

**Request for Applications**

**Genomics Technology Platforms:**

**Operations Support and Technology Development Funds**

**July 2016**

**APPLICATION FORM**

**General Instructions**

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

**All applications from Québec must be submitted to Genome Canada through Génome Québec. Please contact Diana Iglesias at** **diglesias@genomequebec.com** **immediately for further information on Génome Québec’s process and internal deadline dates.**

Refer to the ***Request for Applications, Genomics Technology Platforms: Operations Support and Technology Development Funds, July 2016*** for the details of the application process.

As stated above, all full applications must be submitted to Génome Québec. The deadline for submission of the Application Form at Génome Québec is **September 22, 2016** **(by email at** **diglesias@genomequebec.com****)**. Génome Québec will review the Applications and work with the applicants to help them develop their final application for submission to Genome Canada by November 10, 2016. 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 **November 10, 2016,** 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 as separate documents the application form, budget and appendices. The documents should be labelled using the Application number, followed by the last name(s) of the proposed Platform 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 15 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 Platform 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 Platform’s host institution. |
| **Appendix 4 - Supporting Documentation for Co-Funding** | SDC | One (1) PDF document | Documentation supporting secured or proposed co-funding. |

# 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 platform 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 Platform 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 Research Projects*](http://www.genomecanada.ca/medias/pdf/en/guidelines-funding-research-projects-june-2014.pdf)and exceptions and modifications to the *Guidelines* as described in Appendix C of the Request for Applications, including adherence to commonly accepted guidelines with respect to ethical, environmental and safety requirements, apply to 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**

**Genomics Technology Platforms:**

**Operations Support and Technology Development Funds**

**July 2016**

**APPLICATION FORM**

**Name of Platform:**

**Total Amount Requested From Genome Canada**

**(Maximum 5 year budget $10,000,000,**

**with a maximum of $2,000,000 per year):** $ \_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount of Proposed Co-Funding**

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

**Proposed Platform Leader(s):**

**Project Leader Co-Project Leader (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name[[1]](#footnote-1) |  | Name |  |
| Affiliation |  | Affiliation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| E-mail |  | E-mail |  |
| Date |  | Date |  |
| Signature[[2]](#footnote-2) |  | Signature2 |  |



**Co-Project Leader (if applicable) Co-Project Leader (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Affiliation |  | Affiliation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| E-mail |  | E-mail |  |
| Date |  | Date |  |
| Signature |  | Signature |  |

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

**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)  |  | Co-lead Centre[[4]](#footnote-4) (if applicable) |  |
| Name  |  | Name  |  |
| Date |  | Date |  |
| Signature2 |  | Signature2 |  |
| Additional Centre (if applicable) |  |  |  |
| Name  |  |  |  |
| Date |   |  |  |
| Signature2 |  |  |  |

**Table of contents**

 Page

1. cover page i

2. PARTICIPATING ORGANIZATIONS’ SIGNATURES 1

3. executive summary 5

4. oRGANIZATIONAL CHART 6

5. overview of CURRENT cORE CAPABILITIES 7

6. Historical Funding by Category and Source 8

7. HISTORY OF demand for service …………………… 9

8. IMPACT: contributions to knowledge and to the community 10

9. DEMONSTRATION OF DEMAND FOR SERVICES …………………………………………….. 12

10. Infrastructure Capacity 13

11. management 14

12. PROPOSAL FOR OPERATIONS SUPPORT FUNDING 15

13. TECHNOLOGY DEVELOPMENT PROPOSAL …………………………………………….…….. 16

14. FINANCIAL INFORMATION …………………………………………………………… 17

15. PROPOSED CO-FUNDING ………………………………………………………………. 18

**APPENDiCES**

appendix 1. BUDGET AND SUPPORTING DOCUMENTS

APPENDIX 2. Curricula Vitae

appendix 3. LETTER OF SUPPORT FROM HOST INSTITUTION

appendix 4. SUPPORTING DOCUMENTATION FOR CO-FUNDING

APPENDIX 5. TECHNOLOGY DEVELOPMENT PROPOSAL SAMPLE GANTT CHART (when completed, the Gantt chart should be inserted immediately after the proposal, Section 13)

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

Provide a summary of past performance and future plans, focussing on the delivery of leading-edge genomic[[5]](#footnote-5) technology services to projects funded by Canadian public and private sector organizations. Include both operations and technology development aspects.

4. ORGANIZATIONAL CHART

Provide an organizational chart that shows the role of the Genome Canada funded Platform staff within your larger research centre or institution, as of the application deadline. If changes are planned for the upcoming funding period (April 1, 2017 to March 31, 2022), 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. 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 Platform, in order of importance to the function of the Platform.

6. Historical funding – by category and source

Provide charts showing the overall funding available to the Platform between the periods of April 1, 2011 to March 31, 2016 (where applicable), organized by category and source of funding.

Example charts are provided below.

**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 Platform on a fee-for-service basis, funded by Canadian and international public and private sector organizations.
2. Graphic representation of revenue generated by fee-for-service work done for projects funded by Canadian and international public and private sector organizations.

Provide data beginning April 1, 2011 to March 31, 2016 (where applicable).

Example charts are provided below.

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

# There may be several areas where the Platform impacts the community. These may include publications, software, training of scientists outside of the Platform, grant writing assistance, etc. In the sections below, describe the various ways that this Platform 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 Platform, i.e., not as part of a service to another group or project.

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

# Those arising from collaboration or through fee-for-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 Platform, in collaboration with other researchers, or on a fee-for-service basis, where the Platform 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):** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# 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 Platform and its staff to the community not described above (e.g., training of scientists from outside of the Platform, grant writing assistance).

**9. 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 Platform on a fee-for-service basis.

# 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, 2017 through March 31, 2022 (where possible). Copies of Statements of Work are not required. Include information under all fields in the table below and do not delete any columns.

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

**10. 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, 2017 to March 31, 2022. 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**11. MANAGEMENT (MAXIMUM TWO (2) PAGES)**

Provide details of the management plan for the Platform including decision making processes. Include a description of the team’s experience in managing the Platform since April 1, 2011 and provide details of how the decision making processes will be handled in the future.

**12. PROPOSAL for OPERATIONS SUPPORT FUNDING**

**Maximum ten (10) 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*.*

12.1. Past Performance

Provide a detailed description of the history of the Platform 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 Platform;
* the overall progress in providing technology services to all Canadian public and private sector organizations’ funded projects that the Platform is engaged in;
* efforts to expand access to the Platform 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 Platform team.

12.2. Future Plans

Provide a clear and concise description of the Platform’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.

12.3. Requested Operations Support Funding

Using the table below, provide the requested Operations Support funds for the Platform 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). Please note that this table is not included in the page limits above.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **April, 1 2017 – March, 31 2018** | **April, 1 2018 – March, 31 2019** | **April, 1 2019 – March, 31 2020** | **April, 1 2020 – March, 31 2021** | **April, 1 2021 – March, 31 2022** | **TOTAL** |
| **Salaries** |   |   |   |   |   |  |
| **Consumables** |   |   |   |   |   |  |
| **Equipment** |  |  |  |  |  |  |
| **General and Administrative** |   |   |   |   |   |  |
| **TOTAL** |  |  |  |  |  |  |

**13. TECHNOLOGY DEVELOPMENT PROPOSAL**

**Maximum ten (10) 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*.*

13.1. Proposal

Due to the short-term and urgent need of most technology development activities, it is expected that multiple technology development applied research activities will be proposed over the requested five year funding period. It is expected that the deliverables of the first two years of the technology development component of the proposal will be realized and implemented on a fee-for-service basis to users of the platform within 2.5 years after the start of platform funding (allowing for review of progress at time of interim review). Any proposed plans for technology development activities for year 4 and 5 of the funding period can be amended at the interim review stage before the end of 3 years.

This section must address all relevant evaluation criteria.

13.2. Gantt Chart

Using a Gantt chart, show project activities, milestones and the timelines for reaching them. Attach the Gantt chart to the end of this section. Please note that the Gantt chart is not included in the page limits above. A template that can be used is attached in Appendix 5.

13.3. Requested Technology Development Support Funding

Using the table below, provide the **total** requested Technology Development funds for the Platform 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). Please note that this table is not included in the page limits above.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **April, 1 2017 – March, 31 2018** | **April, 1 2018 – March, 31 2019** | **April, 1 2019 – March, 31 2020** | **April, 1 2020 – March, 31 2021** | **April, 1 2021 – March, 31 2022** | **TOTAL** |
| **Salaries** |   |   |   |   |   |  |
| **Consumables** |   |   |   |   |   |  |
| **Equipment** |  |  |  |  |  |  |
| **General and Administrative** |  |  |  |  |  |  |
| **Services From Others (S&T)** |   |   |   |   |   |  |
| **TOTAL** |  |  |  |  |  |  |

**14. FINANCIAL INFORMATION**

This section must address all relevant evaluation criteria and must include:

* 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 that are not included as justifications in the budget template. 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 FIVE 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 Research Projects*](http://www.genomecanada.ca/medias/pdf/en/guidelines-funding-research-projects-june-2014.pdf) and any exceptions or modifications to the *Guideline*s described in Appendix C of the Request for Applications.
* Please ensure that the activities are consistent between the proposal, budget and Gantt chart.
* The budget and supporting documents (e.g., supplier quotes, statements of work (SOWs) from service providers) must be included in Appendix 1.

**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 Platform during the period for which Genome Canada funds are requested, i.e., April 1, 2017 to March 31, 2022. The co-funding must be derived from the eligible sources and used for the eligible co-funding costs as defined in the *Guidelines for Funding Research Projec*ts and any exceptions or modifications to the *Guidelines* described in Appendix C of the Request for Applications. 75% of the eligible co-funding required for the first three years of the funds requested from Genome Canada must be secured (received or committed) before the time of release of funds.

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 Platform. 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 support from Genome Canada and must not include funds proposed as co-funding.

**Funding Sources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | e.g., Host Institution (University of *X*) | **Type[[6]](#footnote-6)** | Restricted Cash  |
| **Status[[7]](#footnote-7)** | Received |
| **Amount to be expended between April 1, 2017 and March 31, 2022:**  | $400,000 |
| Description of how the funds will directly support the provision of services at the Platform:The Host Institution funds will provide the following:* the following pieces of equipment (list and describe).
* Salaries of the following Platform staff:
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | e.g., Canada Foundation for Innovation | **Type** | Restricted Cash  |
| **Status** | Committed  |
| **Amount to be expended between April 1, 2017 and March 31, 2022:**  | $500,000 |
| Description of how the funds will directly support the provision of services at the Platform:CFI Operating Funds (see also attached award letter).  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | e.g., Fees for services provided | **Type** | Cost recovery  |
| **Status** | Committed |
| **Amount to be expended between April 1, 2017 and March 31, 2022:**  | $450,000 |
| Description of how the funds will directly support the provision of services at the Platform: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, 2017 and March 31, 2022:**  |  |
| Description of how the funds will directly support the provision of services at the Platform: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** |  | **Type** |   |
| **Status** |  |
| **Amount to be expended between April 1, 2017 and March 31, 2022:**  | $  |
| Description of how the funds will directly support the provision of services at the Platform: |

**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 the *Guidelines for Funding Research Projects* and any exceptions or modifications to the *Guidelines* described in Appendix C of the Request for Applications. The amounts reported on the Budget Form must agree with the amounts reported in Sections 12 and 13.

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 Platform Leader(s) and any Core Staff whose salaries are requested from Genome Canada.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Affiliation** | **Role** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 Platform’s host institution indicating their support for the Platform to receive funding from Genome Canada.

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

Provide documentation supporting secured or proposed co-funding available to the Platform during the period April 1, 2017 to March 31, 2022.

**APPENDIX 5 - TECHNOLOGY DEVELOPMENT PROPOSAL SAMPLE GANTT CHART**

Using a Gantt chart format of the team’s choosing, please include clear objectives and quantifiable milestones for each activity and sub-activity of the proposed applied research. The milestones must be well defined and measurable. The Gantt chart should be used throughout the project as a monitoring tool to capture progress on activities and milestones for each activity, including implementation into the Platform’s service offerings. If appropriate, the team may wish to indicate how specific activities are linked to others via arrows, and the status of each activity (e.g., activity ahead of schedule, behind schedule, complete) via a colour-code or a legend for planned vs. actual progress. For example, a chart such as the following can be used:

**Title of Platform**

**Platform Leader & Co-Leader(s)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **PLANNED START (dd/mm/yy)** | **PLANNED DURATION (#Quarters)** | **ACTUAL START****(dd/mm/yy)** | **ACTUAL DURATION****(#Quarters)** | **% COMPLETE** | **QUARTER - 3 months** **Start Date (mm/yy)** |
|  |  |  |  |  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| **Activity 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1.1** | date | 12 | date | 2 | **16%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 1.2** | date | 16 | date | 9 | **100%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 1.3** | date | 14 | date | 3 | **21%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 1.4** | date | 12 | date | 1 | **8%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2.1** | date | 10 | date | 6 | **60%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 2.2** | date | 11 | date | 8 | **73%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 2.3** | date | 12 | date | 5 | **42%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 2.4** | date | 14 | date | 6 | **43%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 2.5** | date | 12 | date | 7 | **58%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3.1** | date | 13 | date | 9 | **69%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 3.2** | date | 11 | date | 6 | **55%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 3.3** | date | 15 | date | 0 | **0%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 3.4** | date | 10 | date | 6 | **60%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 3.5** | date | 16 | date | 0 | **0%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Activity 3.6** | date | 14 | date | 4 | **29%** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Quarter Highlight** |  |   | **Plan** |  | **Ongoing** |  | **Complete** |  |  |  |  |

The following images illustrate additional Gantt chart indicators that the Platform may also choose to use:

**Activity links: Milestones, deadlines and progress indicators**

|  |
| --- |
| Activity 1 |
| Activity 2 |
| Activity 3 |
| Activity 4 |
| Activity 5 |
| Activity 6 |

 

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 platforms as being co-led by two or more Genome Centres in instances where the platform has established infrastructure to provide services in at least two different regions of the country. [↑](#footnote-ref-4)
5. 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, proteomics and transcriptomics. [↑](#footnote-ref-5)
6. Type of Co-Funding: Unrestricted Cash, Restricted Cash (e.g., salary support, research grant support), In-kind Contributions or Cost Recovery. [↑](#footnote-ref-6)
7. 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-7)