



PCFC Application Form and Instructions

Clinical Grant Awards

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| Principal Applicant's Name: |
| Title: |
| Institution: |
| Address: |
| Phone Number: |
| e-mail address: |

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| Institutional official to whom monies will be remitted if successful: |
| Name: |
| Title: |
| Institution: |
| Address: |
| Phone Number: |
| Email address: |
| Official "To" field for cheques/transfers/money orders: |

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|---------------------|
| Grant Title: |
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| Abstract (300 words max): |
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|--------------------------------------|
| Lay Abstract (250 words max): |
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INSTRUCTIONS

Prostate Cancer Foundation Canada (PCFC) is pleased to offer monies to support small self-contained clinical research projects, or pilot grants (also called “seed funding”) the latter of which are intended to lead to/provide evidence for, larger clinical projects.

These grants must be focused in the realms of clinical research for Prostate Cancer, interpreted in the broadest sense and including investigation of drugs, diagnostics, therapeutics, screening, regulatory, or outcomes/policy aspects of clinical prostate cancer research.

Support is a maximum of \$10,000 per grant.

We are very pleased to accept applications for clinical grants from all members of the Prostate Cancer Community working in clinical research, broadly interpreted. Applications from traditionally underserved and marginalized groups are welcomed and encouraged.

POLICIES

Applications must be received as a single PDF submission with all materials included. Multiple submissions regarding the same application will not be considered.

We will only accept electronic submissions through the specific contact provided on the PCFC website. Submissions will not be accepted by private email to PCFC staff or Board Members, facsimile, in-person, or postal mail.

A condition of submission is consent by applicants (Primary Submission/Contact and the Organizing Committee *in toto* as well as the final report) to their details being used by PCFC for promotional purposes, including but not limited to: print and electronic media, radio or televisual communications, e-mails and Foundation Reports. A signed letter of submission constitutes consent.

Awardees are strongly encouraged to assist with review in subsequent grant review rounds.

Prior awardees are ineligible for the same Knowledge Translation Award in the same Calendar year.

Prostate Cancer Foundation Canada branding must be included on all promotional materials including but not limited to advertisements, websites, fliers, print and radio marketing and the Event Program.



Prostate Cancer Foundation Canada

The awards submission period opens monthly at **12:01 AM (PST)** on the first Monday of the month and closes monthly at **11:59 PM (PST)** on the last Friday of the month. Late submissions will be considered in the following month.

APPLICATION PACKAGE REQUIREMENTS

Submissions should be sent as a single e-mail to support@prostatecanada.ca with the title [Name]_Clinical_Grant_Submission

Applications must contain the following:

1. The application form, completed.
2. A Letter of Application written on letterhead, signed and dated.
3. Proposal (4 page maximum)
 - a. Proposals are limited to **FOUR (4) pages** plus references (i.e. references are in addition to the 4-page limit).
 - b. Proposals must include:
 - i. Introduction;
 - ii. Aims and Hypotheses and/or Perspective(s);
 - iii. Methodology;
 - iv. Expected Results/Outcomes;
 - v. Significance and Impact;
 - vi. Summary/Conclusion.
4. Biosketch of the Principal Investigator (2 page maximum)
5. Letters of Collaboration detailing additional contributions and expertise of collaborator(s) (2 letters maximum)
6. Detailed, itemized budget (1 page maximum)
7. Copies of ethical approvals or proof of submission for ethical approval **OR** justification of why ethical approval is not required.
 - a. Final ethical approvals, if required, must be supplied before monies are disbursed

Incomplete submissions will not be reviewed. You are encouraged to use this document as a pre-submission check-list to ensure that you have all your materials completed before submission.

If there is an error in submission, please contact Austin Zimmer austin@prostatecanada.ca immediately for revision/correction. Only ONE revision/correction is allowed per submission



and must be completed before the deadline. Errors cannot be corrected or resubmissions accepted after the official deadline. Resubmissions after the monthly deadline will be assessed in the following month's review cycle.

REVIEW AND AWARD INFORMATION

PCFC shall assemble a group of experts for review, with emphasis on excellence and knowledgeability as well as equity, diversity and inclusion.

Each Clinical Grant Application will be reviewed by:

- The Chair of PCFC's Awards Committee (or their delegate)
- The Executive Director of PCFC (or their delegate),
- not less than two (2) scientifically or medically qualified adjudicators
- not less than two (2) PCFC community members/patient advocates

Reviews will be discussed online by e-mail and/or Zoom.

Applications and Review of Clinical Grant Awards will be rolling, taking approximately 10-12 weeks from submission with the following timeline:

- Applications will be accepted monthly, closing on the last Friday of the month.
- Applications will be reviewed the following month.
- Recommendations will be sent to the Board of Directors at the next available meeting after review is complete, usually the following month.
- Applicants will be advised of decision after Board of Directors decision.

The PCFC Awards Committee Chair or their delegate may engage external reviewers to evaluate a specific Request on an *ad hoc* basis. These external reviewers may provide written evaluations only and/or attend a formal meeting (Zoom, in person) as necessary after consultation with the Chair.

Review is confidential. No Reviewer or meeting attendee shall disseminate information regarding nominee/applicants, including any information contained in submission materials.

Written comments from individual reviewers to applicants will not normally be provided, but a review Summary will be communicated.

Reviews, discussions and decision-making are confidential. No PCFC committee member, Staff, or Board of Directors member shall disseminate discussion, comments or information to anybody outside of the decision-making process.



The Chair of the PCFC Awards committee will provide notification of Awards recommendations one week prior, and then present recommendations to the Board of Directors at the next available Board Meeting.

Following the Board of Directors' decision, applicants will receive a notification of their application status. Correspondence arising is to be directed to the Executive Director.

Awards will be announced publicly by PCFC after individuals or groups have been formally advised.

The final Award decisions are solely at the discretion of the PCFC Board of Directors, taking into account, but not bound by, the recommendations of the Reviewers.

The Board of Directors of PCFC reserves the right not to present award(s) in any given cycle.

The Chair of the PCFC Awards committee working in consultation with the Executive Director will provide an annual report to the board of Directors that includes summary statistics for nominations/ applications, a brief summary of each Award deliberation, and recommendations for each Award. The Report will be presented in December each calendar year.

The decision of the PCFC Board of Directors is final.