**Genomic Applications Partnership Program (GAPP)**

**Supplementary Proposal**

**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.**

**Supplementary Proposals will only be accepted from applicants who submitted an Expression of Interest (EOI) and were invited to submit a Supplementary Proposal.**

**Refer to the** [**GAPP Investment Strategy and Guidelines**](https://www.genomecanada.ca/sites/default/files/pdf/en/gc-gappinvestmentstrategyandguidelines.pdf) **for the specifics on this program.**

The Genome Centre will review the applications and work with the applicants to help them develop their final application for submission to Genome Canada. 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**

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 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 VII of the application, including the Gantt chart |
| **Budget** | BUD | One (1) XLSM document | Completed budget form |
| **Appendix I – Background Documents** | PUB | One (1) PDF document | Cover page with list of any pitch follow-up documents, Receptor due diligence, and references for up to four (4) publications or news releases, followed by the relevant documentation. |
| **Appendix II** – **IP Term Sheet** | IP | One (1) PDF document | IP Term Sheet |
| **Appendix III – Data Release and Resource Sharing Plan** | RSP | One (1) PDF | Data Release and Resource Sharing Plan |
| **Appendix IV** – **Supporting Documents for Budget** | BSD | One (1) PDF combining all documents – each supporting document should be on a new page | Cover page with list of supporting documents followed by the supporting documentation for the budget |
| **Appendix V** – **Supporting Documents for**  **Co-funding** | SDC | One (1) PDF combining all documents – each supporting document should be on a new page | Cover page with list of supporting documents followed by the supporting documentation for co-funding |
| **Appendix VI** – **CVs and Biographies** | CV | One (1) PDF document | Cover page with list of CVs/Bios for 5 key personnel followed by the CVs/Bios. |
| **Appendix VII** – **Mitacs Internships** | MIT | One (1) PDF document | If applicable, list any Mitacs internships |
| **Appendix VIII** – **Participating Organization Signatures** | POS | One (1) PDF document | Signatures of authorized representatives of participating organizations |

**The instructions at the top of each section should be included in your application and count toward 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.** A supplementary proposal that is submitted with pages beyond the limits and any unsolicited appendices will not be reviewed. Applicants will be notified to revise the page limits and to resubmit their proposal before the next cut-off date.

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

**INFORMATION SHARING**

Information from approved applications (i.e., name of the Project Leaders, regional Genome Centre(s), Academic Institution(s), Receptor Organization(s), title of project, project description (lay summary) and amount supported) will be posted on the Genome Canada website if the project is approved.

**MEANING OF SIGNATURES**

The signatures of the Academic and Receptor Project Leader(s), as well as authorized representative(s) of the Academic Institution(s), Receptor Organization(s) and the Genome Centre(s), confirm that this proposal has been reviewed and approved for submission to Genome Canada. It is expected that this supplementary proposal has been approved by both the program and financial representatives of the Genome Centre(s).

Those signing the proposal also agree that the general conditions governing the use of Genome Canada funds, as outlined in the [**GAPP Investment Strategy and Guidelines**](https://www.genomecanada.ca/sites/default/files/pdf/en/gc-gappinvestmentstrategyandguidelines.pdf), including adherence to commonly accepted guidelines with respect to ethical, environmental and safety requirements, apply to the project outlined in this proposal and are hereby accepted by all parties.

**LANGUAGE OF APPLICATION**

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

**Genomic Applications Partnership Program (GAPP)**

**Supplementary Proposal**

**Project Title:**

**Estimated Total Budget:**

**Amount Requested from Genome Canada:**

**Co-Funding to be provided by Receptor(s):**

**Amount of other Co-Funding:**

**Project Duration (in fiscal quarters):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Project Leader** | |  | **Receptor Project Leader** | |
| Name[[1]](#footnote-2) |  |  | Name[[2]](#footnote-3) |  |
| Affiliation |  |  | Affiliation |  |
| Address |  |  | Address |  |
| Telephone |  |  | Telephone |  |
| E-mail |  |  | E-mail |  |
| Date |  |  | Date |  |
| Signature[[3]](#footnote-4) |  |  | Signature3 |  |
| **Academic Institution** | |  | **Receptor Organization** | |
| Representative[[4]](#footnote-5) |  |  | Representative[[5]](#footnote-6) |  |
| Telephone |  |  | Telephone |  |
| E-mail |  |  | E-mail |  |
| Date |  |  | Date |  |
| Signature3 |  |  | Signature3 |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Administrative Centre[[6]](#footnote-7) |  | Co-lead Centre (if applicable)[[7]](#footnote-8) |  |
| Representative |  | Representative |  |
| Date |  | Date |  |
| Signature3 |  | Signature3 |  |
|  | | | |
| Additional Centre (if applicable) |  |  | |
| Representative |  |  |  |
| Date |  |  |  |
| Signature3 |  |  |  |

**Other Receptors (if applicable)**

|  |  |
| --- | --- |
| Organization | Representative |
|  |  |
|  |  |
|  |  |

**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 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Sectors Impacted

Select the area(s) that relate(s) to the project 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 |  | Forestry |  |  |
|  |  |  |  |  |  |
|  | Human Health |  | Mining |  |  |

# TABLE OF CONTENTS

Page

I COVER PAGE……………………………………………………………………………………………. \_\_\_

II PITCH QUESTIONS AND ANSWERS…………………………………………………….…. \_\_\_

III TECHNICAL ASPECTS……………………………………………………………………………… \_\_\_

IV COMMERCIALIZATION / IMPLEMENTATION PLAN…………………………………. \_\_\_

V FINANCIAL INFORMATION……………………………………………………………………… \_\_\_

VI CO-FUNDING PLAN……………………………………………................................. \_\_\_

VII PROJECT TEAM………………………………………………………………………………………… \_\_\_

APPENDIX I BACKGROUND DOCUMENTS

APPENDIX II IP TERM SHEET

APPENDIX III DATA RELEASE AND RESOURCE SHARING PLAN

APPENDIX IV SUPPORTING DOCUMENTATION FOR BUDGET

APPENDIX V SUPPORTING DOCUMENTATION FOR CO-FUNDING

APPENDIX VI CURRICULA VITAE AND BIOGRAPHIES

APPENDIX VII MITACS INTERNSHIPS

APPENDIX VIII PARTICIPATING ORGANIZATION SIGNATURES

# II RESPONSES TO EOI/PITCH QUESTIONS

In a maximum of 3 pages, provide responses to the feedback that was provided after the pitch. Where applicable, any additional supporting material should be added to Appendix I.

* **Question 1:** [example] Provide a more detailed breakdown of the market and how this test could be expanded across Canada and globally.

|  |
| --- |
| Response…. |

* **Question 2:**

|  |
| --- |
| Response…. |

# III TECHNICAL ASPECTS

In a maximum of eight (8) pages (including charts, figures and tables (the list of references is not included in the page limit)):

* Describe the primary innovation (product, tool or process) to be developed, validated or enhanced and its current stage of development.
* Describe how the primary innovation is a genomics-derived solution, i.e., whose development requires genomics research and/or knowledge.
* Describe existing data, studies and publications that support the rationale for the proposed approach and the expected performance of the primary innovation.
* Describe, in detail, each major step in the project plan, including:
  + the objective(s) and deliverable(s) of each step;
  + which project team member(s) / organization(s) will perform the key activities,
  + the relevant subject matter / target involved (e.g., genes, transcription products, processes, organisms, populations);
  + the scientific methods that will be used to achieve each objective (including specific instruments, equipment and facilities);
  + the critical milestones in the project, where go/no-go decisions will be made; and,
  + performance targets for the innovation and any critical interim developments (e.g., analytical methods, pilot processes), and how they will be measured;
  + how the project will integrate equity, diversity and inclusion related considerations in the research design and practices and include participation by underrepresented groups, as appropriate.
* Describe any major facilities, equipment and services that will be used to carry out the project.
* Using a Gantt chart, show the project activities/durations and go/no-go milestones in logical sequence. Whenever possible, please ensure that the research activities are consistent between the project proposal, budget and Gantt chart. Attach the Gantt chart to this section. Please note that the Gantt chart is not included in the page limit above. A template that can be used is attached as Appendix IX.

# GANTT CHART TEMPLATE

Please include clear objectives and quantifiable milestones for each activity and sub-activity of the proposed research. The activities (titles and numbering) should match the proposal and the budget. Milestones must be well-defined and measurable, and include go/no go milestones within the project timelines as appropriate. This Gantt chart can be used as a monitoring tool to indicate progress in the achieved milestone row for each activity. **Attach Gantt after Section III – Technical Aspects**.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Project**  **Academic Project Leader, Institution**  **Receptor Project Leader, Organization**  **Administrative Genome Centre**  **Co-Lead Centre (if applicable)** | | | | | | | | | | | | |
| **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** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.1 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.2 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.1 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.1 *Title*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Proposed** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |

# IV COMMERCIALIZATION / IMPLEMENTATION PLAN

In a maximum of three (3) pages (including charts, figures and tables):

* State the value proposition of the primary innovation, with reference to alternatives and competitors (if any), describing how it will add value in its ultimate use.
* If the project targets a commercial opportunity:
  + summarize the pathway to monetization / market / implementation (including regulation, social considerations, reimbursement and adoption, as applicable) that the Receptor will pursue,
  + outline the business model for exploiting and sustaining the innovation in commercial use (whether or not the Receptor will be involved at that stage).
  + State the benefits of the innovation to Canadian stakeholders.
* If the project targets a public service need:
  + describe the pathway to adoption and implementation by the Receptor and/or other key users of the innovation, including regulatory and social considerations
  + explain how the innovation will be funded and maintained in the long term.
* Describe what the project team has done to assess the freedom to operate relative to any existing intellectual property, and provide an IP Term Sheet (**as Appendix II**) that details how any IP generated by the project will be protected and managed. The IP Term Sheet is not included in the page limit of this section.
* Provide a Data Release and Resource Sharing Plan (**as Appendix III**) that details how project data, publications and resources will be made available to the scientific community in a manner consistent with Genome Canada’s [**Data Release and Resource Sharing Policy**](https://www.genomecanada.ca/sites/default/files/publications/datareleaseandresourcesharingpolicy.pdf). If Genome Canada has approved an exemption to this policy, provide the justification that was the basis for this approval.

# V FINANCIAL INFORMATION

In a maximum of one (1) page, please provide:

* a description of the financial and budgetary controls, in particular at the Receptor organization, that will be employed in managing project funds (e.g., processes for authorizing purchases, payments and budget adjustments); and,
* a summary of principal financial assumptions or explanations that are not included as justifications in the budget template.

Separately, using the template provided (Excel (\*.xlsm) format), provide a detailed budget for the project, by quarter, including separate line items for each expense type. Applicants are expected to work with their regional Genome Centre to ensure that the budget meets all of the requirements as outlined in the [**GAPP Investment Strategy and Guidelines**](https://genomecanada.ca/wp-content/uploads/2022/05/gc-gappinvestmentstrategyandguidelines.pdf).

Whenever possible, please ensure that the research activities are consistent between the project proposal, budget and Gantt chart.

Include the budget supporting documents (e.g., supplier quotes, Statements of Work (SOWs) from service providers, etc.) **in Appendix IV.**

# VI CO-FUNDING PLAN

In a maximum of three (3) pages, including tables:

Please provide a well-developed and feasible plan that demonstrates that the project will secure all of the required co-funding prior to the release of Genome Canada funds. All co-funding must directly support the objectives of the project and must also be for eligible costs specifically requested in the Genome Canada budget in order to be considered as eligible co-funding sources. **Refer to the** [**GAPP Investment Strategy and Guidelines**](http://www.genomecanada.ca/en/portfolio/research/genomic-applications-partnership-program.aspx) **for details on co-funding requirements.**

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, in-kind), expected receipt date, status of co-funding and a description of how the funds will directly support the objectives of the project. Include documentation supporting secured or proposed co-funding in **Appendix V (Supporting Documentation for Co-funding)**.

**Funding Sources**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Name of organization** | **Amount** | **Type**[[8]](#footnote-9) | **Expected Receipt Date** | **Status**[[9]](#footnote-10) |
| 1 | Company X | $1.4 M | In-kind | Mar 2017 | Committed |
| **Description of how the funds will directly support the objectives of the project:**  In-kind funding from Company X 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 |  |  |  |  |  |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Funding Amount** | **Amount**  **Secured** | **Amount Required** | **Percent**  **Secured** |
|  |  |  |  |

# VII PROJECT TEAM

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Title and Affiliation** | **Role**[[10]](#footnote-11) | **Time Commitment**  **(hrs/week)** | **Description of Responsibilities** | **Signature**[[11]](#footnote-12) |
| Dr. John Smith, Associate Professor, Department of Y, University of X | Academic Project Leader | 20 | Overseeing objective x. |  |
| Nancy Barran, CSO, Company X | Receptor Project Leader | 15 | Overseeing objective y. |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**In Appendix VI**, provide curricula vitae (CVs) or relevant biographies, maximum of four (4) pages each, for up to five (5) key project team leaders / decision makers.

**In Appendix VII**, list any project personnel that will be supported by the Mitacs Internship program.

**In Appendix VIII**, list and provide representative signatures of the organizations that will be substantially involved in performing the technical activities of the proposed project.

# APPENDIX I – BACKGROUND DOCUMENTS

If applicable, provide any further information or support documents requested following the pitch.

If available, applicants may provide relevant information obtained from due diligence that has been done by the Receptor on the project.

In the table below, list up to four (4) publications or news releases that are particularly relevant to the proposal. If available, please indicate a location on the web where reviewers can download or view a free version of the publication. If the publication or news release is not freely available on the web please attach an electronic copy.

**List of Publications or News Releases**

|  |  |
| --- | --- |
| **Reference for the Article / Title of News Release** | **(Optional)**  **Free full version available at:** |
|  |  |
|  |  |
|  |  |
|  |  |

# APPENDIX II – IP TERM SHEET

As the negotiation of issues related to intellectual property (IP) is anticipated to be critical to the finalization of contracts between the Academic(s) and the Receptor(s), at the time of submission of a supplementary proposal, applicants will be required to provide a signed non-legally binding Term Sheet. A template has been provided as a guide for terms to be addressed.

This document is required to support an application to Genome Canada for funding. If Genome Canada does not fund the accompanying proposal, this term sheet will have no further effect from the date that the parties are advised of the decline to fund. If Genome Canada does fund the accompanying proposal, this term sheet will form the basis of good faith discussions in view of concluding a legal agreement between the date that the parties are advised of the intention to fund and the deadline for meeting the conditions of the award determined by Genome Canada.

Genome Canada does not take an ownership stake in project IP; however, in funding projects within GAPP, Genome Canada expects any intellectual property created or developed within a Project to be exploited, including licensing, in a way that maximizes benefits for Canada. Ownership of IP created or acquired as part of projects in which Genome Canada is directly or indirectly involved shall be in accordance with each of the participants’ (e.g., Federal or Provincial government departments or Crown Corporations, private sector companies, universities, research hospitals or any other participants) internal IP policies and Provincial and or Federal legislation, if applicable (refer to [**Genome Canada’s Intellectual Property Policy**](https://www.genomecanada.ca/sites/default/files/publications/gcdatasharingpolicies16-09-23.pdf)). Applicants should also contact their Genome Centre for information on specific Genome Centre guidelines related to IP.

**Intellectual Property (IP) Term Sheet**

**This term sheet is a non-legally binding statement of intent. It represents the intention of the parties as of the date it is signed but is not legally binding.**

**Summary of Proposed Terms**

|  |  |
| --- | --- |
| **Receptor Organization** | Company or Organization X |
| **Academic Institution** | Academic Y |
| **Other Parties** | Include any other Companies, Organizations or Academic Institutions involved |
| **Definitions** | List any definitions:   1. Intellectual Property 2. Background Intellectual Property 3. Foreground Intellectual Property |
| **Rights to use of ‘Background’ IP** | Indicate rights to use of ‘Background’ IP required for use in the project. This should include any rights to use the ‘Background’ IP into the future if the ‘Foreground’ IP will be licensed beyond the end of the project. |
| **Ownership of ‘Foreground’ IP** | Indicate expected or agreed ownership of ‘Foreground’ IP generated by the project. If patentable material is created, who is an inventor will be determined by patent law. Inventors should be under clear obligations to transfer their patent rights to the intended owners.  If joint ownership is contemplated, it is important to specify how decisions among the joint owners will be made and revenues accounted for. |
| **Licensing of IP** | Indicate type of license for use foreground and background IP to the different project participants  Include details of term, territory, exclusivity, any upfront payments, milestones, royalties or options  Any licence must conform to Genome Canada’s Intellectual Property Policy |
| **Financial** | Indicate any financial conditions or commitments required to enter into definitive agreements |
| **Management issues related to Foreground IP** | Such as patent expenses, patenting decisions, dividing fields and scopes of use |
| **Freedom to Operate issues** | Describe any Freedom to Operate issues in intellectual property which are likely to occur. Describe any patent or other literature searches performed relating to FTO. Have FTO searches been shared with all parties?  What plans exist to periodically update FTO searches (especially in quickly moving technology fields)?  In the relationship, whose responsibility will it be to detail with any FTO problems that arise? What legal indemnities will be provided to cover such problems? |
| **Risk Management issues** | What special risks might be present in this project and on which project participant do those risks fall?  What legal indemnities will be provided to deal with any risks which arise? |
| **Publication Rights and Disclosures** | Describe how publications and disclosures of inventions will be dealt with in the project.  There must also be a commitment to comply with Genome Canada’s publication policy |
| **Patents** | Indicate how patent prosecution will be handled  Indicate how patent costs will be covered |
| **Confidentiality** | Indicate confidentiality provisions |
| **Governing Law** | Indicate what governing law will be used and include the choice of jurisdiction clause |
| **Closing Conditions** | Indicate any closing conditions, such as:   1. Genome Canada NOA 2. Co-funding 3. Due diligence 4. Execution of definitive legal agreements |
| **Termination** | List any reasons for termination of term sheet |
| **Dispute Resolution** | Indicate the mechanism through which disputes can be resolved |
| **Liability/Indemnity** | Indicate any limitation of liability or indemnity provisions |
| **Institutional Assistance** | Has this document been prepared and negotiated with the assistance of the institution’s office responsible for research contracts? |

**Institutional representative for Organization X:**

**Per:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Academic Y**

**Per:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# APPENDIX III – DATA RELEASE and RESOURCE SHARING PLAN

A plan for sharing data and resources within the project and with the wider community (after initiating appropriate protection of any intellectual property as described in Appendix II – IP Term Sheet) 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 IV – SUPPORTING DOCUMENTATION FOR BUDGET

Please refer to the [**GAPP Investment Strategy and Guidelines**](https://genomecanada.ca/wp-content/uploads/2022/05/gc-gappinvestmentstrategyandguidelines.pdf) for details regarding Eligible Costs.

Attach documentation to support all significant budget amounts, for example:

* quotes, including Statements of Work (SOWs), confirming fee schedules for service providers (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.
* justification for the use of any out of country service providers);
* quotes or invoices confirming prices of significant consumables (i.e., cost/unit breakdown).

If a supporting document shows an amount that differs from the budgeted amount, include 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., Statement of Work from Service Provider X | E-1 |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

# APPENDIX V – SUPPORTING DOCUMENTATION FOR CO-FUNDING

Please refer to the [**GAPP Investment Strategy and Guidelines**](https://genomecanada.ca/wp-content/uploads/2022/05/gc-gappinvestmentstrategyandguidelines.pdf) for details on co-funding including examples of the required documentation. **To be eligible for inclusion, all co-funding must directly support the objectives of the project and must be for eligible costs specifically requested in the Genome Canada budget in order to be considered as an eligible co-funding source.**

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 VI by grouping documents related to each funding source, using the same number as the funding source (e.g., for funding source 1 in Section VI). If there are three supporting documents from the same funding source, list each as 1a, 1b, 1c. Please bookmark each document within the PDFs.

A supporting letter is required for all co-funding. Reasonable documentation supporting an organization’s financial viability and its ability to provide the co-funding is also required for all organizations contributing more than $50,000 in co-funding. Financial statements (audited when available), including a balance sheet, income statement and statement of cash flows are required for companies or not-for-profits that do not have publicly available financials or annual reports. Other supplementary information providing credible support to the organization’s financial viability and ability to fulfill its co-funding commitments (e.g., press releases announcing significant new financing, cash flow projections) are encouraged when applicable. If the full co-funding amount is not available, a well-developed and feasible plan to secure remaining co-funding is needed. Genome Canada may request additional documentation if required for due diligence. Financial statements should be provided as a separate pdf document from other supporting documentation. All financial information, including financial statements, is kept confidential, and is not provided to reviewers or the GAPP Core Evaluation Team.

|  |  |  |
| --- | --- | --- |
| Document # | Organization | Document Attached |
| 1a | Company X | Letter from CEO (Oct 1,2013) |
| 1b | Company X | Audited financial statements |
| 1c | Company X | Cash flow projections |
| 2a |  |  |
|  |  |  |
|  |  |  |

# APPENDIX VI – Curricula Vitae and BIOgraphies

Provide curricula vitae (CVs) or Bios, maximum of four (4) pages each, for up to five (5) key personnel demonstrating each individual’s experience and track record.

Genome Canada is committed to considering the value and impact of all research outputs of applicants (including datasets and software) in addition to research publications, and considering a broad range of impact measures including qualitative indicators of research impact, such as influence on policy and practice. Genome Canada is also committed to the principle that the scientific content of a paper is more important than publication metrics or the identity of the journal in which it was published.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Affiliation** | **Role**[[12]](#footnote-13) |
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# APPENDIX VII – MITACS INTERNSHIPS

For the latest Mitacs supplemental application form, please contact your regional Mitacs representative. [**Click here**](https://www.mitacs.ca/en/contact-us/business-development) to find your regional Mitacs contact.

# APPENDIX VIII – PARTICIPATING ORGANIZATION SIGNATURES

To be completed by the organizations in which the project activities 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 [**GAPP Investment Strategy and Guidelines**](https://www.genomecanada.ca/sites/default/files/pdf/en/gc-gappinvestmentstrategyandguidelines.pdf) including adherence to commonly accepted guidelines with respect to ethical, environmental and safety requirements.

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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1. The Academic Project Leader assumes the administrative and financial responsibility for the project funds that will be paid to his/her institution in accordance with the funding agreement between the institution and the Genome Centre. [↑](#footnote-ref-2)
2. The Receptor Project Leader assumes the administrative and financial responsibility for the project expenses incurred within their organization once an agreement is signed. [↑](#footnote-ref-3)
3. Signatures confirm acceptance of the terms as outlined in the Meaning of Signatures [↑](#footnote-ref-4)
4. The Supplementary Proposal must be signed by an authorized representative of the Academic Institution or Not-for-Profit Organization (with a research mandate) [↑](#footnote-ref-5)
5. The Supplementary proposal must be signed by a senior representative of the Receptor Organization who has the authority to confirm the financial co-funding commitment to be provided by the Receptor organization to the project [↑](#footnote-ref-6)
6. The Administrative Centre is the Genome Centre that has the lead administratively on a project and is responsible for transferring funds to the project, project monitoring, and reporting to Genome Canada on all aspects of the project. [↑](#footnote-ref-7)
7. 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-8)
8. |  |
   | --- |
   | Types of co-funding include: unrestricted cash, restricted cash (e.g., salary support, research grant support) and in-kind contribution.  9 Status can be described as: received, committed, awaiting response and yet to apply. Funds received or committed are considered to be secured. |

   [↑](#footnote-ref-9)
9. [↑](#footnote-ref-10)
10. Role includes: Academic/Receptor Project Leader, and Academic/Receptor Co-applicant. Definitions of participant categories are provided in the [**GAPP Investment Strategy and Guidelines**](https://www.genomecanada.ca/sites/default/files/pdf/en/gc-gappinvestmentstrategyandguidelines.pdf). [↑](#footnote-ref-11)
11. Signatures are required and confirm that the application has been reviewed and approved by each key project team member. [↑](#footnote-ref-12)
12. Role includes: Academic/Receptor Project Leader, and Academic/Receptor Co-Applicant. Definitions of participant categories are provided in the [**GAPP Investment Strategy and Guidelines**](https://www.genomecanada.ca/sites/default/files/pdf/en/gc-gappinvestmentstrategyandguidelines.pdf) [↑](#footnote-ref-13)