

2023-2024 CCMF GRANT APPLICATION GUIDELINES CCMR INFRASTRUCTURE

The CancerCare Manitoba Foundation is an independent fundraising agency whose purpose is to provide resources to support CancerCare Manitoba in the provision of optimal cancer control services to Manitobans. Upon acceptance of specific proposals, funds raised by the Foundation are granted for specific projects and equipment. The Foundation is one of CCMB's major partners and its contribution through this annual activity supports major patient and research platforms and programs.

These guidelines outline the process to follow for those requiring annual funding for the core platforms in place at the CancerCare Manitoba Research Institute.

APPLICATION FORMS

Applications must be completed using the appropriate 2023-2024 Grant Application Form and Template available on the [CCMB internet website](#). The Research Institute's **Infrastructure** grants are classified into the following 3 three categories: (1) Platforms, (2) Core Facilities, and (3) Equipment.

CONTACT INFORMATION

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ELIGIBILITY

Applications may only be submitted by CCMB staff members or appointed scientists at the CancerCare Manitoba Research Institute (CCMR).

GRANT CATEGORIES

Three categories will be considered:

1. *Platforms*

Platforms provide support for critical infrastructure such as personnel, direct costs, or small items of equipment (<\$10,000) essential for research at CCMR and CCMB. These include administrative staff, office supplies, general laboratory staff, direct costs, management staff, maintenance contracts, travel, and accommodation for visiting speakers. It also includes funding for clinical and translational research staff outside of the clinical trials unit and core facilities.

2. *Core Facilities*

Core facilities provide access to technologies, equipment, or expertise on a fee-for-service basis. Funding for personnel, direct costs, and small items of equipment (<\$10,000) can be requested. Applicants must demonstrate a need for the facility based on past and/or projected users and develop a business model for additional income for long-term sustainability. Core facility applications are encouraged to cover all cancers as potential disease site user groups. Priority will be given to facilities that are not available elsewhere at the Health Sciences Centre or the University of Manitoba Bannatyne Campus.

3. *Equipment*

This category is designed for applicants seeking funding for stand-alone equipment to support all aspects of research at CCMB and CCMR, including core facilities. Priority will be given to applications with leveraged funding.

REVIEW CRITERIA

Priority for funding will be given to applications that meet one or more of the following criteria:

1. Helps address one or more specific goals identified in the [Research Institute Strategic Plan](#).
2. Provides essential support for resources that are not normally funded by operating grants or Manitoba Health.
3. Helps leverage further funds or reduce reliance on internal funding, including but not limited to partnership opportunities.
4. Evaluates technology, tools, data, and processes to improve organizational effectiveness.
5. Supports research platforms and core facilities.

APPLICATION PROCESS

1. The CCMR Manager of Research Administration will arrange a meeting with each of the Core and Platform Leads in September to begin discussions on the annual request for 2023-2024.

2. The proposed budget will encompass the 12 months beginning July 1, 2023 and ending June 30, 2024.
3. The Manager will submit one “Letter of Intent” (LOI) on behalf of all platforms, cores, and equipment requests for CCMR infrastructure funding on or before October 14, 2022, with a PDF copy to CCMFGrantComp@cancercare.mb.ca
4. The President & CEO from CCMB/Acting CCMR Director will review, prioritize, and evaluate the research requests in CCMR’s LOI. Based on these discussions and decisions, the CCMR Director will send letters of invitation to the appropriate individuals instructing them to prepare and submit full applications.
5. Specific application forms and templates *for each funding category* (platforms, core facilities, equipment) are available on the CCMB intranet website. Applications must be signed by the Acting Director of CCMR.
6. Full Applications are due to the Research Office (CCMFGrantComp@cancercare.mb.ca) on **January 13, 2023, no later than 5:00 PM.**
7. Where a proposed project will require new or expanded space, a detailed plan indicating how this space will be acquired and funded must be provided in the proposal form. This is in addition to the detailed budget information required for the grant application.

EVALUATION PROCESS

1. Applications will be evaluated by the CCMB President and CEO/Acting Director of CCMR and CCMB Senior Leadership.
2. The CCMB President & CEO will submit the final funding request to the CCMF President & CEO.
3. The CCMF President & CEO will then notify successful applicants in writing.
4. Funds will be made available to successful applicants on July 1, 2023.

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the grant to CCMF within 30 days of notification.
2. Applicants must submit the “*End of Grant Report*” to CCMF no later than August 30, 2024 or be deemed ineligible for future funding. CCMB Finance will provide each applicant with the end of year balance so that the applicant can include this information in the report.
3. Core facilities will be expected to provide an audit of users in the End of Grant report and will be evaluated every year with an institute-wide survey.
4. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of the CancerCare Manitoba Foundation.
5. Posters and presentations must include the CCMF logo, available from the CCMF Director of Marketing & Communications (Laura Curtis at Lcurtis4@cancercare.mb.ca).
6. When speaking about the project, applicants must acknowledge that funds were provided by CCMF and all gifts to the Foundation remain in Manitoba.

7. Funds are awarded on an annual basis. Funds remaining at the end of the award year will be returned to the Foundation.
8. A formal request for extension of grant funding must be submitted to the CCMF President & CEO for consideration prior to June 30, 2023.

OUT-OF-CYCLE REQUESTS

1. Throughout a grant cycle where additional funding may become necessary but cannot wait until the next annual request, an ad hoc application may be made for consideration to the Foundation.
2. All out-of-cycle requests must be directed to the CCMR Research Office, Attn: Dr. Mary-Ann Lindsay, Manager of Research Operations at mlindsay4@cancercare.mb.ca

IMPORTANT DATES FOR YOUR CALENDAR

September 2022	Meeting with Manager, Research Administration
October 14, 2022	Manager Research Administration submits Letter of Intent
January 13, 2023	Full Application due
July 1, 2023	Funding made available by CCMF
August 30, 2024	End of Grant Report due