images in documents*:*
    - Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as JPEG or GIF files. Insert the image into the document by selecting "Insert – Picture – From File" from the MS Word menu.
    - Insert only GIF or JPEG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
    - Do not insert Quick Time or TIFF objects into your document.
    - Anchor the images that you embed in your document.
    - Once you have anchored the "inserted" image, you can format text to wrap

around the image.

- Do not edit your images in Word. Use a graphics program.
- Do not embed your images in tables, text boxes, and other form elements.
- Do not add annotations over an image in Word. Add annotations to the image itself in a graphics program.

Present the required information, using the template, in this order:

A. Contents page. Complete the Table of Contents by indicating the appropriate page numbers for each section; do not exceed one page.

B. Title of Research Project. The title should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary.

C. Scientific Abstract. Limited to 3,000 characters (including spaces). Should provide a clear, concise description of the proposed work including the background, objective or hypothesis and its supporting rationale; specific aims of the study; study design; and clinical impact and significance of the proposed work.

D. Proposal Narrative. Limited to twenty (20) pages, including figures and tables. Describe in-depth the proposed research project, including:
   1. Background and Rationale
   2. Specific Aims
   3. Research Design and Methods
   4. Projected Timeline and Milestones. Provide a sequence or timetable for the project and identify the milestones by which the success of the proposed research could be measured.
   5. Significance and Therapeutic Impact on the Detection or Treatment of Cancer Stem Cells. If the specific aims are achieved, state how clinical practice will be advanced.

   Please choose one of the two options

   6a. If you are **not applying** for the optional OICR funding you may use an additional 4 pages to elaborate on proposed clinical trials.

   6b. If you **are applying** for the optional OICR funding, please used the additional OICR template provided in a separate document.

E. Collaboration/Dream Team Members. Limited to six (6) pages. Include a narrative describing the value-added activities of the team/unique benefits afforded by the collaboration and the plan for coordinating the research across the multiple performance sites. Please include the organizational and decision making structure for the team. List all members of the Team, including: Dream Team Leader, Co-leader, Principals, End-User, Patient Engagement representative, Investigators, Collaborators, fellows, research assistants, and support staff. Provide professional titles and affiliations, and a description of each member's substantive and quantifiable contribution to the research project.

F. Facilities. Limited to three (3) pages. Please provide a description of the research facilities, equipment, and other resources available for this project.

G. References. Limited to three (3) pages of relevant publications.

H. Other Support. Provide details of any current funding or funding applications in progress to support any component/subproject of the proposed Dream Team research project.

IV. Budget. Provide budgets for the overall Dream Team project, as well as separate budgets for expenses related to the research components/subprojects conducted by each Dream Team Leader, Co-leader and Principal. Indicate expenses directly attributable to the proposed research. These expenses include salary, equipment and supplies, travel related to the research project, and expenses related to the dissemination of knowledge derived from the research. Salaries of researchers currently funded by their respective organizations or institutions, tuition and professional membership dues are not allowable expenses. See "Research Funding Terms, Use of Funds" on page 7 for further details.

Note: The optional supplemental funding offered by OICR will require a separate budget, please see "SU2C Canada-OICR Cancer Clinical Trials: Canadian Dream Team Supplementary Funding" document which can be downloaded from proposalCENTRAL.

V. Budget Justification. Limited to three (3) pages per institution. Detailed justification of the separate budget requests for expenses related to the research components/subprojects conducted by each Dream Team Leader and Principal is required for all items of equipment costing over $2,000, and the need for personnel, supplies, and other items. Provide the names of individuals whose salaries will be supported by the research funds and justify the amount of support requested.

Please choose one of the two options

1. If you are **not applying** for the optional OICR funding you may use one additional page to justify the budget.
2. If you **are applying** for the optional OICR funding, please use the forms provided by OICR. See "SU2C Canada-OICR Cancer Clinical Trials: Canadian Dream Team Supplementary Funding" document which can be downloaded from proposalCENTRAL.

VI. Biographical Information of the Dream Team Leader, Co-leader and Principals. Do not exceed four (4) pages per individual. Submit the following biographical information for the Dream Team Leader(s) and Principals. Do not include information for Investigators, Collaborators, fellows or research assistants. Submission of NIH Biographical Sketches or Canadian CCVs are acceptable.

A. Education and Training. Include all degrees awarded. List the year conferred, institution, and field of study. Also list postdoctoral training, residency programs, and internships; list title of position, mentor's name, institution, and exact dates of training.

B. Positions and Honors. List in chronological order previous positions, concluding with your present position. State duration, title, and institution. List any honors.

C. Publications. Provide complete references, including titles for all peer reviewed publications. Begin each citation on a new line. If the number of publications is extensive, you may provide a partial listing; indicate total number of publications (excluding abstracts, non-peer reviewed articles, or book chapters).

VII. Organizational Assurances. The assurances/certifications are made and verified by the signature of the Institutional Official signing the application in blue ink. Signatures from official representatives of each of the Dream Team Principal's Institutions certifying the Dream Team application will be required no later than **Monday April 27, 2015**. It is the responsibility of the Dream Team Leader and Institution to ensure that organizational assurances/certifications from all Dream Team Member Institutions are obtained. Proof of organizational assurances/certifications from all collaborating Institutions must be received before payments will be released. In addition, letters of endorsement from the Dean, Department Head, or Director of all institutions represented by the Team members, certifying contents of application package, written in English, will be required prior to payment.

VIII. Letters from Investigators and Collaborators. Should confirm the scope of the Investigators' and Collaborators' involvement in the proposed research.

IX. Project Milestones. The milestones will be used to define a timeline for the research activities that you propose to accomplish over the duration of your project. Reporting progress towards milestones will be incorporated into the semi-annual reporting requirements for the project if funded.

X. Appendices. Additional documents such as clinical trial preliminary data or summaries of clinical trial protocols, and organizational/decision making structure for the proposed Dream Team may be included as an appendix. Figures, tables, and other references to information contained within the Proposal Narrative are not allowed. Publications are not allowed. References to publications must be made in the Proposal Narrative.

XI. If applicable: OICR Supplementary funding documents

a. OICR Research Proposal (up to 4 pages) and OICR Budget Justification (up to 1 page)
b. OICR Budget (Excel Sheet)

Uploading the attachments into your application

Once you have converted your attachment to PDF files, the next step is to upload the files to your online application:

- Make certain that the converted PDF files are closed on your computer;
- Open your application and go to the section for attaching files;
- Enter your own description of the file in the "Describe Attachment" field;

- Select the appropriate type of attachment from the drop-down list. *NOTE: After selecting attachment type, the screen will show the allowable file types (e.g., PDF, .doc) that are allowed for that type of attachment*;
- Click on the "Browse" button to select the file from your computer;
  - A 'choose file' dialog box opens for you to search for the template file on your computer's hard disk or local area network.
  - Select the file and click "Open."
  - The file location and name will display in the window adjacent to the Browse button.
- Click on the "Upload Attachment" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the Uploaded Attachment section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. "Del" allows you to delete the file, if necessary, and "Show" opens the uploaded file. **It is strongly recommended that you open and review your uploaded file.**

If, for any reason, you wish to modify the attached file, make the revisions to your ***original*** file on your computer (off-line), convert the file to PDF and use the same process above to attach the newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

SUBMITTING COMPLETE APPLICATION

PI DATA SHEET. This is an automatically populated data sheet based on applicant's proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to the AACR International-Canada. If fields are not populated, go to Section 4, Applicant, and select the "Edit Professional Profile" tab in the center of the screen.

1. **VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. 'Validate' checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

2. **SUBMIT.** After the application has been validated the application must be submitted. The submit button will only appear after the document has been validated. Click the "SUBMIT" button. A confirmation email will be sent by proposalCENTRAL to confirm that the application was submitted. If you do not receive an email confirming the submission of your application, please contact proposalCENTRAL immediately.

3. **SIGNATURE PAGE(S) AND PRINT APPLICATION.** After successfully passing the validate check you are ready to print the signature pages and the attached PDF files.

Use the second print button "Print Attached PDF Files." Click this button to print the attached PDF files. Assemble all printed attachments in the order listed above on page 10. (Note: The print option "Print Signature Pages and Attached PDF Files" assembles the files in the order specified by the research funder.

IMPORTANT: A confirmation email will be sent once the proposal is submitted. If you do not receive this email and believe that you have submitted your proposal you should immediately contact

proposalCENTRAL. It is the responsibility of the applicant to ensure the application was completed correctly, all required information is present, and that the proposal was officially submitted through proposalCENTRAL.

CHANGES TO THE APPLICATION

Withdrawal of application: The Dream Team Leader should advise the AACR International-Canada promptly, in writing, should he/she decide to withdraw the application for any reason. The letter (or e-mail) should include the DTL's name, the title of the proposal, and the reason for withdrawal.

Change of address: Notify the AACR International-Canada in writing of any changes of address, e-mail or phone number for any Dream Team Member, following the submission of an application. Include your name and the proposal title.

Change of institution: If any Dream Team member changes institution, the Dream Team Leader should contact the AACR International-Canada to determine whether your application can be reviewed.

INQUIRIES

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR International-Canada at:

Phone: 416-797-5366
E-mail: su2ccanada@aacrcanada.ca