

Lung Health Research Grants (LHRG)

Guidelines for Applicants

Introduction

The Lung Health Research Grants (LHRG) is a peer-reviewed competition that supports pulmonary research or development projects. It offers grants for research operating costs, including laboratory supplies, technicians, and some equipment for one or two years (see Award Amounts below).

Both Alberta Lung and BC Lung manage the LHRG application and peer review process. Applicants should refer to specific provincial guidelines in this document, as they may vary for each province.

Award Amounts

	Alberta Lung	BC Lung Foundation	
Maximum Award	Up to \$30,000	Up to \$30,000	Up to \$60,000
Award Term	1 Year	1 Year	Over 2 Years

Eligibility

- 1) Applications will be considered for research proposals that are directly relevant to human respiratory health. Applications deemed outside the respiratory field will be eliminated from the competition.
- 2) The principal investigator, who is considered the principal applicant, must hold a faculty appointment at a Canadian university. The Lung organizations also accept applications from post-doctoral fellows as the principal investigator. The other applicants (co-principal investigator/co-principal applicant, co-investigators/co-applicants, and collaborators) are not required to hold a faculty appointment. Research associates are not eligible to apply as the principal investigator, although they may apply as a co-principal investigator or co-investigator.
- 3) The principal investigator must apply to the provincial Lung organization in the province where they hold their faculty appointment. For example, a principal investigator from Alberta is only eligible to apply to Alberta Lung.
- 4) An applicant may only submit one application as a principal investigator or co-principal investigator per year.
- 5) A principal investigator or co-principal investigator can only hold one new LHRG award per year.

- 6) At the time of registration and for the duration of the award, the principal investigator, co-principal investigator, co-investigator(s), and collaborator(s) are not eligible if they hold or have held funding, directly or indirectly from the tobacco and/or cannabis and/or vaping industry.
- 7) An eligible institution through which the grant funds will be administered must be available and the institution's business registration number must be provided.

Requirements

- 1) To encourage new investigators (junior investigators), the Lung organizations give particular consideration to applications from principal investigators who have received their first faculty appointment within the past five years at the time of registration. An additional score of 0.5 is awarded to new investigators, provided that their applications receive a minimum score of 3.5 in the peer review.
- 2) The Lung organizations accept applications from post-doctoral fellows as the principal investigator, as well as from faculty members. Post-doctoral fellows who are applying as the principal investigator must indicate the status of their position, that proper infrastructure to support the project is in place, a statement of funding sources, and that salary support is in place for the duration of the project. Additionally, if the post-doctoral fellow's supervisor is not a co-investigator, a letter of support from the supervisor must be included.
- 3) At the time of registration and for the duration of the award, the principal investigator, co-principal investigator, co-investigator(s), and collaborator(s) are not eligible if they hold or have held funding, directly or indirectly, from the tobacco and/or cannabis and/or vaping industry.

Deadline

Application Submission

The applicant must submit their application by completing the online submission form and uploading all supporting documentation via <https://my.reviewr.com/site/LHRG2023> by **May 15, 2023 at 5:00 p.m. Pacific Standard Time**. Alberta Lung and BC Lung reserve the right to withdraw late or incomplete applications, or those exceeding page limitations, from the competition.

Documentation

- Use 8 ½" by 11" size document (digital)
- Use 12-point Times New Roman or 11-point Arial font. Condensed type or spacing is not acceptable.
- No photo-reduction except for figures.
- Hardcopy applications are **not** accepted.

The applicant is asked to provide concise answers to all questions on the application form.

Before having the application signed by those authorized to do so on behalf of the institution, the applicant should ensure that the application is fully complete and includes sufficient information to permit a thorough assessment of the research proposal. Applications that do not contain all the necessary information may be withdrawn from the competition. The time between the closing dates for submission and the meetings of the research committee does not permit consideration of late or incomplete applications.

Alberta Lung and BC Lung assume no responsibility to follow up with applicants who submit incomplete applications. The responsibility to ensure the application is complete, including all required signatures, rests with the applicant.

Research Streams

The LHRG has two streams: **Basic Science and Clinical Research**. The applicant must identify the appropriate stream so the application can be directed to the appropriate peer review committee.

Basic Science Stream: Biomedical Research

Research on human subjects that does not have a clinically diagnostic or therapeutic orientation.

Research with the goal of understanding normal and abnormal functioning, at the molecular, cellular, organ system and whole body levels, including development of tools and techniques to be applied for this purpose; developing new therapies or devices that improve health, up to the point where they are tested on human subjects.

Clinical Research Stream: Clinical, Health Services, and Population Health

- Clinical Research
 - Research with the goal of improving the diagnosis, and treatment (including rehabilitation and palliation) of disease and injury; and improving the health and quality of life of individuals as they pass through normal life stages. Research on or for the treatment of patients.
- Health Services Research
 - Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and, ultimately, Canadians' health and well-being.
- Population Health Research
 - Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine health status.

Grant Proposal

The proposal should focus on the hypotheses to be tested, the background, and the approach. The application should outline methods that are critical to the proposal and avoid explaining detailed technical methods.

- Maximum of six (6) pages excluding references, tables, charts, figures, photographs, etc.
- Maximum of five (5) pages of additional materials such as tables, charts, figures, photographs, etc.
- A maximum of three (3) representative publications (published, in press, or accepted) may be uploaded as appendices.

Collaboration and Support

Collaboration

For collaborators who will make significant contributions to the research but who are not listed as co-investigators, include a signed statement of agreement from each collaborator.

Support

If the principal investigator's academic appointment is pending, append a letter from the dean of the faculty indicating when the appointment is expected to take effect. Review the requirement for a letter of support for post-doctoral fellows who are the principal investigator and whose supervisor is not a co-investigator.

Overlap: Scientific, Methodological, and Budgetary

For budgetary overlap, provide a brief explanation of any financial (not in-kind) contribution from other sources, if applicable. If any of the investigators on the research proposal hold financial (not in-kind) support from other sources or if they are applying for other funding, the application must describe the degree of overlap with the current application. This includes awards funded or applied for from all sources. It should be indicated whether the proposal is being presently funded, applied for, or renewed. All funding sources must be disclosed.

During the review process, priority will be given to scientifically excellent research proposals that are not currently funded from other sources.

Previous Research/Progress Summary

For renewal applications, summarize progress under the current Lung Association grant and identify the term of the grant. New applicants may summarize previous work related to this application, or present preliminary data.

Ethical and Safety Considerations/Ethics Approval

The application must be approved by the principal investigator's institutional Ethics Committee for human or animal experimentation, and biological/chemical hazards.

Ethics approval should be submitted with the application if possible. If this is not possible, ethics approval is to be submitted directly to the provincial Lung organization to which the application is being made. No funds will be released by the provincial Lung organization office until ethics approval has been received.

Signatures

All required signatures, including those from the principal investigator's institution and from all applicants on the research proposal, must appear in the application or it may be withdrawn from the competition.

Canadian Common CV (CCV)

Upload a PDF of the Canadian Common CV per the Canadian Institutes of Health Research (CIHR) template. CCV is required for the principal investigator, co-principal investigator, and co-investigator(s) as applicable. Only list publications from the past five years. BC Lung will accept a biosketch in CIHR format as alternative.

Draft CCVs are not accepted.

Summary of Funds Requested/Budget Justification

Alberta Lung-funded and BC Lung-funded research and training grants do not provide for institutional overheads and/or indirect costs of research or clinical care, as per the following Indirect Costs policy:

Alberta Lung and BC Lung support only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).

Salaries and Benefits

Provide names if known, categories of employment, and proposed salaries including non-discretionary benefits for all personnel identified in the budget.

Equipment

Provide a breakdown and justification of the equipment items requested. Give details of models, manufacturers, prices, and applicable taxes. In addition, for maintenance and/or equipment items, indicate:

- The availability and status of similar equipment
- The anticipated extent of use

- The reasons for the choice of a specific type, model, or service contract, in comparison to alternatives
- Where applicable, the necessity for upgrading existing equipment or service contracts. For equipment or service contracts costing more than \$5,000, attach at least one quotation for cost.

See the CIHR guidelines at https://cihr-irsc.gc.ca/e/4656.html#s3_8_4 for more information.

Experimental Animals

Include species to be used and sample size justification along with calculations, if applicable. Provide a breakdown for procurement, breeding, boarding, and feeding. Where possible, include a copy of the institution's standardized costs for these tasks as they vary from institution to institution.

Materials and Supplies

Provide details and justify/explain major items. Do not simply list items.

Other

Provide justification/explanation for each item listed.

Service Contract

Provide details for any service contract(s) related to the proposal.

Travel

Provide justification, a brief explanation of how each travel activity relates to the proposed research, and the purpose and estimated cost of the travel. Grant funds are not intended to support travel costs unless there is a requirement for travel, excluding meeting attendance, as part of the research project. Use of grant funds for travel costs is acceptable only if a specific allocation for travel is part of the approved budget.

Publication Costs

Anticipated publication costs to a maximum of \$2,000 may be included in the budget.

Financial Support from Other Sources (if applicable)

List the total from all sources of funding, even if there is not overlap.

Use of Grant Funds

Categories of Expenditures

Grantees are allowed discretion in the categories of expenditures within the approved budget. Prior approval of the provincial Lung organization that funded the proposal should be obtained before any major changes are made in the way the grant funds are spent.

LHRG-funded research and training grants do not provide for institutional overheads and/or indirect costs of research or clinical care. Limitations specified in the grant notification must be respected.

Excess Expenditures

Any commitments or expenditures incurred by a grantee in excess of the grant funds or beyond the term of the grant are the responsibility of the grantee. Salary approvals and other special authorizations may be given by the provincial Lung organization that funded the proposal subject to available funds.

Employment Under Grants

Guidelines for employment are the same as those that apply to CIHR within the Tri-Agency (CIHR, NSERC, and SSHRC) Financial Administration Guide, found here: https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFa-AFTO/guide-guide_eng.asp.

- 1) Technicians and research assistants may be employed under LHRG awards. The institution's classification of technicians for whom funds are requested must be indicated on the application. The rates of pay shall be in accordance with the salary scale of the institution. Investigators who seek funds for the employment of research assistants must describe the role of the research assistant in the research project. Grant funds may not be used to employ practicing clinicians who wish to participate in a research project on a part-time basis, or for payments to individuals who receive remuneration for teaching or social work. Funding for graduate students follows CIHR guidelines.
- 2) Individuals who are paid from grant funds are not employees of the provincial Lung organization that funded the proposal. Employer contributions to superannuation, group insurance, and other employee benefits normally available to the institution's employees may be paid by the institution on behalf of the individuals employed under Alberta Lung or BC Lung grants, and the cost of such contributions may be charged to the appropriate grant.
- 3) The principal investigator, co-principal investigator, co-investigator(s), or collaborator(s) shall not receive remuneration from grant funds provided by Alberta Lung or BC Lung through their Lung Health Research Grants program. The regulations of the institution with respect to the employment of relatives apply also to the use of grant funds for this purpose. Only under exceptional circumstances will the provincial Lung organization that funded the proposal approve payment to members of institution staff for consultative or other services. The applicant must complete in full the section on other research funds in the application, listing not only other grant funds received or applied for but also any that overlap with the current application. A budget justification and summary page of ongoing or applied-for grants must be included as part of the application.

Salary Support for Research Fellows

All applicants named in the application, including collaborators, are not eligible for salary support.

Dues

Grant funds may not be used to pay fees for membership in scientific societies or for journal subscriptions.

Equipment

Title to equipment purchased under a grant remains at the institution where the grant is held. Use of the equipment for research projects listed on the grantee's application or otherwise approved by the provincial Lung organization that funded the proposal shall be given priority over other uses.

Transfer of Grant Funds or Equipment

Grant funds are to be used at the institution named in the application. If the grantee moves to another institution, the funds may only be transferred with the written approval of the provincial Lung organization that funded the proposal. Transfer of equipment requires, in addition, the approval of the institution where the grant was originally held.

Patent Rights

Alberta Lung and BC Lung do not claim patent rights for any invention resulting from LHRG-supported research. However, grantees and/or their institutions are expected to seek patent protection for inventions or developments supported by LHRG awards. Grantees wishing to obtain information concerning the patents applicable to discoveries arising from their research should consult the Canadian Intellectual Property Office website at <https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/Home>.

Unspent Balance

Any unspent balance at the end of the grant period reverts to the provincial Lung organization that funded the proposal. However, the provincial Lung organization will consider written requests to use the unspent balance by issuing a limited time extension of the term of the original grant, or for an approved alternative program.

For Alberta Applicants

It is recommended the request be made at least 60 days before grant term end. A maximum of two (2) extensions can be requested.

Inability to Complete the Research

The institution is responsible for advising the provincial Lung organization that funded the proposal if the grantee is unable for any reason to carry out or complete the research for which the grant funds were given.

Acknowledgements

The provincial Lung organization that funded the proposal should be acknowledged in any publication arising from research supported by the grant funds. Copies of abstracts and publications arising from

LHRG-supported research may be requested by the provincial Lung organization that funded the proposal.

Location of Research

LHRG awards may only be used to support research conducted in Canada, with the primary site being in the province of the provincial Lung organization that funded the proposal. For instance, funds awarded by the BC Lung must be used in British Columbia.

Administration

The provincial Lung organization that funded the proposal may release scientific abstracts and lay summaries of LHRG-supported research for print and other media. Awards will be posted on participating provincial Lung organization websites.

You may be contacted to discuss your research progress and it may be shared on provincial Lung organization websites and/or social media, pending approval, suitability, and confidentiality review.

Reports

Grantees are required to document the outcomes of their LHRG-supported research and submit a final report at the end of the funding period. A principal investigator seeking funding for a research project that was previously funded through an Alberta Lung grant or a BC Lung grant must include a progress report as part of the application.

Indemnification

Alberta Lung and BC Lung, and their directors, officers, and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring by reason of or arising out of the funding of the proposed research.