



Parkinson Society Canada

Soci t  Parkinson Canada

National Research Program

APPLICATION GUIDELINES



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I. INTRODUCTION

Parkinson Society Canada's ("PSC") National Research Program (the "Program") is a collaborative effort between PSC and its members and regional partners from coast to coast, including Parkinson Society British Columbia, Victoria Epilepsy and Parkinson's Centre Society, The Parkinson's Society of Alberta, Parkinson Society of Southern Alberta, Parkinson Society Saskatchewan Inc., Parkinson Society Manitoba, Parkinson Society Central & Northern Ontario, Parkinson Society Southwestern Ontario, Parkinson Society Ottawa, Parkinson Society Quebec, Parkinson Society Maritime Region and Parkinson Society Newfoundland and Labrador.

Together, through the generous support of its donors, members and regional partners, PSC funds research into the cure, cause, prevention, improved treatment and/or understanding of Parkinson's Disease, related disorders including: Multiple System Atrophy (MSA), Progressive Supranuclear Palsy (PSP), other Parkinson's conditions and the impact these diseases have on society. The Program is modelled on the Canadian Institutes of Health Research's (CIHR) four pillars of research and encourages a broad range of applications from biomedical, clinical, health services and systems research and population studies. PSC aims to support these four pillars of research with a flexible funding breakdown of 75% of funding dedicated to biomedical research (pillar 1) and 25% of funding directed to clinical, health services and systems and population studies (pillars 2, 3, & 4).

The Program offers research grants and training awards to eligible and approved applicants, with various funding categories within each stream.

For Pilot Project Grant and New Investigator Awards PSC invites proposals emphasizing research directed towards closing the gap in understanding and treating non-motor symptoms of Parkinson's. Applications with the above emphasis that address quality of life or caregiving issues, behavioural and cognitive changes or environmental support will be considered relevant to PSC's criteria for psychosocial research. Research can involve qualitative and /or quantitative methodologies".

Parkinson Society Canada is committed to ensuring that its funding reaches the largest pool of research excellence potential. As such, during any one competition cycle, in order to maximize PSC's research funds, where the grantee/supervisor and fellow are at the same institution, no more than one fellow and graduate student per lab will be funded unless otherwise approved by the Scientific Advisory Board.

a. RESEARCH GRANTS

PILOT PROJECT PROGRAM

- One-year duration
- Non renewable except under special circumstances where the case for additional funding has been clearly demonstrated within the proposal.
- Maximum funding of \$45,000
- Pilot Project Program grants intend to foster novel, high-potential projects and ideas with a trajectory for major grants with larger granting institutions
- Funds granted through the Pilot Project Program will comprise 25-50% of the total amount of funds granted under the Program

NEW INVESTIGATOR AWARD PROGRAM

- Two-year duration (non renewable)
- \$45,000 per year
- For junior faculty in a Canadian university in first 5 years of their career as a research scientist in Canada
- This program provides new investigators with an early opportunity to develop and demonstrate their ability to initiate and conduct independent health research.

b. TRAINING AWARDS

GRADUATE STUDENTSHIP AWARDS

- Two-year duration
- \$20,000 per year *(see RFA for explanation of funding)
- At the time of application, candidates must be enrolled in a full-time graduate study program at the Master's or PhD level. Candidates may be Canadian citizens who propose to train at an Approved Institution (see definition in Part III of these Guidelines) located inside Canada or international applicants proposing to train at an Approved Institution located in Canada, who fulfill the criteria for a student visa.
- This program invests in research training that offers promise for future work in the area of Parkinson's disease by supporting talented young scientists and providing students with an opportunity to enter into the area of Parkinson's research during the early stages of their training.

BASIC RESEARCH FELLOWSHIP

- Two-year duration
- \$40,000 - \$50,000 per year
- Candidates must hold a doctoral degree (MD or PhD) and may be Canadian citizens who propose to train at an Approved Institution (see definition in Part III of these Guidelines) located inside or outside of Canada, or international applicants proposing to train at an Approved Institution located in Canada
- This program encourages promising young scientists to enter the field of Parkinson's basic research and to invest in research training that offers promise for future work in the area of Parkinson's disease

CLINICAL RESEARCH FELLOWSHIP

- Two-year duration
- Maximum \$50,000 per year
- Candidate must be a qualified neurologist who exhibits the potential to assume leadership of a Parkinson program
- Training to take place at an Approved Institution in a movement disorders unit in an academic health sciences centre with a well-established program in Parkinson's. Training will combine direct experience in the diagnoses and treatment of Parkinsonians and in clinical research.
- Applicants proposing to train at an Approved Institution located outside Canada are eligible to participate in the Program, provided he or she is committed to returning to Canada to pursue his or her career following completion of the two year term of the Program.
- Canadian citizenship is not a requirement; however, in the selection, consideration will be given to the potential of the candidate for an ultimate career in Canada. Applicants will be given an opportunity to describe any career interruptions.
- This program encourages promising young scientists to enter the field of Parkinson's clinical research and to invest in research training that offers promise for future work in the area of Parkinson's disease

CLINICAL MOVEMENT DISORDERS FELLOWSHIP

- One-year duration
- Maximum funding of \$50,000
- The fellowship will be held at an Approved Institution where the applicant is registered in a post-graduate training program, and where the proposed supervisor holds a faculty appointment.
- Canadian citizenship is not a requirement; however, in the selection, consideration will be given to the potential of the candidate for an ultimate career in Canada. Applicants will be given an opportunity to describe any career interruptions.
- The successful applicant shall undertake clinical training in the subspecialty of Movement Disorders and gain expertise in diagnosis and treatment of Parkinson's and may include other movement disorders.

c. FRSQ AND PSC PARTNERSHIP PROGRAM TRAINEE AWARDS

This program is a collaborative effort between Fonds de la recherche en santé du Québec (FRSQ) and Parkinson Society Canada (PSC). It aims to increase the number of trainees who will be working on Parkinson's disease and related disorders in Quebec research facilities. FRSQ will co-fund the four highest ranking Quebec fellowship candidates from the Graduate Student Award, Basic Research and Clinical Research Fellowship trainee programs combined, who have been selected for funding in the PSC competition, that have also met FRSQ's required score for funding in the FRSQ's training awards competition. The program offers up to two years of support with the possibility of renewal for a third year from FRSQ. Stipends in this program for fellowship candidates are the same as that which is offered for Basic Research and Clinical Research Fellowships. The stipend for Masters students is \$20,000 per annum and for Doctoral candidates, \$25,000 per annum. The \$5,000 per annum contribution requirement for supervisor's of graduate award candidates is not applicable to partnership awards. The amount of funding available for the third year is based on eligibility for funding renewal in their third year as per regular FRSQ competitions and is restricted to FRSQ regular funding amounts. Please see FRSQ funding guidelines for 2010-2011 amounts (<http://www.frsq.gouv.qc.ca/en/index.shtml>).

- ***Candidates for these FRSQ funding opportunities must submit applications to both FRSQ and to PSC*** and must indicate that this has been done. Research supported under this Program must be carried out at a University or affiliated institutions including hospitals and research institutes, within the Province of Quebec.
- Any communication of research must acknowledge the support of Parkinson Society Canada and Fonds de la recherche en santé du Québec (FRSQ). Copies of the communications should be sent to PSC as soon as they become available.

II. ELIGIBILITY

PSC is committed to supporting the most advanced and/or highest quality of Parkinson's research in Canada. As such, applications for research grants will be accepted by individuals from a broad spectrum of health-related communities and sectors, including, but not limited to, researchers, scholars and health professionals. At this time, training awards are offered for biomedical research/clinical training only.

Additional eligibility criteria may be outlined in the applicable Request for Applications ("RFA").

Please note that due to limited funding available from PSC for research awards, PSC will fund no more than one application by a particular applicant. Applicants may apply in more than one category, but only one application may be successful in the spirit of supporting as many researchers and projects as possible.

III. APPROVED INSTITUTIONS

Applications for research grants and training awards will be accepted from applicants who are affiliated with and/or conduct research for the following institutions and organizations (an "Approved Institution"):

- Canadian medical colleges, Canadian post-secondary institutions and their affiliated institutions including hospitals and research institutes;
- Canadian non-governmental not-for-profit organizations (including community or charitable organizations) with an explicit research or knowledge translation mandate;
- Other organizations, as determined by the Research Policy Committee of the board of directors of PSC in consultation with its Scientific Advisory Board (the "Advisory Board"), provided that the applicant's research or research-related activities fall within the mandates of the Program.

Additional criteria for Approved Institutions may be outlined in the applicable RFA.

IV. REVIEW PROCESS

The review of applications for research grants and training awards submitted to PSC will be completed by the Advisory Board through a peer review process. The Advisory Board is composed of prominent neurologists, neurosurgeons, neuropathologists and neuroscientists from across Canada. The peer review function of the Advisory Board is a cornerstone of PSC's research program and provides for the highest quality of objective adjudication.

The Advisory Board is responsible for the evaluation of all applications submitted to PSC in response to individual RFAs, to rate each of the applications so that they may be ranked in order of priority and to recommend to PSC the size of the award needed to support the proposed research should the application be approved.

External reviewers will be solicited in the event additional expertise is needed to assess the eligibility and merits of an application.

PSC anticipates that it will provide each applicant whose application to participate in the program has been declined with written notice of such decision and a brief written critique of their application.

V. REVIEW CRITERIA

The principal consideration used to evaluate applications is research excellence potential and relevance of the proposed research or training to Parkinson's disease. There may be additional criteria that may be considered by the Advisory Board in the evaluation process. These will be outlined in each RFA.

VI. TERMS AND CONDITIONS

Each RFA is subject to, and every research grant and training award is conditional upon, strict compliance with the following terms and conditions (the "Terms and Conditions") which the applicant shall be deemed to have accepted upon submission to PSC of an application to participate in the Program.

Failure to comply with these Terms and Conditions may result, in addition to any other remedies PSC may have at law, in the termination of the research grant or training award granted under the Program and exclusion of the applicant from future grant and fellowship award competitions.

a. No Similar Funding

Research Grants are awarded on the condition that the Recipient receives no funds from any third party during the term of the award that would duplicate the purpose of the Society Grant. For additional funds received prior to the expiry of the award term, the Recipient will be required to reimburse the Society to the extent of the overlapping amount.

b. Use of Funds

Research Grants awarded under the Program are to be used to cover operating expenses, technical support staff salaries and equipment costs required by the successful applicant to conduct his or her project over the term of the Program, as approved by the Advisory Board. Investigator salaries shall not be covered in this amount. Budgeted equipment costs will be permitted provided the total equipment costs do not exceed 20% of the total budget for the Program. Travel costs for presentation of research findings will be permitted provided the total travel costs do not exceed a maximum of \$1500. Funds received from the Society cannot be used to cover institutional overhead costs.

c. Payment of Awards

Funds are paid out in quarterly instalments commencing 1 July of the granting cycle of a given year. Funds for all awards from PSC are directed to the appropriate Funds Administrator of the host university or institution concerned. Payment of second year portion of awards, where applicable, is contingent on satisfactory reporting as outlined under Reporting Requirements below. In the case of fellows training at an international host institution, alternative payment arrangements may be made.

d. Closing of Awards

When work for a project awarded under the Program is completed by the successful applicant within the two year term of the Program, or if for any reason the work cannot be continued within this time period, the funding awarded under the Program will be closed. Any funds remaining will be frozen and cannot be put to any use whatsoever. Such funds are to be immediately returned to PSC unless the successful applicant is given prior written permission by PSC to use such funds to complete the applicant's project.

e. Prolonged Absence from Work

The applicant shall immediately notify PSC of any illness or other cause necessitating the absence of the applicant from work exceeding ninety successive days. Continuation of the award will be at the discretion of PSC.

f. Responsibility of Supervisor

It is anticipated that a Supervisor, in their agreement to take on the responsibility of supervising a fellow, agrees to act as supervisor for the entire duration of the project. In the event of extenuating circumstances where a supervisor can not fulfill their obligation to the student and PSC to complete the terms of the award, the Supervisor must notify PSC immediately in writing with a clear explanation of the reason for the change.

g. Transfer of Award

A successful applicant who has received an award under the Program may not change projects or institutions and further, may not transfer the award, in any case whatsoever, without the prior written consent of PSC. Such change or transfer, as the case may be, may be granted at the discretion of PSC.

h. No Binding Commitment

Nothing in these Guidelines, including these Terms and Conditions, or in any RFA, shall be deemed to obligate PSC to award funds to an applicant. The decision to accept or reject an applicant's application for a research grant or training award vests solely with the Advisory Board acting in its sole discretion.

i. Financial Gain

PSC will not approve applications that involve any element of financial profit from the granted funds to an applicant, or any other individual named on the Program face sheet submitted by the applicant to PSC, including the applicant's collaborators and/or key personnel.

j. Communication

The public relations departments of an Approved Institution must promptly be informed of any successful application and shall publicize notice of receipt of an award under the Program as widely as possible. PSC should receive copies of all press announcements relating to the approved project at its National Office prior to publication where possible. All written or presentation references to work funded by PSC should include acknowledgement of the support provided by PSC and copies of all publications relating to the approved project shall be provided to PSC at its National Office, in advance of the publication date where possible. PSC shall have the right to make reference to specific projects and the results derived from such projects for purposes of publicity in a manner acceptable to and in the sole discretion of PSC. The project title and the lay summary detailed in an individual's application may be used by PSC without notification and may be disseminated into the public domain. Applicants are cautioned not to disclose anything in these sections that would endanger a proprietary position.

k. Participation in PSC Events

The successful applicant may be asked to attend PSC's annual general meeting or, rarely, other special meetings during which he or she may be invited to report on the progress of his or her projects and exchange information with other investigators. In the event the applicant attends such meeting at the request of PSC, the reasonable travel expenses of the applicant will be paid for by PSC.

l. Ethical Considerations

Proposals that involve human subjects must be accompanied by a statement certifying that the protocol either has been or will be reviewed by the Institutional Research Ethics Board and meets the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. Funding for any approved project will not be released until ethical review has been conducted and approval(s) provided to PSC.

Proposals that involve recombinant DNA molecules or pathogenic organisms or animal cells must be accompanied by a statement certifying that the protocol has been reviewed by the institutional Biohazards Committee and meets the requirements of CIHR's "Guidelines for the Handling of Recombinant DNA Molecules and Animal Viruses and Cells" and will be carried out under the required level of containment.

Successful proposals that involve the use of experimental animals must be accompanied by a statement that the protocol has been approved by the Institutional Animal Care Committee and it has been determined (and communicated to the Society in writing) that the protocol is in accordance

with the Guide to the Care and Use of Experimental Animals of the Canadian Council of Animal Care (CCAC) [Vol.2 (1984) & Vol.1, 2nd Edn (1993)].

PSC also considers it mandatory that the host institution of the applicant hold and maintain, throughout the proposed research project, a valid CCAC Certificate of GAP-Good Animal Practice (R), a registered trade-mark of the CCAC given to research institutions assigned a status of Compliance or Conditional Compliance with CCAC standards subsequent to the assessment of their animal care and use program by a team of external reviewers directed by a CCAC Assessment Director. The list of institutions holding a certificate of GAP- Good Animal Practice (R) is posted on the CCAC website at the following address: http://www.ccac.ca/en/CCAC_Programs/Assessment/gap.htm

Stem cell research has the potential of offering significant advances for life-threatening diseases including Parkinson's. At the same time, this new science carries immense implications for our societal values and beliefs.

PSC's policy on use of stem cells mirrors the published policy of the CIHR entitled "Human pluripotent stem cell research: Guidelines for CIHR-funded research (June 2007)" <http://www.cihr-irsc.gc.ca/e/31488.html> An applicant who has received an award under the Program is required to review and comply with CIHR guidelines at all times during the term of the Project.

m. Limitation of Liability

In no event shall PSC be liable to the applicant, an Approved Institution or any other person or entity for costs, damages, losses or injuries arising for any reason including, without limitation, claims based in tort, contract or other legal theory. For greater certainty, PSC shall not be liable for any direct, special, consequential, incidental, punitive or indirect damages, however caused.

n. Indemnification

The successful applicant and the Approved Institution (the "Indemnifiers") will be responsible for any and all risk and liability related to the training of, or work performed by, the applicant and the use of the funds awarded under the Program and shall take all necessary measures to avoid any losses or damages to PSC. The Indemnifiers will defend, fully indemnify and hold harmless PSC, its successors, assigns, directors, officers and employees from and against any and all claims, demands, suits, actions, causes of action and/or liability, of any kind, whatsoever, including losses, however caused, resulting from: (i) negligent acts or omissions arising in connection with the training of, or work performed by, the applicant; (ii) the use of the funds awarded under the Program; and (iii) any and all breaches by the Indemnifiers of these Terms and Conditions.

o. No Partnership, etc.

The acceptance or deemed acceptance by PSC, the applicant and the Approved Institution shall not create any agency, partnership, joint venture or employment relationship between the parties and neither of the parties shall have the power to obligate or bind the other party.

p. Governing Law

These Terms and Conditions shall be construed pursuant to the laws of the Province of Ontario and the laws of Canada applicable therein.

q. Intellectual Property

Consistent with the culture and philosophy of PSC, the funding of research by PSC under the Program is intended to contribute to the development of knowledge related to Parkinson's disease rather than to the accumulation and promotion of commercial interests. As such, PSC does not retain or claim any ownership of intellectual property developed, in whole or in part, through the use of funds awarded under the Program. Ownership of any intellectual property shall be determined in accordance with applicable laws and the terms of the applicant's employment or other relationship with the Approved Institution.

In consideration of PSC's waiver of all intellectual property rights in and to the results of the successful applicant's research, the successful applicant and/or Approved Institution shall notify PSC prior to the grant of any transfer, license, or other commercial exploitation, of intellectual property developed, in whole or in part, through the use of funds awarded under the Program and must recognize PSC for its contribution and permit PSC to communicate and/or publicize its contribution to the results of the applicant's research.

Should the Successful Applicant decide to pursue commercialization of any results arising from research funded, in whole or in part, by PSC, he/she/they should disclose to the Approved Institution any potential intellectual property arising from the research. The onus is on the Successful Applicant to seek patent protection in collaboration with the Approved Institution for inventions or developments arising from PSC-supported research. This requirement for disclosure is not intended to supersede any policy on disclosure that the Approved Institution may already have in place.

Furthermore, for the greatest benefit of Parkinson's disease research, PSC strongly encourages the successful applicant, Approved Institution or any successor in title to the inventions, patented or patentable subject matter and intellectual property rights therein, to publicly disclose in the open literature all findings and/or provide licenses to make, use or sell such inventions, patented or patentable subject matter and intellectual property rights on a non-exclusive, royalty-free basis for academic, non-commercial research that may lead to a treatment, cure or control for Parkinson's disease

VII. REPORTING REQUIREMENTS

New Investigator Grants, Graduate Studentship Awards, Basic Research and Clinical Research Fellowships

PSC requires grant recipients of the New Investigator Grants, Graduate Studentship Awards, Basic Research and Clinical Research Fellowships to submit Annual and Final Progress Reports, as well as a Financial Summary detailing the use of the funds awarded under the Program. The advance of

the portion of the award to be made in the second year of the term of the Program is conditional upon submission of an Annual Progress Report to PSC in substance and form satisfactory to the Advisory Board at the end of the first year of the term of the Program. The report shall be submitted to the attention of the Manager, National Research & Clinical Programs at PSC's National Office no later than 1 June 2011. Progress report guidelines and instructions will be provided by PSC in advance of the report deadline.

The Final Progress Report must describe the results of the successful applicant's project and the Financial Summary must detail the use of the funds awarded under the Program. These reports shall be submitted by the successful applicant to PSC in substance and form satisfactory to the Advisory Board. The Final Progress Report and the Financial Summary shall be submitted to the attention of the Director, National Research & Clinical Programs at PSC's National Office no later than 1 October 2012, three months after the termination of the two-year term of the Program.

Additional reporting requirements may be outlined in the applicable RFA.

Pilot Project Grants & Clinical Movement Disorders Fellowship

PSC requires recipients of Pilot Project Grants and Clinical Movement Disorders Fellowships to submit a Final Progress Report, as well as a Financial Summary detailing the use of the funds awarded under the Program. The Final Progress Report must describe the results of the successful applicant's project and the Financial Summary must detail the use of the funds awarded under the Program. These reports shall be submitted by the successful applicant to PSC in substance and form satisfactory to the Advisory Board. The Final Progress Report and the Financial Summary shall be submitted to the attention of the Director, National Research and Clinical Programs at PSC's National Office no later than 1 October 2011, three months after the termination of the one-year term of the Program.

Additional reporting requirements may be outlined in the applicable RFA.

VIII. LETTER OF INTENT

A letter of intent must be submitted for Pilot Project Grants, New Investigator Grants, Basic Research Fellowships and Graduate Student Awards. Please refer to the applicable RFA for timelines and details.

The letter of intent is not subject to formal review. All applicants who submit a letter of intent are automatically considered eligible for full application to the Program.

IX. APPLICATION PROCEDURES

PSC Research applications are narrative in nature and should be created according to the guidelines laid out in each RFA. Applications must be completed and submitted via the Parkinson Society Canada Online Research Application System.

The complete original signed application should be submitted within one day following the online submission, to the Director, National Research & Clinical Programs at PSC's National Office. Late or incomplete applications will not be considered.

X. LANGUAGE OF APPLICATION

PSC welcomes applications in both languages.

XI. PARKINSON SOCIETY CANADA PARTNERS

PSC is committed to building strong partnerships in the service of its National Research Program and its mission to ease the burden and find a cure for Parkinson's disease. PSC is grateful for the generous contributions of its donors, members and regional partners in the funding of the National Research Program.

XII. FOR MORE INFORMATION CONTACT:

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