



**Application Form
for
Technology Development
(Applied to Genomics and Proteomics Research)
Competition**

May 2007



GenomeCanada

APPLICATION FORM FOR A TECHNOLOGY DEVELOPMENT PROJECT

GENERAL INSTRUCTIONS

Refer to the *Guidelines and Evaluation Criteria for Technology Development* (October, 2006) (*Competition Guidelines*) for full details about application requirements. Please note the revised timelines of the competition below. The application form must be submitted to Genome Canada, through the lead Genome Centre, by the deadline date of **August 20, 2007**.

Revised Timeline for the Competition

May 4, 2007	Release results of LOI review
May 4, 2007	Invite full proposals
Aug 20, 2007	Receipt of full proposals
Early Nov, 2007	Combined Due Diligence/Peer Review
End of Nov 2007	Decision on funding
Dec 2007	Notification of Decisions

Filling the Form

These General Instructions should be deleted from the application form prior to submission; however, the instructions at the top of each section should be included in the final application form but do not count towards the page limits. The first page of the application form submitted to Genome Canada should be page 1, General Information, which includes the contact information for each project leader.

The application form must be single-spaced, with top and bottom margins of a minimum of 1.7 cm and left and right margins of a minimum of 2.5 cm. Type font Arial, 11 point must be used. Each field within the tables in this form will expand to accept more information by using the return (↵ ENTER) key. If additional rows are needed in a table, place the cursor in the last field of the last row and press the TAB key.

Meaning of the Signatures

The signatures of the project leader(s) and co-applicants attest that this application has been reviewed and approved for submission to Genome Canada by all applicants.

The signatures of the authorized representative of the lead organisation, Genome Centre CEO, and Chair of the Centre's Board of Directors attest that this project has been reviewed and approved for submission to Genome Canada and it is agreed that the general conditions governing the use of Genome Canada funds as outlined in the *Competition Guidelines* apply to the project outlined in this form and are hereby accepted.

Language of Application

Genome Canada provides its competition guidelines and application forms in both official languages to ensure that instructions are well understood by all potential applicants. However, to ensure that applications can be sent to the most appropriate non-Canadian reviewers, all applications must be submitted in English.

Format for Submission

Submit the following to Genome Canada, through the lead Genome Centre, by August 20, 2007:

- Two original unbound single-sided copies of the application form; one copy should have the sections separated by coloured paper and one copy should have the sections separated by appropriately labelled tabs;
- One (1) CD copy that includes the application form and all appendices. Label the CD using the name(s) of the Project Leader(s) in the same order as they appear on the cover page of the application form using the following format: Smith, Jane- Doe, John.
- The paper and electronic copies must be identical. Note that the electronic copy need not have signatures. Only the hard copies must have all the required signatures. In the electronic copy the appendices should be separate documents from the application form, appropriately named for easy retrieval. Submit the financial appendix in Excel format and all other documents in PDF format. Group documents and name each as shown in the table below:

Document Name	Format	Contents
a – Application form	one (1) PDF document	Sections I to XII of the application form
b – Appendix I – Budget and Supporting Documents	one (1) Excel document and any PDF supporting documents	Completed budget and any PDF supporting documents, if necessary
c – Appendix II Cover Page- Supporting Documentation for Co-funding	one (1) PDF document	Cover page with list of supporting documentation
d – Supporting documentation for co-funding		
e – Appendix III Cover Page - Curricula Vitae	one (1) PDF document	Cover page with list of CVs
f – CV Smith, Jane f – CV Doe, John etc.	one (1) PDF document for each CV	CVs for each applicant and key personnel
g – Appendix IV - Technology Development Advisory Board (TDAB)	one (1) PDF document	Appendix IV cover page (listing TDAB members for whom a biography and confirmation are included)
h – TDAB #1 Smith, Jane h- TDAB #2 Doe, John	One (1) PDF document for each TDAB member	Bios and confirmation for each TDAB member
i- Appendix V Cover Page - Letters of Collaboration and Support	one (1) PDF document	Cover page with list of letters of collaboration and support
j- Letter of Collaboration #1 Smith, Jane j- Letter of Collaboration #2 Doe, John	one (1) PDF document for each letter of support	Letters of support from collaborators
k – Appendix VI Cover Page - Publications	one (1) PDF document	Cover page with list of publications
l – PUB #1 Smith, Jane l – PUB #2 Doe, John etc.	one (1) PDF document for each publication.	Up to five (5) publications
m – Appendix VII – Questionnaires and Consent Forms	one (1) PDF document	Appendix VII cover page of instructions and questionnaire or certification forms
n – Appendix VIII - Certification Forms	one (1) PDF document	Appendix VIII cover page of instructions and certification forms

APPLICATION FORM FOR A TECHNOLOGY DEVELOPMENT PROJECT

Project Title:

Date of Submission:

Total Amount requested: \$ _____ (2-year maximum project period)

Amount Requested from Genome Canada (maximum 50% of Total Budget):

Project Leader(s)

Name		Name	
Affiliation		Affiliation	
Address		Address	
Telephone		Telephone	
Fax		Fax	
E-mail		E-mail	
Signature		Signature	

Certification Requirements

If this research will involve any of the following, check the box(es). If the project is accepted, the necessary certification requirements must be met in accordance with policies on ethical conduct of research.

Human subjects
 Human stem cells
 Animals
 Biohazards
 Environmental assessment

Lead Organisation (CEO, President or authorized representative)

Organisation	
Name of representative	
Title	
Date	
Signature	

Genome Centre CEO(s)

Lead Centre		2 nd Centre	
Name of CEO		Name of CEO	
Date		Date	
Signature		Signature	

Chair of Board of Directors of the Lead Genome Centre

Name	
Date	
Signature	

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II PARTICIPATING ORGANISATIONS' SIGNATURES

To be completed by organisations where project activities will be undertaken.

The following organisations agree that the general conditions governing the use of Genome Canada funds as outlined in the *Competition Guidelines* apply to the project outlined in this application and are hereby accepted.

Organisation	Name & Title of Authorized Representative	Signature	Date dd/mm/yy

III CO-APPLICANTS To be completed by all co-applicants. Do not include collaborators or funding partners. These should be listed in the appropriate sections.

A co-applicant is a researcher who makes a substantial intellectual contribution to the proposed technology development project.

Name	Affiliation & E-mail address	Signature	Date dd/mm/yy

IV LAY SUMMARY (Maximum one (1) page)

In lay language provide a summary of the proposed technology development project and how that the technology will **enable** research in genomics and/or proteomics.

V EXECUTIVE SUMMARY (Maximum one (1) page)

Provide a brief description of the proposed technology development project.

VI TECHNOLOGY DEVELOPMENT PROJECT PROPOSAL (Maximum thirty (30) pages, including references, charts, figures and tables)

The proposal must address all relevant evaluation criteria as described in Appendix B of the *Competition Guidelines* and at a minimum include the following sections:

- Background – Summarize previous work, including a brief description of the outcomes, relevant to this proposal (for proposals stemming from a currently funded Genome Canada project, you must also demonstrate how this proposal differs from, and builds on, the currently funded project)
- Description of the technology development project proposed and details of methods to be used
- Milestones, objectives and goals
- Demonstration that the technology development projects builds on existing Canadian strengths and expertise in genomics or proteomics and/or targets a unique Canadian niche
- A critical path chart showing milestones and expected outcomes
- Quality and experience of the applicants
- Collaborations

Format for references: The reference section should contain all works referred to in the text and only those. List for each reference, in this order: name of the author(s)/editor, title, journal name or book title, publisher, year of publication, and page/volume reference. Journal and book titles must be given in full and must be underlined or printed in italics. Page/volume references must be in parentheses.

VII GE³LS (Ethical, Environmental, Economic, Legal and Social Issues stemming from the Research) (Maximum of two (2) pages)

Identify potential GE³LS issues that are raised directly by the proposed technology development project and detail the plan to address them. The plan must also describe the objectives, milestones, expected outcomes, and the methods to be used to attain these. The GE³LS expert identified to lead the project's GE³LS activities must complete this portion of the application.

Clearly state if no GE³LS issues have been identified and justify this assertion.

VIII SOCIAL AND/OR ECONOMIC BENEFITS TO CANADA (Maximum of four (4) pages)

- Provide a plan for the transfer, dissemination, use or commercialisation (as appropriate) of the anticipated results of the technology development project proposed, including a specific plan on how any technology developed will be made available to Genome Canada-funded platforms through a no-cost, non-exclusive licence. Demonstrate how any technology developed will contribute to job creation and economic growth in Canada and their impact on society, quality of life, health, and the environment, including the creation of new policies in these areas.
 - Demonstrate how the project will deliver new technology related to genomics and/or proteomics within six (6) to twelve (12) month upon completion of the project
-

IX MANAGEMENT (Maximum four (4) pages, including, charts, figures, tables)
NOTE: Include all plans for commercialization, IP protection, etc. in **Section VIII**.

The proposal must address all relevant evaluation criteria as described in Appendix B of the *Competition Guidelines* and include at a minimum the following sections:

- Management, administration, and organization of the project
 - Plans for making critical decisions
 - Mechanisms to interact with partners and other organizations
 - Deployment of human resources, equipment and infrastructure
 - Strategy for communication, outreach and knowledge dissemination to the public
-

X TECHNOLOGY DEVELOPMENT TEAM

Using a table format, provide the following for each member of the project team: name and affiliation, role (e.g., project leader, co-applicant, collaborator, project manager, etc.), time commitment, brief description of their contribution to the project, and reasons for their inclusion.

Sample Table

Name & Affiliation	Role	Time Commitment	Description of Contribution /Reason for Inclusion
Team Member 1	Project leader	10 hours/week	Supervision of technology development team. Team Member 1 is the Department Head of XX at The Best University in Canada since the age of Aquarius.
Team Member 2	Co-applicant	2 hours/week	Provision of engineering expertise for Activity 4. Team Member 2 is an associate professor in the department of XX. She is the lead author on key papers describing ZZ technology.

XI BUDGET

Refer to section 6 of the *Competition Guidelines* for details about Eligible Costs and Co-funding.

Provide a budget request for up to 2 years of funding using the budget template, which will be available through your Genome Centre in May 2007. Attach budget and supporting documents to Appendix I.

Control Processes

Describe below the budgetary control processes or mechanisms in place (e.g., processes for authorizing purchases, payments and budget adjustments).

XII CO-FUNDING

Refer to section 6 of the *Competition Guidelines* for details about Co-funding.

Describe and document the co-funding plan, which must include firm commitments from other sources for at least 75% of the requested co-funding for eligible costs and a well-developed and feasible plan for securing the remaining 25% of the requested co-funding. Note: co-funding must be applied for after Oct 1, 2006 in order to be eligible.

In order to encourage greater opportunities for knowledge generation and training in Canada this competition will require a minimum of 50% of co-funding from partners to be invested in Canada.

In a table format, provide details of the co-funding sources. For each funding source include: organisation name, amount, type (e.g. cash, in-kind), expected receipt date, status of co-funding (received, committed, awaiting response, yet to apply), and a description of how the funds will directly support the objectives of the Genome Canada technology development project. Documentation supporting the secured or proposed co-funding must be included in Appendix II.

Sample Table

#	Organisation Name	Amount	Type	Expected Receipt Date	Status
1	Provincial Ministry of Science	\$50,000	Cash	Aug 2007	Applied for
Description of how the funds will directly support the objectives of the project: Request to help finance purchase of sequencer.					

#	Organisation Name	Amount	Type	Expected Receipt Date	Status
2	Company X	\$150,000	Cash	April 2007	Received
Description of how the funds will directly support the objectives of the project:					

#	Organisation Name	Amount	Type	Expected Receipt Date	Status
3					
Description of how the funds will directly support the objectives of the project:					

APPENDIX I – BUDGET AND SUPPORTING DOCUMENTS

Refer to section 6 of the *Competition Guidelines* for details about Eligible Costs and Co-funding.

Attach the completed budget form, which will be available through your Genome Centre in May 2007. Contact Genome Centre staff for assistance in the preparation of the budget.

Also attach here supporting documents, for example:

- Quotes for equipment over \$50,000
- Letters of support and cost calculations for services provided from fee-for-service providers
- Justification for out of country fee-for-service providers
- If a supporting document shows an amount that differs from the budgeted amount, you must include the calculations used to arrive at the budgeted amount

List each supporting document in the table below and reference each to the appropriate line reference number(s) in the budget form (if applicable).

The item number must appear on the top right corner of the first page of each supporting document.

Item #	Document Attached	Line Reference No. in Budget
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

APPENDIX II – SUPPORTING DOCUMENTATION FOR CO-FUNDING

Refer to section 6 of the *Competition Guidelines* for details about Co-funding. Note that all co-funding must directly support the objectives of the Genome Canada project and must be applied for after Oct 1, 2006 in order to be eligible.

Attach full documentation for secured or proposed co-funding. Examples of appropriate documentation include:

- Written confirmation, for example a letter or a copy of an agreement from the co-funding source, committing funds. Acknowledgement of the use of these funds to co-fund the Genome Canada project must also be included.
- For co-funding from a funding agency, a copy of the full application, project summary, detailed budget and notice of award (if applicable). Note that documentation must clearly demonstrate that funding is being used for eligible costs included in the budget of the Genome Canada project. A written confirmation from the funding agency that they acknowledge use of these funds to co-fund the Genome Canada project is also required.
- For co-funding from an industry source provide:
 - A copy of a Board resolution specifying the company's level and terms of commitment
 - Provide documentation to support the financial viability of the company and its ability to fulfill its commitment to the project (e.g., a cash flow statement, a recent audited financial statement, a press release announcing significant new funding, etc.)
- For in-kind contributions provide a clear rationale and calculation of how the value was determined (including documentation to support all assumptions, price lists, discount policy, quotes from supplies, letters supporting same, etc.). All in-kind contributions must be auditable by outside experts.
- Note that if a supporting document shows an amount that differs from the amount on the budget form, you must include the calculations used to arrive at the budgeted amount (e.g., exchange rate calculations).

List the funding partner organisation(s) and supporting co-funding documentation in the table below. Link each document to the funding sources table in Section XII by grouping documents related to each funding source and using the same number as the funding source e.g. For funding source 1, if there are three supporting documents, list them as 1a, 1b, 1c. The item number must also appear on the top right corner of the first page of each supporting document.

Item #	Organisation	Document Attached
1a	Provincial Ministry of Science	Cover page of application
1b	Provincial Ministry of Science	Research summary page
1c	Provincial Ministry of Science	Detailed Budget

APPENDIX III – CVs

Attach curriculum vitae for each applicant and all other key personnel using the common CV form, available through the Genome Canada website at:

<http://www.genomecanada.ca/xresearchers/competitions/cTD/TechDev.asp?l=e&>

For help in completing the CV contact Genome Canada by phone at (613) 751-4460 ext. 126 or by e-mail at smondoux@genomecanada.ca

List in the table below the individuals for whom a CV form is attached.

NAME	ROLE (e.g., project leader, co-applicant, project manager, etc.)

**APPENDIX IV – TECHNOLOGY DEVELOPMENT ADVISORY BOARD
(For projects with a budget greater than \$2 million)**

Attach here a one-page biography for each member of the project's Technology Development Advisory Board (TDAB). Also include written confirmation from each of their willingness to serve in such a capacity.

List in the table below all those for whom a biography and confirmation are included.

TDAB Member	Affiliation

APPENDIX V – LETTERS OF COLLABORATION AND SUPPORT

List in the tables below all collaborators and others who have provided a letter of collaboration or support and attach those letters in the appendix. Note that collaborators must provide a signed statement describing their contribution to the project.

A collaborator is an individual whose role in the proposed technology development project is to provide a special service (such as access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.) and may be involved in the overall intellectual direction of the project

Collaborators

Name	Affiliation

APPENDIX VI – PUBLICATIONS

Attach up to five (5) publications from the past five years, relevant to the proposal.

List in the table below the documents attached.

Publications

1	
2	
3	
4	
5	

APPENDIX VII – QUESTIONNAIRES AND CONSENT FORMS

If you will use questionnaires or must obtain consent as part of the proposed project, attach the forms to this appendix.

List in the table below the documents attached.

Questionnaires and Consent Forms

APPENDIX VIII – CERTIFICATION FORMS

Applicants proposing a project that requires certification, such as a project involving human subjects, human stem cells, animals, biohazards, radioactive materials or possible effects on the environment, must obtain the appropriate certification for the current proposed project. Note that certification for similar or related projects ongoing in your laboratory are not acceptable.

Check relevant boxes and attach certification forms.

- Human subjects
- Human stem cells
- Animals
- Biohazards
- Environmental assessment
- Other – Specify:

If certification forms are not yet available, indicate the expected receipt date.