

**Request for Applications**

**Membership to the Genomics Innovation Network**

**And Core Operations Support Funds**

**June 2014**

**APPLICATION FORM**

**General Instructions**

# \*Please remove these General Instructions before submitting your application.\*

**All applications must be submitted to Genome Canada through a Genome Centre. Please contact your regional Genome Centre immediately for further information on their process and internal deadline dates.**

Refer to the ***Request for Applications, Membership to the Genomics Innovation Network and Core Operations Support Funds, May 2014*** for the details of the application process.

Full Applications must be submitted to the lead Genome Centre by **September 15, 2014**. The Genome Centre will review the Applications and work with the applicants to help them develop their final application for submission to Genome Canada on **October 15, 2014**. 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 **October 15, 2014,** 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 proposed Node 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 1 to 14 of the application |
| **Budget**  | BUD | One (1) XLSM document | Completed budget form |
| **Appendix 1 -**  **Budget Supporting Documents**  | BSD | One (1) PDF combining all documents – each supporting document should be on new page | Cover page with list of supporting documentsSupporting documentation for budget |
| **Appendix 2** **- Curricula Vitae (Cover Page and all CVs)** | CV | One (1) PDF document  | Cover page with list of CVsCVs for proposed Node Leaders and any Core Staff whose salaries are requested from Genome Canada.  |
| **Appendix 3 - Letter of Support From Host Institution** | LOS | One (1) PDF document | Letter of support from the Innovation Centre’s host institution. |

# 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 proposed GIN Node 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**; 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.

**MEANING OF SIGNATURES**

The signatures of the proposed GIN Node Leader(s) confirm that the application has been reviewed and approved for submission to the Genome Centre(s) and Genome Canada by all applicants. The signature(s) of the authorized representative(s) of the lead organization and the Genome Centre(s) confirm that this application has been reviewed and approved for submission to Genome Canada. It is expected that this proposal has been approved by both the program and financial representatives of the Genome Centre(s).

Those signing the application also agree that the general conditions governing the use of Genome Canada funds, as outlined in the *Guidelines for Funding (Appendix C of the Request for Applications - Membership to the Genomics Innovation Network and Core Operations Support Funds)*, 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**

To ensure that applications can be sent to the most appropriate reviewers, all applications must be submitted in English.



**Request for Applications**

**Membership to the Genomics Innovation Network**

**And Core Operations Support Funds**

**June 2014**

**APPLICATION FORM**

**Name of Innovation Centre:**

**Total Amount Requested From Genome Canada**

**(Maximum 2 year budget $2,000,000):** $ \_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount of Proposed Co-Funding**

**(Minimum 1:1 Required):** $ \_\_\_\_\_\_\_\_\_\_\_\_

**Proposed GIN Node Leader(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Lead)1 |  | Name (Co-Lead) |   |
| Affiliation |  | Affiliation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Fax |  | Fax |  |
| E-mail |  | E-mail |  |
| Date |  | Date |  |
| Signature2 |  | Signature**2** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name(Co-Lead) |  | Name (Co-Lead) |  |
| Affiliation |  | Affiliation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Fax |  | Fax |  |
| E-mail |  | E-mail |  |
| Date |  | Date |  |
| Signature2 |  | Signature**2** |  |

**Certification Requirements**

|  |
| --- |
| If the Innovation Centre activities will involve any of the following, check the box(es). If the application is approved, the necessary certificates must be provided to the Lead Genome Centre.  |
| Human subjects  | Human stem cells | Animals | Biohazards | Environmental assessment |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Organization |  | Co-Lead Organization |  |
| Name of Representative |  | Name of Representative |  |
| Title |  | Title |  |
| Date |  | Date |  |
| Signature2 |  | Signature2 |  |

**Genome Centre CEO(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Centre3 |  | Co-Lead Centre |  |
| Name of CEO |  | Name of CEO |  |
| Date |  | Date |  |
| Signature2 |  | Signature**2** |  |

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3. Executive Summary (Maximum of two (2) pages)

Provide a summary of past performance and future plans, focussing on the delivery of genomic[[1]](#footnote-1) technology services to projects funded by Canadian public and private sector organizations. Summarize the value that your Innovation Centre will bring to the Genomics Innovation Network (GIN).

4. ORGANIZATIONAL CHART

Provide an organizational chart showing the positions requested in this application as “Core Staff” within your larger research centre or institution, as of the application deadline. If changes are planned for the upcoming funding period (April 1, 2015 to March 31, 2017), describe them here (e.g., annotate the diagram or provide a separate diagram, depending on the extent of the changes).

Example Organizational Chart provided below.



5. CURRENT funding – by source (Maximum of one (1) page)

Provide a graph showing the overall funding available to the Innovation Centre between the periods of April 1, 2011 to March 31, 2015 (where applicable), organized by source of funding.

Example funding chart provided below.

**6. overview of CURRENT core capabilities (MAXIMUM OF TWO (2) PAGES)**

Provide a list with a short description of all current core capabilities offered by the Innovation Centre, in order of importance to the function of the Innovation Centre.

**7. history of Demand for SERVICE (MAXIMUM OF ONE (1) PAGE)**

Provide graphical representation of data showing the cumulative past and present support provided to projects funded by all Canadian or international public and private sector organizations.

1. Graphic representation of number of projects supported by the Innovation Centre, including fee-for-service work, funded by Canadian and international public and private sector organizations.
2. Graphic representation of revenue generated by work done for projects, including fee-for-service work, funded by Canadian and international public and private sector organizations.

Provide data beginning April 1, 2011 to March 31, 2015 (where applicable).

Example charts are provided below.

# 8. IMPACT: contributions to knowledge and to the community

# There may be several areas where the Innovation Centre impacts the community. These may include publications, software, training of scientists outside of the Innovation Centre, grant writing assistance, etc. In the sections below, describe the various ways that this Innovation Centre has impacted the scientific community since April 1, 2011 (where applicable).

# 8.1. Publications

# Please use a graph, as indicated by the example below, including but not limited to the following three categories, dating back to April 1, 2011;

# Those arising directly from work performed entirely by the Innovation Centre, i.e., not as part of a service to another group or project.

# Those arising from collaboration or through service provided to all Canadian public and private sector organizations. These may be as co-authors or acknowledgments.

# Those arising from collaboration or through service provided to all international public and private sector organizations. These may be as co-authors or acknowledgments.

8.2. Key Publications

In the table below, please provide a list of up to five (5) key publications arising directly from work performed entirely by the Innovation Centre or in collaboration with other researchers where the Innovation Centre played a major role in making the publication possible. Please choose publications 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 is not freely available on the web please attach an electronic copy.

|  |  |
| --- | --- |
| **Reference for the Publication** | **Free full version available at (Optional):** |
|  |  |
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# 8.3. Technology Transfer

Using the table below, provide a summary of the total number of invention disclosures, patent filings, copyrights, products, services, commercial licenses, companies formed, etc.

|  |  |  |
| --- | --- | --- |
| IN PROGRESS | IN CIRCULATION | COMMERCIALIZATION |
| Disclosures | Provisional Patents | Patents Filed | Copyrights | PublishedPatents | Commercial licensesin place | Number of companies formed |
|  |  |  |  |  |  |  |

In addition, provide a **list** of up to five (5) of the most significant items in the space below;

|  |
| --- |
| *Technology Transfer* |
|  |

8.4. Other Contributions (maximum one (1) page)

Please provide details of any other contributions of the Innovation Centre and its staff to the community not described above (e.g., training of scientists from outside of the Innovation Centre, grant writing assistance).

**9. PROPOSAL TO BECOME A gIN NODE (maximum ten (10) pages)**

9.1. Past Performance

Provide a detailed description of the history of the Innovation Centre and its major accomplishments in delivering technology services to the scientific community. Your description should complement the previous sections and include, but need not be limited to, the following information:

* the range of technologies offered by the Innovation Centre;
* the overall progress in providing technology services to all Canadian public and private sector organizations’ funded projects that the Innovation Centre is engaged in;
* efforts to expand access to the Innovation Centre for public and private sector funded researchers in Canada and elsewhere;
* efforts to reduce costs;
* progress in advancing new and existing technologies; and,
* efforts to train and recruit members of the Innovation Centre team.

9.2. Future Plans

Provide a clear and concise description of the Innovation Centre’s technical ability to provide access to leading-edge technologies to projects funded by Canadian public and private sector organizations, both current and future. Include activities related to assisting researchers in the development of research proposals and data analysis in preparation for publications.

9.3. Membership as a GIN Node

Provide a description of how Genome Canada, other Canadian public and private sector organizations and Canadian researchers would benefit from the Innovation Centre being a GIN Node.

**10. REQUESTED FUNDING**

Provide graphical representations of data showing the total requested Core Operating Support funds for the Innovation Centre from Genome Canada, organized by various categories for which the funding is requested. The amounts shown below must agree with the amounts reported in the formal Budget Form (Appendix 1, Budget Supporting Documents).

Example funding charts provided below.

|  |  |
| --- | --- |
| **Category** | **Amount** |
| Salaries | $1,500,000 |
| Consumables | $100,000 |
| Equipment | $175,000 |
| G&A | $25,000 |
|  |  |
| **Total** | **$1,800,000** |

**11. Demonstration of Demand for Services**

# In a table format, provide a list of all projects funded by Canadian public and private sector organizations, currently receiving or requesting technology services from the proposed Innovation Centre.

# The table must include the researcher’s name, project title, funding organization, technology service requested, quantity of service requested, and timing of service requested during the time period April 1, 2015 through March 31, 2017. Copies of Statements of Work are not required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Leader(s)** | **Institution** | **Project Title** | **Funding Organization and Competition** | **Service(s) Requested** | **Estimated Total Value of Services ($)** | **Start Date** | **End Date** | **Status** |
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**12. Infrastructure Capacity**

Using the table below, provide a complete list of all major equipment (equipment costing $50,000 or more) that will be available or potentially available for the delivery of technology services from April 1, 2015 to March 31, 2017. Indicate equipment that will have access restrictions or that will be partially available. Include the date each piece of equipment was placed into operation, the life expectancy of the equipment, and the capacity calculations for each equipment type.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment****Type** | **Funded by****(List ALL Funders)** | **In Operation****as of (mm/yy)** | **Life****Expectancy** | **Capacity** |
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**13. MANAGEMENT (MAXIMUM TWO (2) PAGES)**

Provide details of the management plan for the Innovation Centre including decision making processes. Include a description of the team’s experience in managing the Innovation Centre during the period April 1, 2011 to March 31, 2015 (where applicable), and provide details of how the decision making processes will be handled in the future.

**14. Innovation Centre CORE TEAM**

14.1 Core Staff Supported by Genome Canada

In the tables below, provide information for Core Staff member whose salaries are requested from Genome Canada. Please provide as much detail as possible in the Justification section so that reviewers may adequately assess whether these positions should be supported by Genome Canada.

**Core Staff whose salaries are requested from Genome Canada (add individual tables as necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** |  | **First Name** |   |
| **Title** |  | **% FTE** |  |
| **Brief Description of Role** |
| Justification as Core Staff |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** |  | **First Name** |   |
| **Title** |  | **% FTE** |  |
| **Brief Description of Role** |
| Justification as Core Staff |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** |  | **First Name** |   |
| **Title** |  | **% FTE** |  |
| **Brief Description of Role** |
| Justification as Core Staff |

14.2 Core Staff Funded by Other Sources

In the table below, provide information for Core Staff members whose salaries are provided by other sources (if applicable).

**Core Staff whose salaries are funded by other sources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Title** | **Funding Source** | **Brief Description of the Role** |
|  |  |  |  |  |
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14.3 Staff Funded by Cost Recovery

Using the table below, provide the information on individuals paid through cost-recovery.

**Staff whose salaries are funded by cost recovery**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Title** | **Brief Description of the Role** |
|  |  |  |  |
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**15. PROPOSED CO-FUNDING**

Genome Canada requires that at least an amount equal to the funding requested from Genome Canada be obtained through funding from other sources. Any eligible co-funding must be expended at the Node during the period for which Genome Canada Core Operations Support funds are requested, i.e., April 1, 2015 to March 31, 2017. The co-funding must be derived from the eligible sources and used for the eligible co-funding costs as defined in **Appendix C, Guidelines for Funding, Section 1.2.** 100% of the eligible co-funding must be secured (received or committed) before the time of release of funds.

Refer to the RFA’s **Appendix C, Guidelines for Funding, Section 1.2** for more details on co-funding requirements.

Using the format below, provide details of the co-funding. For each funding source, include the amount, contribution type (e.g., cash, in-kind, cost recovery), and a description of how the funds will directly support the provision of services at the proposed GIN Node. Documentation supporting co-funding must be included in **Appendix 4 (Supporting Documentation for Co-funding).**

Please note that the accompanying Budget Form should be used **ONLY** to request Core Operations Funds Support from Genome Canada and must not include funds proposed as Co-funding.

**Funding Sources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | e.g., Host Institution (University of *X*) | **Type[[2]](#footnote-2)** | Restricted Cash  |
| **Status[[3]](#footnote-3)** | Received |
| **Amount to be expended between April 1, 2015 and March 31, 2017:**  | $400,000 |
| Description of how the funds will directly support the provision of services at the Node:The Host Institution funds will provide the following:* the following pieces of equipment (list and describe).
* Salaries of the following Node staff:
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | e.g., Canada Foundation for Innovation | **Type** | Restricted Cash  |
| **Status** | Committed  |
| **Amount to be expended between April 1, 2015 and March 31, 2017:**  | $500,000 |
| Description of how the funds will directly support the provision of services at the Node:CFI Infrastructure Operating Fund Award (see also attached award letter).  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | e.g., Fees for services provided | **Type** | Cost recovery  |
| **Status** | Committed |
| **Amount to be expended between April 1, 2015 and March 31, 2017:**  | $450,000 |
| Description of how the funds will directly support the provision of services at the Node:This revenue is based on statements of work (SOWs) that, if the application is approved, will be finalized and signed before the release of funds and will cover expenses for consumables and salaries for technicians and data analysts directly involved in the provision of services (see attached SOWs for details). |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** |  | **Type** |  |
| **Status** |  |
| **Amount to be expended between April 1, 2015 and March 31, 2017:**  |  |
| Description of how the funds will directly support the provision of services at the Node: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** |  | **Type** |   |
| **Status** |  |
| **Amount to be expended between April 1, 2015 and March 31, 2017:**  | $  |
| Description of how the funds will directly support the provision of services at the Node: |

**APPENDIX 1. 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 **Appendix C** of the Request for Applications - Membership to the Genomics Innovation Network and Core Operations Support Funds. The amounts reported on the Budget Form must agree with the amounts reported in Section 10, Requested Funding.

Attach supporting documents, for example, quotes for all equipment over $50,000.

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 and Item to which it is Associated  | Line Reference No. in Budget |
| 1 | e.g., Quote from supplier X  | E-1 |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**APPENDIX 2. CURRICULA VITAE (COVER PAGE & ALL CVS)**

Attach a short CV (up to FOUR (4) pages) for the proposed GIN Node Leader(s) and any Core Staff whose salaries are requested from Genome Canada.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Affiliation** | **Role** |
|  |  |  |  |
|  |  |  |  |
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Please ensure the CVs include the following headings:

* Name and Affiliation
* Work Experience
* Academic and Training Background
* Selected Accomplishments and Honours
* Selected Peer-Reviewed Publications, Patent Applications and Patents
* Selected Research Funding

**APPENDIX 3. LETTER OF SUPPORT FROM HOST INSTITUTION**

Provide a letter of support from the Innovation Centre’s host institution indicating their support for the Innovation Centre to receive core operations support from Genome Canada and to be a member of GIN.

**APPENDIX 4. SUPPORTING DOCUMENTATION FOR CO-FUNDING**

Provide documentation supporting secured or proposed co-funding available to the GIN Node during the period April 1, 2015 to March 31, 2017.

1. The term genomics is defined here as the comprehensive study, using high throughput technologies, of the genetic information of a cell or organism, including the function of specific genes, their interactions with each other and the activation and suppression of genes. For purposes of describing Genome Canada’s mandate it also includes related disciplines such as bioinformatics, epigenomics, metabolomics, metagenomics, nutrigenomics, pharmacogenomics, proteomics and transcriptomics. [↑](#footnote-ref-1)
2. Type of Co-Funding: Unrestricted Cash, Restricted Cash (e.g., salary support, research grant support), In-kind Contributions or Cost Recovery. [↑](#footnote-ref-2)
3. Status of Co-Funding: Received, Committed, Awaiting Response, or Yet to Apply. Where revenues derived from fee for service are used as co-funding, signed Statements of work (SOWs) confirming such work must be provided to Genome Canada before the time of release of funds. [↑](#footnote-ref-3)