



# **OPERATING GRANT PROGRAM Guidelines and Instructions**

**Effective July 1, 2019 – June 30, 2020**

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## Key Points

- It is highly recommended to access the LLSC Research Portal, Proposal Central, at <http://proposalcentral.com/> to begin the application process well in advance of any deadlines.
- It is recommended that final submissions at each stage (Letter of Intent/Full Application) be completed prior to the deadline. No aspects of the application will be accepted past the deadline.
- All components of the Application must be present in the order indicated in this document.
- All formatting must adhere to the policy stated in this document.
- The deadlines stated in the Key Dates section are strictly enforced. No exceptions are made to this policy.
- Contact [AdminCanada@lls.org](mailto:AdminCanada@lls.org) with any questions.

## Program Description

The Leukemia & Lymphoma Society of Canada (LLSC) is Canada's largest voluntary health organization dedicated to funding blood cancer research, education and patient services. The mission of LLSC is to cure all forms of blood cancer and improve the quality of life of patients and their families. Since its founding in 1955, LLSC has invested millions of dollars for research specifically targeting blood cancers and continues to fund innovative research to advance more breakthrough therapies.

To this end, LLSC also supports community service programs, advocacy, and public and professional education.

LLSC supports research through the Operating Grant (OG) research grant program

LLSC will provide funding up to a maximum of \$100,000 per year for two years (up to a maximum total of \$200,000 for the two years). Grant funding will be made in two annual payments.

Funds for competitive applications will be awarded on the basis of scientific merit, using a priority rating, and will include evaluation of ethical research. The Scientific Review Panel (SRP) will review all applications. New investigators as well as established ones are encouraged to submit applications.

The Operating Grant is a two year grant designed to provide funding to research that may ultimately lead to a significant change in the understanding, diagnosis, or treatment of blood cancer.

## Eligibility

Investigators in academic laboratories are eligible to apply. Researchers in any field are encouraged to apply **but the proposal must directly address blood cancer**. Investigators must demonstrate that their research environment is equipped and suitable for the proposed study; this includes demonstrated access to patient materials, where applicable. Collaboration between multiple investigators to strengthen the proposed research will be considered favorably, but is not a requirement.

Applicants must be independent investigators affiliated with a non-profit Sponsoring Institution at the time funding commences and for the duration of the award. Applicants must have a faculty appointment at a Canadian university to qualify for funding. Applications from non-academic facilities are not eligible.

Applicants should hold a Ph.D., M.D., D.V.M. or equivalent degree.

The Application will require one Principal Investigator (PI) who is responsible for the preparation and submission of the proposal including the budget, the conduct of the research programs and adherence with all stipulations made by LLSC, the LLSC Policies & Procedures document, and the Grant Agreement, if funded.

The PI must be an independent investigator, which is defined as a scientist who has dedicated laboratory space, directly hires and supervises laboratory personnel (technicians, graduate students, postdocs and staff scientists) and makes all decisions concerning research activities and use of the grant funds. Postdoctoral fellows are not eligible to apply for a grant in this program.

A Principal Investigator may only submit ONE Application per application cycle and cannot serve as a Principal Investigator OR Co-Principal Investigator on more than ONE Application per cycle. A Co-Investigator (also known as Collaborator) CAN serve as Co-Investigator on more than one Application. A Principal Investigator or Co-Principal Investigator can serve as a Collaborator on other Applications (See **Definitions** below).

The Principal Investigator must be able to demonstrate a significant track record in the area of hematology and/or blood cancer research.

### **Definitions**

Co-Principal Investigators, Co-Investigators, Collaborators, and Key Personnel:

- The Co-Principal Investigator is responsible for developing the Aims of the project.
- The Co-Investigator (who can also be referred to as Collaborator) is responsible for carrying out the Aims of the project.
- A Principal Investigator CANNOT be named as a Principal Investigator or a Co-Principal Investigator on another application during the same application cycle.
- A Principal Investigator can be listed as a Co-Investigator or a Collaborator on another application in the same cycle, without limit to the number of applications.
- A Collaborator or Co-Investigator can be named on more than one application or funded grant, without limit.

## **Application Process**

The application process will occur in **two** phases. The first phase is submission and consideration of a Letter of Intent (LOI). The second step is the invitation for and submission of a Full Application. The Applicant must register with the LLSC Research Portal, Proposal Central, (<https://proposalcentral.com/>) in order to apply. Both LOI and Full Application submissions must be made electronically to the Proposal Central (<https://proposalcentral.com/>).

Application templates are found on our grants management website: <https://proposalcentral.com/>.

Applications will be reviewed by a peer review process by a diverse group of external experts covering by the science and medical aspects of the review. Final funding recommendations are approved by our independent Medical and Scientific Advisory Committee and Board of Directors.

All application processes must be completed using our grants management website (<http://proposalcentral.com/>) Contact [AdminCanada@lls.org](mailto:AdminCanada@lls.org) with any questions.

Only complete applications received by the submission deadline date will be considered. Applications which exceed page limits will not be considered (see **Letter of Intent Phase instructions** and **Full Application Phase instructions**).

## Key Dates

Phase	Date
Call for Proposals	September 4, 2019
Letter of Intent (LOI) due	October 25, 2019, 3:00 pm (EST)
Notification of Full Application Invite	November 2019
Full application deadline	February 5, 2020, 3:00 pm EST
Review Panel Meeting	April 2020
Notification of Awards	May 2020
Award Start Date	July 2020

The submission deadlines will be enforced. Please note that all times are Eastern Time (EST).

It is highly recommended that submissions are done well before the deadline. Internet traffic may be slow near the deadline, which may result in difficulties in submission.

In addition, LLSC's response time to questions may be delayed by the high volume received near the deadline. The LLSC Research Portal, Proposal Central, automatically shuts down submissions after the deadline has passed.

## Letter of Intent (LOI) General Information

Each Applicant must submit an LOI that will include a structured abstract describing the overall proposal in the following sections with a total character limit of 4000:

1. Background and Preliminary Data
2. Goals and Objectives
3. Expected Outcomes and Scientific Significance.

The LOI template is found on our grants management website: <https://proposalcentral.com/>

LOIs should provide brief descriptions of how the goals and/or approaches are novel and innovative, and what impact the research may have on blood cancer. All LOIs will be reviewed, and those judged to be the most promising, competitive and responsive to the goals of the program will be invited to submit a Full Application. Letters of Intent are due **October 25, 2019 at 3PM EST**.

LOIs are reviewed and approved by LLSC at the time of submission. Once the LOI has been reviewed, the Applicant will be notified via e-mail as to whether or not they have been invited to submit a Full Application. If invited for Full Application submission, the Applicant will immediately have access to the application submission capability in Proposal Central.

## Full Application General Information

Please follow character limits and page lengths carefully. Failure to adhere to these instructions will result in administrative disqualification of your application. All application processes must be completed using our grants management website (<http://proposalcentral.com/>). Contact [AdminCanada@lls.org](mailto:AdminCanada@lls.org) with any questions.

The deadline to submit all Full Applications is **February 5, 2020 at 3 PM EST**. Full Applications will only be accepted via (<http://proposalcentral.com/>). The submission deadlines will be strictly enforced. Please note that all times are Eastern Time (EST).

Full Applications will be reviewed after the **February 5, 2020** submission deadline by a peer review committee composed of a diverse group of external experts. An application that does not meet the program goals, scope or guidelines will be administratively disqualified. Applications will be assigned an initial score by the primary and secondary reviewers. Only applications that fall above a scoring level determined by program staff and the committee chair will be discussed in detail for final ranking by the entire committee. Applications will be evaluated for potential significance, novelty, innovation and feasibility. Once ranked by the peer review panel, the highest scoring proposals will be reviewed by the LLSC Scientific Review Panel (SRP). The SRP will

identify those proposals to be funded based on scientific merit, responsiveness to programmatic goals and budget availability. Final approval of funding will be made by the appropriate governing boards of the LLSC.

Any Applicant selected for funding will be notified in May 2020 of the funding decision. Please do not call or email LLS to determine whether the Application has been received, when it will be reviewed or the results of the review. Funding decisions are relayed by email only and are not available by telephone. Please also check Proposal Central for the status of your Application.

All priority scores are confidential in that they are available to LLSC's Medical & Scientific Advisory Committee and LLSC's Board of Directors only. Feedback may only be provided for Applications discussed by the full review committee. Written critiques of the Application are not formally provided to Applicants.

### **Review Criteria to consider for Full Application**

#### **Significance**

Does this study address an important problem of clear relevance to hematological malignancies? What will be the effect of these studies on the field? Is the work high risk/high gain? Is the work related to blood cancer?

#### **Approach**

Are the conceptual framework, design, methods and analyses adequately developed and appropriate to the proposed work? Are potential problems identified and alternatives suggested?

#### **Innovation**

Does the project employ novel concepts, approaches or methods? Are the aims original and innovative? Does the project challenge existing paradigms, or develop new methodologies or technologies? From the point of view of the LLSC, this category is important.

#### **Investigator**

Is the project leader appropriately trained and suited to carry out the work? Is the work proposed appropriate to the experience of the investigator? Do not give a long history of the individual. Do not comment on publication record, unless there is evidence of lack of productivity.

#### **Environment**

Is the scientific environment adequate to contribute to the success of the project? Do the experiments take advantage of unique features of the scientific environment?

## Letter of Intent Phase Instructions

Letters of Intent are due **October 25, 2019 at 3PM EST** via Proposal Central (<http://proposalcentral.com/>).

The Applicant should carefully craft the information requested in the LOI as this information is automatically populated into the Full Application. If the LOI is approved, the Applicant will be notified by an automated email from Proposal Central stating that he/she may proceed to the Full Application phase.

- Project Title (75 characters maximum): Provide a title that adheres to the character limit
- Category: New, or resubmission?
- Principal Applicant Information: The Principal Investigator (or PI) is the Applicant
- Institution and Contacts: Please provide the necessary contact information
- Lay summary that includes the Rationale, Objectives, Methodology and Significance (4000 characters maximum)
- Keywords

## Full Application Phase Instructions

Please follow character limits and page lengths carefully. Failure to adhere to these instructions will result in administrative disqualification of your application. All application processes must be completed using our grants management website (<http://proposalcentral.com/>). Contact [AdminCanada@lls.org](mailto:AdminCanada@lls.org) with any questions.

Applications must be submitted in NO smaller than 12 pitch, single-spaced, with one inch margins on letter size (8.5" x 11") paper.

### **Project Title (75 characters maximum)**

### **Principal Applicant Information**

### **Institution and contacts:**

### **Co-principal investigator (If applicable):**

### **Project Description**

- Statement (in layman's terms, not to exceed 1500 characters), for press release.
- Scientific abstract of the proposed research (4500 characters maximum).
- Keywords

**Budget Period Details (See Proposal Central form for specific details):**

- On these pages, there should be a full justification of funds required, for both year one and year two of funding. The maximum annual total cost cannot exceed \$100,000.00/year. The aggregate cost over 2 years cannot exceed \$200,000.00.
- **Permissible direct costs** include the following:
  - Personnel Expenses including salary, wage, or stipend. **Grants cannot be used to subsidize the salary of the principal investigator(s)**. In total, no more than fifty percent (50%) of the direct costs may be requested for the salary of professional staff with a post-graduate degree (i.e. M.D., Ph.D., D.V.M.) regardless of function or role, including fringe benefits. This restriction does not apply to technical staff (i.e. lab assistants, nurses, etc.).
  - Supplies & Materials requests should be itemized by category.
  - Equipment purchase requests must identify each item of equipment with an acquisition cost of more than \$500.
- **Indirect Costs:** It is the policy of the LLSC not to fund indirect costs of research. Indirect costs (often referred to as Institutional overhead, IDC, M&A, G&A or pooled costs) are those costs incurred for common or joint objectives that cannot be readily identified with a particular project (general maintenance, utilities, library, etc.)
- **Impermissible Costs** include patent-related expenses, travel, membership dues, tuition, books and journals.
- **Publication Costs:** LLSC permits publication costs as part of the Operating Grant, up to a maximum of \$1500 per year or \$3000 total including applicable taxes.
- Attach quotations on equipment and services when appropriate

**Budget Summary and Justifications (See Proposal Central form for specific details):**

- Attach detailed justification of budget items, including personnel, expendables, equipment, and services (2000 characters maximum for each category).

### Organizational Assurances

- Please indicate whether the work involves biohazardous materials, animal experiments or human subjects. Appropriate forms may either be appended to the application or provided once notice of funding is given; the applicant will have 45 days to provide the appropriate documents once funding has been approved.

### Research Proposal

- Description of previous related research in 1 page
- Description of proposed research in 5 pages (does not include references, figures, or tables). Any relevant figures, references, and tables can be attached as an appendix. The last paragraph of the application should have the heading “**Significance to hematologic malignancy**”. In this section, the applicant should clearly state how the proposed work addresses the problem of hematologic malignancies
- Projected timeline (6, 12, 18, 24 months) – 1 page
  - A brief description of the expected progress of the project at the indicated time points.

### Publications

- Selected list of publications in past 5 years (peer reviewed only); with total number of peer reviewed publications (exclude abstracts). Indicate publications where LLSC support has been acknowledged (if any).

### Attachments

- Curriculum Vitae (CIHR format, Principal applicants and co-applicant(s))
- Publications
- Research Proposal
- Relevant figures (Maximum of 5 figures)
- Letter(s) of Collaboration
- Appropriate forms for Human and Animal experimentation and Biohazards.
- Signature Page (Once all of the mandatory fields are complete, the signature page is printed from Proposal Central and can be signed by the appropriate person(s))
  - Signatures of principal and co-applicants with dates.

- Name and signature of head of the department or appropriate academic officer (e.g., Dean or Associate Dean Research), with date.
- Name of signature of the financial officer, with date.

## **Customer Support**

Please contact:

PROPOSAL CENTRAL Customer Support

By e-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)

By phone: 800 875 2562 (Toll-free U.S. and Canada) or

+1 703 964 5840 (Direct Dial International)

Normal Business Hours: 8:30am - 5:00pm Eastern Time  
(Available Monday through Friday)