



PCFC Application Form and Instructions

Conference and Event Awards

Applicant Name:
Title:
Institution:
Address:
Phone Number:
e-mail address:

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

Event name:

The name of the entity holding the Event:

Place:
Days/Date(s)/Times:

Number of attendees expected at this event:



This event is (tick all that apply)

- Stand-alone
- A satellite/subsidiary event to a larger meeting
(if yes, state larger meeting):

This event is (tick all that apply)

- Education,
- Awareness,
- Scientific
- Translational
- Clinical
- Regulatory Affairs/Policy
- Other (please specify)

This event is (tick all that apply)

- Local (specify):
- Provincial (specify):
- National
- International

This event supports education in prostate cancer (tick all that apply)

- K-12
- post-secondary: undergraduate/graduate
- post graduate: Post-doctoral, Residents, Fellows
- continuing Professional Education

If continuing professional education is included, please state the accrediting body

Provide a Summary (not more than 500 words) describing the Event including how your event relates directly to Prostate Cancer awareness education and/or research.

Provide a Summary of how the monies will be used (not more than 500 words).

Provide an itemized budget for use of the requested funds (separate page).



INSTRUCTIONS, AND POLICIES

Each year Prostate Cancer Foundation Canada (PCFC) offers monies to support meetings, conferences, workshops and other efforts to bring people together in the realms of clinical work, patient care, biomedical science, research, service, advocacy, community, and education for Prostate Cancer.

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

Application Instructions and policies

We are delighted to accept applications for Knowledge Translation Events from all members of the Prostate Cancer Community, in the broadest sense. Applications from any and all traditionally underserved and marginalized groups are welcomed and encouraged.

Knowledge Translation Event 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 submissions through the specific contact provided on the PCFC website. Submissions will not be accepted by private email, facsimile, in-person, or postal mail.

A condition of submission is consent by applicants (Primary. Submission/Contact and the Organizing Committee *in toto*) to their details being used by PCFC for promotional purposes, including but not limited to Award announcements.

Awardees are strongly encouraged to assist with review in subsequent years.

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

The awards submission period opens monthly at **12:01 AM (PST)** the first Monday of the month and closes monthly at **11:59 PM (PST)** on the last Friday of the month as detailed on the PCFC website. Late submissions will proceed to the following month's adjudication cycle.



APPLICATION PACKAGE REQUIREMENTS

Submissions should be sent as a single e-mail to support@prostatecanada.ca with the File name “[Name]_Conference_Grant”

Each application must contain the following in a single file:

1. A letter of application written on letterhead, signed and dated. The letter writer must be authorized to apply for monies on behalf of the Entity. In addition to information supplied on the application form, Letters of Application must specify:
 - The Department/Institution/Society *etc* applying for the award
 - The name of the Event
 - Why the individual or group are applying
 - The need covered by PCFC that is not covered elsewhere
2. The Application form, filled.
3. The Event’s Program (on initial application, a program draft is acceptable, if the grant is funded, the full-and-final program must be provided in the final report).
4. The budget, itemized (1 page maximum)

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. A correction that comes after the monthly deadline will be considered in the next month’s review cycle.

REVIEW AND AWARD INFORMATION

This PCFC Conference/Event Award will be available on a rolling basis, 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.

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



Each Knowledge Translation Event 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

Review of Knowledge Translation Events Awards will be rolling and, therefore; as often as needed the designated reviewers will be assembled by e-mail, online platform (Zoom, Teams etc) and/or in-person to discuss reviews.

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 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 the formal meeting 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.



Prostate Cancer
Foundation Canada

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.