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**2017 Bioinformatics and Computational Biology Competition**

# Application Form 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) *2017 Bioinformatics and Computational Biology Competition* for the specifics of this Competition and the [*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.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 by **April 9, 2018.** 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 **April 9, 2018**, 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.
* Appendices (including the budget) should be separate documents which are appropriately named for easy retrieval. The standard budget template is in Excel 2007 Macro-Enabled (\*.xlsm) format whereas all other 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 XI of the application and the Gantt chart |
| **Budget** | BUD | One (1) XLSM document | Completed budget form |
| **Appendix I – Curricula Vitae (Cover Page & all CVs)** | CV | One (1) PDF document | Cover page with list of CVs  CVs for key personnel |
| **Appendix II – Budget Supporting Documents** | BSD | One (1) PDF combining all documents – each supporting document should be on new page | Cover page with list of supporting documents  Supporting documentation for budget |
| **Appendix III – Supporting Documentation for Co-funding** | SDC | One (1) PDF combining all documents – each supporting document should be on new page | Cover page with list of supporting documents  Supporting documentation for co-funding |
| **Appendix IV – Letters of Collaboration and Support** | LCS | One (1) PDF document | Cover page with list of letters of support  Letters of support from collaborators or others |
| **Appendix V – Publications** | PUB | One (1) PDF document | Cover page with list of publications and references for up to four(4) publications |
| **Appendix VI – Data Release and Resource Sharing Plan** | DRS | One (1) PDF document | The project’s Data Release & Resource Sharing Plan |

# 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. Calibri 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), Administrative 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*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.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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**2017 Bioinformatics and Computational Biology Competition**

**Application Form**

**Application Number:**

**Project Title:**

**Project Stream (Indicate the main area of focus of the proposal. Applications indicating more than one Stream will NOT be accepted.):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Stream 1 - *Proposals mainly impacting the human health sector*** | | |
|  |  |  |  |
|  | **Stream 2 - *Proposals mainly impacting one or more of the other sectors, i.e., agriculture/agri-food, fisheries/aquaculture, forestry, energy, mining and/or environment*** | | |

**Project Duration (years):**

**Estimated Total Budget:**

|  |
| --- |
| **Estimated Request from Genome Canada:** |

**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**

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Administrative Centre [[3]](#footnote-3) | Génome Québec | Co-lead Centre[[4]](#footnote-4) (if applicable) |  |
| Name | B.F. Francis Ouellette | Name |  |
| Date |  | Date |  |
| Signature2 |  | Signature2 |  |
| Additional Centre (if applicable) |  |  |  |
| Name |  |  |  |
| Date |  |  |  |
| Signature2 |  |  |  |

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 inserted immediately after the Research Proposal, Section VII)

# II RESEARCH AREAS AND KEYWORDS

Select the research 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 = main focus; 2 = secondary focus, etc.). The main focus indicated here must match the stream indicated on page 1. If different, the Stream selected as the main focus on page 1 will take precedence.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stream 1** | | | **Stream 2** | | |  | |  | |
|  |  | |  |  | |  | |  | |
|  | Human Health | |  | Agriculture/Agri-food | |  | | Energy | |
|  |  | |  |  | |  | |  | |
|  |  | |  | Environment | |  | | Fisheries/Aquaculture | |
|  |  | |  |  | |  | |  | |
|  |  | |  | Forestry | |  | | Mining | |
|  |  | |  |  | |  | |  | |

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**[[5]](#footnote-5) | **Time Commitment**  **(hrs/week)** | **Description of Responsibilities** | **Signature**[[6]](#footnote-6) |
| Dr. Jane 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 - 2017 Bioinformatics and Computational Biology Competition a*nd[*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.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 SUMMARY

In a maximum of one page, summarize the proposed research. Describe the deliverables expected at the end of the project and the benefits anticipated from their practical application.

**VII Research proposal**

Maximum fourteen (14) pages, including charts, figures and tables (the list of references is not included in the page limit). 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 VII), 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.

**VIII Expected BENEFITS**

Maximum of four (4) pages, including charts, figures and tables. this section must address all relevant evaluation criteria for the competition*.*

**IX management**

Maximum of two (2) pages including charts, figures and tables. this section must address all relevant evaluation criteria for the competition*.* Please include a preliminary organization chart and project management plan.

**X FINANCIAL INFORMATION**

this section must address all relevant evaluation criteria for the competition*.*

# Please provide:

* a description of the financial and budgetary controls (e.g., processes for authorizing purchases, payments and budget adjustments), and
* a justification for the main budget items including a summary of principal financial assumptions or explanations. If applicable, please include justification and assumptions for the calculation of a general consumable rate per FTE, for consumables commonly utilized in most laboratories. Please refer to budget line number (ref.#) when providing additional explanations. A narrative description of all budget lines is not required.

# Budget

# Provide a budget request for up to three years using the budget template provided in Excel 2007 Macro-Enabled (\*.xlsm) format.

# 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*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.pdf)*.*

# Please ensure that the research activities are consistent between the research proposal, budget and Gantt chart.

# The budget supporting documents (e.g., supplier quotes, statements of work (SOWs) from service providers) must be included in Appendix I.

# XI CO-FUNDING STRATEGY

# Maximum of three (3) pages including tables. Refer to Section 5.2 of the [*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.pdf) for details on co-funding requirements.

# 

# Please provide a well-developed and feasible plan which demonstrates the project’s potential to secure at least 75% of the co-funding prior to the release of Genome Canada funds. All co-funding must directly support the objectives of the project. Co-funding must also be for eligible costs specifically requested in the Genome Canada budget in order to be considered as an eligible co-funding source.

# In the format below, please provide details of the co-funding sources. For each source, include the organization name, amount that directly supports the objectives of the Genome Canada proposal, contribution type (e.g., cash or in-kind), expected receipt date, status of co-funding and a description of how the funds will directly support the objectives of the project. Documentation supporting secured or proposed co-funding must be included in Appendix III (Supporting Documentation for Co-Funding).

**Funding Sources**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Name of organization** | **Amount** | **Type**[[7]](#footnote-7) | **Expected Receipt Date** | **Status**[[8]](#footnote-8) |
| 1 | Provincial Ministry of Science | $1.4 M | Restricted Cash | June 2018 | Committed |
| **Description of how the funds will directly support the objectives of the project:**  The Ministry of Science funding will be used to cover the costs of all genotyping (budget items Ref 4,5 & 6) | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Name of organization** | **Amount** | **Type** | **Expected Receipt Date** | **Status** |
| 2 |  |  |  |  |  |
| **Description of how the funds will directly support the objectives of the project:** | | | | | |

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

**APPENDIX I – Curricula Vitae**

Please attach the curriculum vitae for up to five (5) 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 Calibri font 11 points). In addition, the CV must be **no longer than four 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**[[9]](#footnote-9) |
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# APPENDIX II - BUDGET SUPPORTING DOCUMENTS

Please attach the completed budget form available through your Genome Centre. It is expected that applicants will work with Genome Centre staff to ensure that the budget meets all of the requirements, as outlined in ***Section 4*** of the [*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.pdf).

Attach supporting documents, for example:

* quotes for all equipment over $50,000;
* a justification for out of country fee-for-service providers; and
* Statements of Work (SOW) from service providers, which must include prices (i.e., cost/unit) for services and the schedule of services provided (by quarter for the first year, and by year thereafter). For services that rely solely on personnel requirements, the unit of service and cost should be quoted as number of “full time equivalent” (FTE) employees/per quarter/year. The schedule of services provided should match the project’s Gantt chart.

If a supporting document shows an amount that differs from the budgeted amount, include with this document, the calculations used to arrive at the budgeted amount (e.g., foreign exchange rate).

Each supporting document must be numbered on the top right corner of the first page. List supporting documents in the table below, stating the document number, a description of the document, the item to which it is associated and the appropriate line number(s) in the budget form (if applicable).

|  |  |  |
| --- | --- | --- |
| Document # | Description of supporting document & item to which it is associated | Line Reference No. in budget |
| 1 | e.g., Quote from supplier X | Ref. #12 |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
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| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

# APPENDIX III – SUPPORTING DOCUMENTATION FOR CO-FUNDING

# Please refer to *Section 5.2* of the [*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.pdf) for details on co-funding including examples of required documents. Co-funding must be for eligible costs specifically requested in the Genome Canada budget in order to be considered as an eligible co-funding source for the purpose of this competition.

Please provide information on each source of co-funding in the table below and attach supporting documentation. Each supporting document must be numbered on the top right corner of the first page. Link each document to the funding sources table in *Section XI* by grouping documents related to each funding source, using the same number as the funding source (e.g., for funding source 2 in section XI, if there are three supporting documents, list each as 2a, 2b, 2c). Please bookmark each document within the PDF.

|  |  |  |
| --- | --- | --- |
| Document # | Organization | Document Attached |
| 1a | Provincial Ministry of Science | Letter of commitment from the Minister of Science |
| 1b | Funding Agency X | Cover page of application and summary |
| 1c | Funding Agency X | Research proposal and detailed budget |
| 2a | Funding Agency X | Notice of Award |
|  |  |  |
|  |  |  |

**APPENDIX IV – LETTERS OF COLLABORATION AND SUPPORT**

Please include letters of collaboration and support. List all collaborators and others who have provided a letter of collaboration or support in the tables below. Letters of support may include letters from potential users of the research, outlining the value of the research to a community or an organization. Collaborators must provide a signed statement describing their contribution to the project. Please note that letters of support from co-funders should be included in ***Appendix III (Supporting Documentation for Co-Funding)****.*

*A Collaborator is an individual who is not involved in the day-to-day execution of the research, but whose role is to provide a specific service or expertise (e.g., access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.).*

**Collaborators**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | Affiliation | Role in Project |
|  |  |  |  |
|  |  |  |  |
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# Support

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Affiliation |
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**APPENDIX V – PUBLICATIONS**

In the table below, list **up to four (4)** publicationsthat are particularly relevant to the proposal. If available, please include a website where reviewers can download or view a version of the publication. If the publication is not freely available online, please attach an electronic copy.

# Publications

|  |  |
| --- | --- |
| **Reference for the Article** | **Website** |
|  |  |
|  |  |
|  |  |
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**APPENDIX VI – DATA RELEASE AND RESOURCE SHARING PLAN**

A plan for sharing data and resources within the project and with the wider scientific community (after initiating appropriate protection of any intellectual property) must be provided. Projects dealing with personal data must also provide their strategy for handling privacy and confidentiality issues. The plan must comply with Genome Canada's policy on [Data Release and Resource Sharing.](https://www.genomecanada.ca/sites/default/files/publications/gcdatasharingpolicies16-09-23.pdf)

It is expected that the data release and resource sharing plan reflect internationally accepted standards and include a description of:

• the type of data that will be generated;

• when the data will be generated in the project;

• the timing of release of each data type; and,

• where the data will be released.

Projects should take into consideration, where relevant, international agreements that may affect their research plans as well as data release and resource sharing plans.

If an international database is available for specific data types, the project must use this database. If no international database exists, the data must be made available through the project’s website.

**APPENDIX VII - 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. Administrative Centre refers to the Lead Genome Centre when only one is involved or, if there are Co-Lead Centres, the Centre that has the lead administratively. [↑](#footnote-ref-3)
4. Genome Canada will consider formally recognizing projects as being co-led by two or more Genome Centres in instances where the project is undertaking research or other activities in at least two different regions of the country [↑](#footnote-ref-4)
5. Role includes: Project Leader, Co-Project Leader, Co-investigator, and User. Definitions of participant categories are provided in the [*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.pdf)*.* [↑](#footnote-ref-5)
6. **Signatures of the Co-investigators and 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-6)
7. |  |
   | --- |
   | Types of co-funding include: unrestricted cash, restricted cash (e.g. salary support, research grant support) and in-kind contribution. |

   [↑](#footnote-ref-7)
8. Status includes: received, committed, awaiting response and yet to apply [↑](#footnote-ref-8)
9. Role includes: Project Leader, Co-Project Leader, Co-investigator and User. Definitions of participant categories are provided in the [*Guidelines for Funding*](https://www.genomecanada.ca/sites/default/files/publications/guidelinesforfunding.pdf). [↑](#footnote-ref-9)