

## MOHCCN Phase 2 Consortium Launch Proposal - Guidelines

### Key Dates

1	Request for Proposals (RFA) launch	Thursday April 2 <sup>nd</sup> , 2026
2	MOHCCN Phase 2 RFA Informational Webinar	Thursday April 9 <sup>th</sup> , 2026 at Noon ET / 9am PT
3	Deadline to submit questions related to the RFA to TFRI at <a href="mailto:moh@tfri.ca">moh@tfri.ca</a>	Friday May 1 <sup>st</sup> , 2026
4	Deadline to submit full applications to <a href="mailto:moh@tfri.ca">moh@tfri.ca</a>	Friday May 8 <sup>th</sup> , 2026 at 8pm ET / 5pm PT
5	Decisions announced	June 2026
6	Funding begins*	July 1, 2026

\*Funding is subject to approval by the Government of Canada Treasury Board of the Phase 2 submission and to subsequent execution of the Phase 2 Contribution Agreement with the Government of Canada.

### Competition Website

Applicants can find competition details and document templates [here](#).

### Submission Format

Proposals must be submitted by the consortium lead(s) on behalf of the full consortium; only one proposal per consortium will be accepted. All consortium members are expected to be consulted and to contribute to the proposal.

Full applications, including budgets (excel spreadsheets) and appendices, must be submitted electronically before the deadline to the email address [moh@tfri.ca](mailto:moh@tfri.ca). The deadline is 5pm PT / 8pm ET on Friday May 8<sup>th</sup>, 2026.

The electronic document(s) 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:** Applicants are asked to replace 'Template' in the file name with the name of their MOHCCN Consortium. e.g. "MOHCCN Phase 2 Consortium Launch Proposal\_MOH-Q".

**Acknowledgement of full applications:** Applicants are requested to email the contact at the end of this guide if they do not receive an acknowledgment of submission 1 business day after the deadline.

**Format of the Full Application document:** The Microsoft Word and Excel template documents have been formatted in the desired format for clarity and ease for reviewers to read. It is recommended that this formatting is retained.

- Page Margins: Top, Bottom, side margins all 1 inch ("normal" setting in Word)
- Font: Calibri 11 pt (acceptable replacements: Times Roman, Arial, or Aptos at 11 pt)



- Line Spacing: 1.0
- Paragraph Spacing: 6 pt between paragraphs
- For more information about MOHCCN logos, template, visual guidelines, and fonts, please see: [Logos, Templates and Visual Guidelines](#).

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**

### **Item 1: Cover Page and Signatures**

All Consortium Co-Leads are required to sign the application to confirm the submission is made with their consent and knowledge of the research and associated activities that are being proposed.

### **Item 2: Consortium Overview**

A maximum of 3 pages (single-spaced) providing an overview of Consortium activities for the four years of the program. The overview should address:

- The overarching vision for the 4-year program.
- Specific goals for Year 1 (July 1, 2026 through March 31, 2027) and high-level plans for Years 2–4. Progress reports, with details on deliverables achieved in the previous year and new projects for the upcoming year, will be required at each subsequent year before further funding is approved. For cohort-based programs, describe cohort characteristics; novelty relative to Phase 1; research questions; profiling methods; longitudinal follow-up; inter-consortia collaborations; deliverables; and strategy for translation to practice.
- Expected impact on the overall mission of MOHCCN.
- How the Phase 2 program builds on achievements of Phase 1.
- How the Phase 2 plan diverges from Phase 1 and avoids redundancy.
- How the program will strengthen the entire MOHCCN, rather than a single site, including mechanisms for knowledge sharing, knowledge translation and commitments to equity, diversity, inclusion, and access (EDIA).

### **Item 3: Deliverables**

A maximum of 2 pages (single-spaced) to address the deliverables for the Consortium. This should address all deliverables included in the budget (excel spreadsheet, see Item 5 below). Describe the proposed activities, deliverables and timeline, including justifications for funding. All items included in the budget (see Item 5 below) should be included in this deliverables section, including (a) building the Gold Cohort, (b) pilot projects and other non-case related projects, and (c) infrastructure centre and secretariat support. Include:

- Detailed Year 1 deliverables with expected outputs at 3- and 9-months (from a July 1 start date; October 2026 and March 2027, respectively).
- High-level deliverables for Years 2 through 4.
- A 4-year Gantt chart with milestones every 6 months (months 3 and 9 for Year 1, with a July 1 start date). These milestones will be used by MOHCCN Leadership to assess progress year-by-year and approve continued funding.

- A monitoring plan and mitigation strategy, actioned by the consortia lead(s), for situations where consortium members do not meet their funding deliverables.

#### **Item 4: Team Description**

A maximum of 1 page (single-spaced) detailing roles and responsibilities of key players, as well as mechanisms for collaborative management, consortium governance structure, communication, decision making, and dispute and conflict resolution. Provide:

- ¾ page describing team composition, organization, and consortium governance structure.
- ¼ page describing how the team integrates within the MOHCCN and its plans for adding new members.
- CV (Canadian Common CV [CCV] or TFRI CV) for the consortium (co-)lead(s) and for institutional leads of any new proposed institutional Network/consortium members should be added in an appendix (does not count towards the 1-page maximum). The TFRI CV template can be found [here](#).
- Include a list of the clinicians, scientists, patient representatives, staff and other relevant people who participated in the preparation of the proposal as an appendix.

#### **Item 5: Budget**

This item includes:

- The Budget (excel spreadsheet)
- A maximum 1-page (single-spaced) narrative of the budget.

Please complete the budget (excel spreadsheet) and include this in your submission

A maximum of 1-page (single-spaced) to provide a narrative of the budget, including:

- Detailed Year 1 budget (up to 9-months; July 1, 2026, to March 31, 2027).
- Names, roles, responsibilities (you can refer to Item 4: Team Description, without repeating information here), and percent effort of funded personnel.
- High-level budget projections for Years 2–4.

Note: A zero-based budget approach is needed. Budgets may be revised by MOHCCN Leadership based on milestone performance.

Note: Unspent funds—particularly those linked to incomplete deliverables—may need to be returned to TFRI or deducted from subsequent payments.

#### **Appendices**

Completed Appendices 1 and 2 for this application. Only the appendices requested will be accepted. No other appendices should be included.

**APPENDIX 1:** List of the names and affiliations of the consortium members, patient partners, and other individuals who were consulted in the development of this proposal. Please include each individual's name, email, institutional affiliation, and a brief description of their engagement in the application process.



**APPENDIX 2:** CV (Canadian Common CV [CCV] or TFRI CV) for the consortium (co-)lead(s) and for institutional leads of any new proposed institutional Network/consortium members. The TFRI CV template can be found [here](#).

**APPENDIX 3 (Optional):** Consortia may include a 1-page appendix per special project (non-case-generating projects, including health economics/health technology assessment projects and KnowMyGenes pilot projects) to provide additional information if needed. Note: applicants should ensure that the main application includes a clear justification for the special project(s) and a rationalization of how all projects relate to each other and work together. The appendix(ces) should only provide supplementary information where absolutely necessary. Applicants must complete the table in this section with a brief description of their appendix(ces), if relevant, and attach the 1-page appendix(ces) to the full application.

### Review Process

Following eligibility screening, proposals will undergo evaluation by the MOHCCN External Scientific Advisory Committee (ESAC) for scientific merit and by TFRI Leadership for administrative considerations, in accordance with the criteria outlined in Appendix 2 of the Request of Applications document. Additional *ad hoc* external reviews may be obtained as needed. Written feedback will be provided to the consortia, after which revised proposals will be resubmitted for final feedback. Funding recommendations will be forwarded to Network Council for additional comments. Funding approval will be provided by the TFRI Board.

### For inquiries, please contact:

Isabel Serrano

Managing Director

[iserrano@tfri.ca](mailto:iserrano@tfri.ca)

Jessie Micholuk

Network Program Manager

[jmicholuk@tfri.ca](mailto:jmicholuk@tfri.ca)

Kaitlin Hong Tai

Network Program Manager

[khongtai@tfri.ca](mailto:khongtai@tfri.ca)