

## 2011 SMALL BUDGET RESEARCH GRANT PROGRAM

### Purpose

The CBMTG Small Budget Research Grant (SBRG) Program provides funds for eligible individuals to undertake research on topics that will have a relevance to blood and marrow transplantation. The primary aim of the grant program is to promote pilot and/or feasibility studies. Projects which require augmented funding or bridge financing may also be considered. The grant is for a maximum of CAD\$5,000 depending on the nature and budget of the project. The grant is offered once per year, to a maximum of 4 individuals, subject to approval by the CBMTG Executive Committee. The CBMTG would like to thank Otsuka Pharmaceutical Development & Commercialization, Inc. for their support of one SBRG.

### Who May Apply:

Individuals are eligible for the CBMTG Small Budget Research Grants who meet the following criteria:

- Individual working in the field of blood and marrow transplantation in Canada
- At least one individual on the project team submitting the application is a member of CBMTG
- Priority will be given to proposals where:
  - The project principal investigator is a member of an allied health discipline (e.g. nursing, pharmacy, social work, technologist)
  - OR where the principal investigator is a student or trainee
  - OR where at least 50% of the project team are members of allied health disciplines

### General Conditions of Awards:

1. Copyright for all publications belong to the author(s). Published papers should acknowledge the assistance provided by CBMTG.
2. All research grant applications, whether studies involve human subjects or animal experiments must be accompanied by approval from the appropriate scientific and Ethics Committees of the university, hospital or other institutions in which the work is undertaken for funds to be released.
3. The CBMTG Small Budget Grant Fund has only limited funds available; therefore, partial funding may be awarded. Applicants are encouraged to apply to other agencies for supplementary sources for additional funding.

4. Research grants are awarded for a period of twelve (12) months only.
5. Investigators may apply for subsequent renewal grants, but priority will be given to new project applicants. Consequently, a complete application must be submitted including a progress report.
6. Presentation of results is required either at the CBMTG Biennial Conference or to a recognized blood and marrow transplant conference: a summary extract should be sent to the CBMTG Head Office.

CBMTG has a robust webinar program whereby our membership is kept apprised of advancements in stem cell transplantation. Grant recipients may be asked to present their preliminary or final results in this venue.

#### **Deadlines:**

Applications for small budget projects will be received by **May 27, 2011**. Final reviews and decisions will be made within four weeks of the respective deadlines.

#### **Instructions for Submitting Proposals:**

**The proposal should be submitted in an electronic version (disc or e-mail attachment) to the CBMTG Head Office.** Application packages may be obtained on the CBMTG website or via email by contacting: [cbmtg@malachite-mgmt.com](mailto:cbmtg@malachite-mgmt.com)

Grant proposals must not exceed **six (6) single-spaced (8½ x 11) pages**, (exclusive of application form pages). Proposals should include a clear description of the area for study, the rationale for the study, the proposed methods of investigation and the plans for analysis. Appendices should be limited to supplementary information (e.g., questionnaires, consent forms, instruction sheets, etc.).

If the proposed work involves the participation of human subjects and/or access to confidential records, evidence is required of ethical clearance by a duly constituted ethics review committee or other body associated with the institution involved. This clearance must be received before funding will be released to the investigators.

**Incomplete** applications will **not** be reviewed. It is the responsibility of the applicant to ensure the submission is complete.

#### **Review Process:**

1. Applications will be reviewed by internal (CBMTG Multidisciplinary Committee and Executive Committee members) and external (expert – individuals to be determined on a per application basis) reviewers, as necessary.
2. A letter including a summary of the reviewers' comments will be sent to the applicant, whether or not the project is funded.

3. The Chair of the CBMTG Small Budget Research Committee will mail written announcement of the decisions to the applicants as soon as fiscal approval has been received from the CBMTG Executive Committee.
4. Applicants must acknowledge acceptance of the award within 30 days of notification

### **Budget Guidelines/Financial Considerations:**

1. The awards are given for a twelve (12) month period.
2. The CBMTG reserves the right to terminate payment and request refund of the award in the event that the recipient fails to fulfill the conditions specified.

In the event of termination of the research prior to the established completion date, CBMTG must be notified in written form immediately. Project termination requires the submission of a report of any results to date, a statement of expenditure and an explanation for the early completion. Any expenditures incurred by a grantee either in excess of his current grant funds or beyond the term of the grant are the responsibility of the grantee.

### **Report Expectations:**

The CBMTG requires submission of a progress report within (30) days of the end of the award. This report should include:

1. title of project;
2. name, address and affiliation of investigator(s);
3. summary of project and results obtained including a statement of significance
4. a full accounting of budget, clearly showing any unexpected balance;
5. a refund of any unexpected balance;
6. a list of publications and/or presentations arising from the work supported by the grant.
7. In the event that the project extends for more than 12 months, the applicant will provide a brief report at the 12 month mark, the 18 month mark and the 24 month mark.

CBMTG Head Office should be informed of any presentation/publication arising from the research supported by the grant. The support received must be acknowledged in any presentation/publication.

### **All communications may be directed to:**

Email: [cbmtg@cbmtg.org](mailto:cbmtg@cbmtg.org)