# The Marathon of Hope Health Informatics & Data Science Application Guide (2024)

## Key Dates

| 2 | Submission of Full Application | <span style="color:red">Friday February 2, 2024 (5:00 pm Eastern Time)</span> |
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| 3 | Peer-Review of Applications | March/April 2024 |
| 4 | Decisions Announced | May 2024 |
| 5 | Funding Starts | July 1, 2024 |

## Competition Website

Applicants can find competition details and document templates at
[https://www.marathonofhopecancercentres.ca/funding_opportunities](https://www.marathonofhopecancercentres.ca/funding_opportunities)

## Submission Format

Full Application

Applicants must submit the Full Application electronically before the deadline (date stamped before 5:00 PM Eastern Time on the deadline date) to the email address [moh@tfri.ca](mailto:moh@tfri.ca).

The electronic document attached to the email must be either (1) a PDF formatted file, or (2) a Microsoft Word document (docx format). Our email system only accepts documents of up to 25MB in size. If larger, please separate the application into smaller files and send them in sequence.

## Naming of Electronic Files

The applicant is asked to replace 'APPLICANTNAME' in the file name with their last name followed by first name, i.e. '2024 TFRI MOH HI&DS FULL APPLICATION – SMITH John.docx'.

## Acknowledgment of the Full Application

You should telephone / email the contact at the end of this Guide if you do not receive an acknowledgment of your Full Application a week after its submission.

## Format of the Full Application Document

The Microsoft Word Template documents have been formatted in the desired format for clarity and ease for reviewer to read. It is recommended that this formatting is retained.

> Page Margins: Top, Bottom, Margins all 1 inch
> Font: Calibri 11 pt (acceptable replacements Times Roman, Arial, or Avenir Next LT Pro at 11 pt)
> Line Spacing: 1.5

Paragraph Spacing: 6 pt between paragraphs

Material in square brackets is designed to be replaced by the Applicant's text in black. Maximum page limits provided in the document templates must be observed. TFRI reserves the right to remove pages and material in excess of the limits.

## FULL APPLICATION

### 1. Host Research Institute

Give the full name of the research institute which will administer, and under whose authority, the project will be carried out.

### 2. Current Program with Host Institute

Give the full name of your current program with Host Institution and start/end date, or have a letter of commitment from the eligible institution confirming acceptance and start date.

### 3. Signatures

Awards are made only with the consent and knowledge of the administrative head of the Institution where the research will be carried out. The signatures indicate that the Applicant and officials at the Host Institution have read and understood the obligations of funding received from the TFRI. If the Institution does not yet have a Memorandum of Understanding (MOU) with the Terry Fox Research Institute, one will need to be signed before funds flow. A template for the MOU may be found [online](#).

### 4. Name of sponsoring program

The applicant must discuss sponsorship of their project with one of the eligible sponsoring programs funded by MOHCCN. The eligible sponsoring programs are the 5 nodes or consortia (British Columbia, Princess Margaret, Quebec, Atlantic Canada and Prairies) and provide here the full name of that program.

### 5. Project Leader/Mentor Name to verify sponsorship support

Provide the name of the individual who has agreed to sponsor the applicant's proposal. The leader/mentor has to be a researcher(s) (clinician and/or scientist) currently associated with a MOHCCN-funded study.

### 6. Lay Summary

If awarded, the lay summary will be used in the TFRI MOHCCN website to describe the project to the public. Thus, it is important that the lay summary use as little technical language as possible and is written at the level of a Grade 8 student. As succinctly as possible, please consider using the following format: objective, previous research, project methods, and impact and relevance to cancer.

### 7. Scientific Summary

This technical summary of the proposal should outline scientific objectives of each component of the proposal, including strategies and methodologies to be used in the research. Essential

collaborators should be identified, and it is essential to outline the plan to integrate the results of this proposal with the sponsoring program.

### 8. Scientific Proposal

A maximum 5-page allowance is permitted to describe the science proposed. Up to an additional 2 pages can be used to present diagrams, figures and photographs. Recommended headings are provided in the table of contents page. Within the 5 pages, the applicant has flexibility to present the most compelling case for his / her project. A list of references is additional to the maximum of 5 pages. Only the list of references can be presented in single line spacing (the body must be 1.5 line spaced).

The table of contents page is also not part of the page count, but should be completed to assist the reviewers find headings within the proposal rapidly. The applicant should replace the roman numerals in the table of contents page with the actual page number in the final document before submission. The sponsoring program should be provided time to review, comment and suggest revisions to the scientific proposal before it is submitted.

### 9. Summary of Letters of Sponsorship, Institutional Support and Collaboration

Complete the Table summarizing letters of agreement to sponsor and collaborate. Institutional support letters should include evidence of matching funds. Matching fund eligibility requires they not be federally derived.

These letters should be sent electronically with the Full Application by the deadline date or included within the PDF file comprising the full application. It is the responsibility of the Applicant to get these letters in time to be submitted with the Full Application. Letters should:

a. Confirm the nature and extent of Institutional support for the Applicant. Such a letter may include the commencement date of an Applicant's program with a Host Institution if it occurs after submission of the Full Application.
b. Provide details of the Host Institution's research support provided to the Applicant. Identify the actual time or percentage of the total hours per week the Applicant will be supported to perform research (It is expected that a majority of the Applicant's time will be devoted to research).
c. Provide support from the sponsoring program of that program's plans to integrate and mentor the Applicant's research with that of the Program. Two letters are required, one from each of two different members of the sponsoring program.
d. Confirm agreement to collaborate with the Applicant on specifics of the Applicant's program; e.g., access to biomaterials, access to technology and expertise, etc.

### 10. Budget Request

The total award request cannot exceed $40,000. Budget must reflect expenditures for the award amount and the match amount (1:1 match; maximum budget is $80,00 per year).

Each line item should provide the total cost per year of that item and whether the item will be paid from MOHCCN (Health Canada) funds or from matching funds (or a combination thereof). A full narrative is expected to justify the budget request in the Budget Narrative below.

Eligible Costs include:
   a. Salary Support – for the Applicant only. It is the Applicant's responsibility to confirm any institutional maximums are not exceeded for salary supports.
   b. Travel Costs - For the Applicant to attend and present (including abstract and poster presentations) at Canadian and international conferences throughout the Award period.
   c. Salaries & Wages – Only research staff and trainees (graduate students, post-doctoral fellows, research assistants, technicians, and professional assistants) working directly under the Applicant's supervision are eligible to receive salary support from the grant. Administrative staff are not eligible, nor are annual increments.
   d. Consumables – Only laboratory consumables, animals, core research facility charges, information technology costs, equipment (under $5,000), courier and research travel directly related to the Proposal should be included here.
   e. Equipment over $5,000 is not eligible. However, equipment that is integral to the Applicant's research proposal can be included in the matching funding.

Applicants should refer to the [TFRI Research Administration Policy](#) for a list of other ineligible costs.

### 11. Budget Narrative / Justification
All budget line items need to be justified in the budget narrative
   a. Salary Support for the Applicant. Include other salary supports that the Applicant is receiving or intends to receive during the award period. Note any institutional maximums applied to the Applicant.
   b. Travel (conferences). List all conferences at which the Applicant intends to present, including abstract and poster presentations. The details of these conferences may not be final at this stage, but the Applicant is expected to list estimate costs of attendance. Applicants must present on the research that is being proposed in the application. During the award period, Applicants must communicate to MOHCCN the final conference and presentation details.
   c. Salaries & Wages. List all members of the proposed research team – indicating whether current or to be recruited. Outline duties including the percentage of effort required, experience necessary or required, and proposed salary or stipend. Also list individuals who will be part of the research team who will NOT be paid from the grant. Indicate how they will be compensated (fellowship, studentship, other grants, etc.). Assess the impact of these individuals on the research proposal.
   d. Consumables. If a line item covers a range of reagents or services, provide a breakdown of how line item costs are estimated.

## 12. Appendices

Please label all appendices to avoid confusion by reviewers. Please keep appendices short.

a. **Curriculum Vitae**: Please include your curriculum vitae in the format required by TFRI that is available from the [TFRI MOHCCN website](#).

b. **Certificates**: Use the table provided to list all the certificates you require to complete this research. The list of certificates may include Environmental, Biohazard/Biosafety, Radiation Safety, Animal Care, Human Ethics, Human pluripotent stem cell research and regulatory approvals from Health Canada. Certificates dated to expire before the start date of the research are not acceptable. It is the responsibility of the Applicant to obtain these certificates and provide copies to the Host Institution. The Host Institution is required to ensure that you have all current certificates for the relevant section of the proposal before providing funding to your project.

c. **Clinical Protocols, Surveys, Consents, etc**.: May be submitted for proposals where such documents are integral to the research proposal.

d. **Scientific Manuscripts**: Applicants may attach as appendices up to three manuscripts or publication that are directly relevant to the proposal

e. **Statement of Inclusion of Sex and Gender in Research Design**: Applicants are expected to include a statement in the proposal that they have considered sex- and gender-based analysis (SGBA) as appropriate. The purpose of SGBA is to promote rigorous science that is sensitive to sex and gender and therefore has the potential to expand our understanding of health determinants for all people.[1]

f. **Letters of cash match commitment:** see Appendix A in the Full Application document for details about eligible matched funds and expenditures. The sponsoring, eligible Canadian host institution is required to ensure eligible cash match funding is available to this Marathon of Hope Health Informatics & Data Science Award with a similar or greater amount that will be used to augment the project's research expenses.

For inquiries, please contact:
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[1] Please refer to [http://www.cihr-irsc.gc.ca/e/50836.html](http://www.cihr-irsc.gc.ca/e/50836.html) for more resources.