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**2015 Disruptive Innovation in Genomics Competition**

**Phase 1 – *FEASIBILITY***

# General Instructions

# \* Please remove these General Instructions before submitting your application.

**All requests for project support must be submitted to Genome Canada through a Genome Centre. Please contact your regional Genome Centre immediately for further information on their process.**

# Refer to the Request for Applications (RFA) [*2015 Disruptive Innovation in Genomics Competition*](http://www.genomecanada.ca/en/portfolio/research/2015-disruptive-innovation.aspx) for the specifics of this Competition and the [*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf) for the general guidelines.

Applications must be submitted to the lead Genome Centre (contact your regional Genome centre for deadlines). The Genome Centre will review the Applications and work with the applicants to help them develop their final application for submission to Genome Canada on **October 29, 2015**. Please contact your regional Genome Centre for their deadline, which could be several weeks earlier than the Genome Canada deadline. Applications submitted directly to Genome Canada in the absence of the support of one of the Genome Centres, (i.e., signature of the President & CEO or authorized representative) will NOT be accepted.

# TECHNICAL REQUIREMENTS

By the deadline of **October 29, 2015**, the Genome Centre must submit the following to Genome Canada for each application:

* One (1) electronic copy of the signature pages of the application signed and completed. Electronic signatures are acceptable
* One (1) electronic copy of the application that includes the application form, budget and appendices. The documents should be labelled using the Application number, followed by the last name(s) of the Project Leader(s) in the same order as they appear on the cover page of the application form, followed by the code in the table below. Signatures **should not** be included on the electronic copy of the application, but submitted in a separate electronic document.
* Appendix I should be a separate document appropriately named for easy retrieval. All documents must be in PDF format.
* The different sections and/or documents within each PDF file should be marked by a series of bookmarks.
* Documents should be grouped, named and ordered as shown in the table below:

| **Document Name** | **Code** | **Format** | **Contents** |
| --- | --- | --- | --- |
| **Signature Pages** | SIG | One (1) PDF document | Signature pages of the Application form  |
| **Application Form** | APF | One (1) PDF document | Sections I to IX of the application and the Gantt chart |
| **Appendix I** –**Curricula Vitae (Cover Page & all CVs)** | CV | One (1) PDF document  | Cover page with list of CVsCVs for key personnel  |

# The instructions at the top of each section should be included in your application and count towards the application page limits. The first page of the form should be page 1, which includes the contact information for each Project Leader. Application forms should 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. Arial font 11 points must be used throughout the application, with the exception of the Gantt chart, the budget and the cover page of the application.

**Page limits will be strictly enforced**; pages beyond the limits and unsolicited appendices will be removed by Genome Canada staff before they are reviewed. If this occurs, due to the tight timelines for review, applicants will be notified but they will not have the opportunity to revise their applications to meet the page limits.

**Format for references.** Please select a widely used format for your references and use this format consistently throughout the application.

# COMPLETING THE FORM

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 row and press the TAB key.

**INFORMATION SHARING**

Information from approved applications (i.e., name of Project Leader, Co-Project Leader(s), Lead Centre, Co-Lead Centre, Lead Organization, title of project, project description (lay summary) and amount supported) will be posted on the Genome Canada website once the project is approved.

**MEANING OF SIGNATURES**

The signatures of the Project Leader(s) and co-investigators confirm that this application has been reviewed and approved for submission to the Genome Centre(s) and Genome Canada by all investigators. The signature(s) of the authorized representative(s) of the lead organization and the Genome Centre(s) confirm that the application has been reviewed and approved for submission to Genome Canada.

Those signing the application also agree that the general conditions governing the use of Genome Canada funds, as outlined in [*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf), including adherence to commonly accepted guidelines with respect to ethical, environmental and safety requirements apply to the project outlined in this application and are hereby accepted by all parties.

**LANGUAGE OF APPLICATION**

Genome Canada provides its competition guidelines in both official languages; however, to ensure that applications can be sent to the most appropriate reviewers, all applications must be submitted in English.

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**2015 Disruptive Innovation in Genomics Competition**

**Phase 1 – *FEASIBILITY***

**Application Form**

**Application Number:**

**Project Title:**

**Term of Funding (MAX 2 Yrs):**

**Estimated Total Project Budget:**

|  |
| --- |
| **Budget requested from Genome Canada (max $250,000):**  |
|  |  |  |  |

**Project Leader Co-Project Leader**

|  |  |  |  |
| --- | --- | --- | --- |
| Name[[1]](#footnote-1) |  | Name |  |
| Affiliation |  | Affiliation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| E-mail |  | E-mail |  |
| Date |  | Date |  |
| Signature[[2]](#footnote-2) |  | Signature2 |  |

**Certification Requirements**

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| --- |
| Applicants proposing to perform research that requires certification (such as research involving human subjects, human stem cells, animals, biohazards, radioactive materials or possible effects on the environment) must obtain the appropriate certification for the proposed project. Certificates are not required to be provided until after the project has been approved. Please check the box(es) below, if the proposed research involves any of the following: |
| Human subjects |  | Human stem cells |  | Animals |  | Biohazards |  | Environmental assessment |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Lead Organization (CEO, President or authorized representative)**

|  |  |
| --- | --- |
| Organization |  |
| Name  |  |
| Title |  |
| Date |  |
| Signature2 |  |

**Genome Centre CEO(s) or authorized representative(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Centre [[3]](#footnote-3) |  | Co-lead Centre (if applicable) |  |
| Name  |  | Name  |  |
| Date |  | Date |  |
| Signature2 |  | Signature2 |  |
| Additional Centre (if applicable) |  |  |  |
| Name  |  |  |  |
| Date |  |  |  |
| Signature2 |  |  |  |

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 appendix II SAMPLE gantt chart (when completed, the Gantt chart should be
 inserted immediately after the Research proposal, Section VI)

# II RESEARCH IMPACT AREAS AND KEYWORDS

Select the area(s) that relate(s) to the research proposed. If relevant to more than one area, use numbers to indicate the relative weighting (i.e., 1 = primary focus; 2 = secondary focus, etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Agriculture |  | Energy |  | Environment |
|  |  |  |  |  |  |
|  | Fisheries/Aquaculture  |  | Forestry |  | Human Health  |
|  |  |  |  |  |  |
|  | Mining  |  |   |  |

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Provide a maximum of five (5) words or phrases that describe the research, methods and technologies to be used for the proposed investigations.

|  |  |
| --- | --- |
| **CATEGORY** | **KEYWORDS** |
| **Research** |  |
| **Methods & Technologies** |  |

**Sharing of application and reviews**

Where applicable, Genome Canada seeks your consent to share the information included in your application and subsequent reviews on a confidential basis with the funding partners referenced in the RFA as well as anticipated co-funding partners.

|  |  |
| --- | --- |
| I, the Project Leader **consent** to the sharing of the application and reviews with the organizations indicated above. |  |
|  |
| I, the Project Leader **do not** **consent** to the sharing of the application and reviews with the organizations indicated above. |  |

# III RESEARCH TEAM

Please provide in the table below, a list of the research team members (excluding collaborators), their affiliation, role in the project, time commitment to the proposed research and their responsibilities in the context of the project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Title and Affiliation** | **Role**[[4]](#footnote-4) | **Time Commitment****(hrs/week)** | **Description of Responsibilities**  | **Signature**[[5]](#footnote-5) |
| Dr. John Smith, Associate Professor, Department of Y, University of X | Co-Project Leader | 20  | Overseeing objectives x and y. |  |
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**IV** **PARTICIPATING ORGANIZATIONS’ SIGNATURES**

To be completed by the organizations in which the research will be undertaken.

The following organizations have reviewed and approved this application and agree to respect the general principles guiding the use of Genome Canada funds, specific guidelines on eligible costs and co-funding, and the specific conditions associated with the Release of Genome Canada funds as outlined in the [*Request for Applications, 2015 Disruptive Innovation in Genomics Competition*](http://www.genomecanada.ca/en/about/news.aspx?i=538)*,*  and[*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf) including adherence to commonly accepted guidelines with respect to ethical, environmental and safety requirement.

In addition, the following organizations agree to respect applicable policy and program guidelines of other funding agencies identified as sources of co-funding in this application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Name & Title of Authorized Representative** | **Signature** | **Date****dd/mm/yy** |
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 **V** **LAY summary**

In a maximum of one-half page, describe the proposed research in a way that is accessible to a lay audience. Be sure to indicate how the proposed research will result in social and/or economic benefits. This summary may be used by Genome Canada to inform the public and other stakeholdersabout the value of genomics research.

**VI Research proposal**

Maximum three (3) pages, including references, charts, figures and tables. this section must address all relevant evaluation criteria for the competition*.*

Using a Gantt chart (a template, that can be used, is attached in Appendix II), show project milestones and the timelines for reaching them. Attach the Gantt chart to this section. Please note that the Gantt chart is not included in the page limits above.

**VII Expected Social and/or economic BENEFITS**

Maximum of one (1) pages, including charts, figures and tables. Describe the potential for the innovation to be disruptive, have impact within the technology space, and eventually social and/or economic benefits for Canada. this section must address all relevant evaluation criteria for the competition*.* This section should also include the following:

* Describe the market potential, or other measurable impact, for the product, tool or process to be developed. Include any key findings from market analyses which have been previously undertaken.
* Describe the unique advantages the product, tool or process will deliver, the competitive landscape and comparable technologies along with their limitations.

**VIII BUDGET**

# Please provide a high level breakdown of the budget requested using the table below.

Note that all successful applicants will be asked to provide a more detailed budget as part of meeting the Notice of Award conditions and it is expected that applicants will work with Genome Centre staff to ensure that the budget meets all requirements outlined in the [*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf)*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Category** | **Budget for Year 1** | **Budget for Year 2** | **Total Estimated Budget** |
| Salaries |  |  |  |
| Consumables |  |  |  |
| S&T |  |  |  |
| G&A |  |  |  |
| Equipment |  |  |  |
| **TOTAL** |  |  |  |

**IX IP MANAGEMENT PLAN**

As issues related to intellectual property (IP) are anticipated to be critical to the finalization of contracts between all stakeholders. In a **maximum of one page,** applicants are required to provide a general plan for management of IP taking into consideration the ownership and/or licencing requirements for use of any foreground and background IP related to the project.

**APPENDIX I – Curricula Vitae**

Please attach the curriculum vitae for up to three (3) applicants and key personnel (e.g., the Project Manager, if included and known).

Please use a free form CV (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, and Arial font 11 points). In addition, the CV must be **no longer than two pages** and should include the following headings:

* Name and Affiliation
* Work Experience
* Academic and Training Background
* Selected Accomplishments and Honours
* Selected Peer-Reviewed Publications
* Selected Patent Applications and Patents
* Selected Research Funding

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Affiliation** | **Role**[[6]](#footnote-6) |
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**APPENDIX II - SAMPLE GANTT CHART**

Please include clear objectives and quantifiable milestones for each activity and sub-activity of the proposed research. The milestones must be well-defined and measurable. This Gantt chart can be used as a monitoring tool to indicate progress in the achieved milestone row for each activity.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **QUARTER****(3 months)** | **Q1** | **Q 2** | **Q 3** | **Q 4** | **Q 5** | **Q 6** | **Q 7** | **Q 8** | **Q 9** | **Q 10** | **Q 11** | **Q12** |
|  |  | **Quarter ending****MM/YY to MM/YY** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Start Date** | **End****Date** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Aim 1.1  *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Achieved**  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Aim 1.2 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Aim 1.3 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Aim 2.1 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Aim.2.2 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |

1. The Project Leader is responsible for the administrative and financial activities of the project. [↑](#footnote-ref-1)
2. Signatures confirm acceptance of the terms as outlined in Meaning of Signatures. [↑](#footnote-ref-2)
3. The Administrative Centre for projects which have been identified as being co-led by two or more Genome Centres. [↑](#footnote-ref-3)
4. Role includes: Project Leader, Co-Project Leader, Co-applicant, and End User. Definitions of participant categories are provided in the [*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf). [↑](#footnote-ref-4)
5. **Signatures of the Co-applicants and End Users are required** and confirm that the application has been reviewed and approved for submission to the Genome Centre and Genome Canada by all investigators. **Signatures of Collaborators are not required.** [↑](#footnote-ref-5)
6. Role includes: Project Leader, Co-Project Leader, Co-applicant and End User. Definitions of participant categories are provided in the [*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf). [↑](#footnote-ref-6)