APPLICATION INSTRUCTIONS

Applications should be submitted electronically on proposalCENTRAL and will include the fields outlined below. Please note there are two Muscular Dystrophy Canada applications listed in proposalCentral, one for grants falling under the scope of <u>Translational Science Seed Grants</u> and the other for <u>Health Management Grants.</u>

Please see MDC 2019-2020 Call Guidelines and Policies in the LOI application under Support Links then 'Program Guidelines' or on our website: http://muscle.ca/researchers/funding-guideline-deadlines/.

LETTER OF INTENT SECTIONS:

The Letter of Intent should be submitted electronically on proposalCENTRAL. The Letter of Intent electronic submission form will include the following fields:

1. **Title Page**

   This screen will allow you to enter a title for your application (80 Characters) and answer questions about resubmission using drop down menu.

   Please note you may make only minor changes to title once LOI is submitted. You may not change the scope of your application in the full application.

2. **Applicant/PI**

   Contact information from the Applicant's Professional Profile

   To update profile, click Edit Professional Profile on proposalCENTRAL which will take you to another window outside of MDC's Grant Application. Your Professional Profile can be utilized to apply for any grants on proposalCENTRAL. Here you can also connect with your ORCID iD and enable other users to access and edit your professional profile.

   Note: MDC only requires information on this screen denoted in red asterisks. Name, institution, position title, academic rank, complete mailing address, phone number, email address which are loaded from the Professional Profile as well as two additional demographic questions answered directly on this page. Detailed work expertise and publications will be submitted in full application. There is additional demographic information in the Professional Profile that you do not need to provide in order to apply to MDC grant applications.

   Please see MDC 2019-2020 Call Guidelines and Policies under Section 2 Download Templates and Instructions in the online application for additional eligibility criteria.

3. Enable other Users to Access this Proposal

This screen allows you to give other users access to your grant application. This is not a mandatory field and you may change it when submitting full application.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile (in Section 2 Applicant/PI).

To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name. They may also sign in with their ORCID iD which will populate their profile. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

1. View (View only. Cannot change any details.)
2. Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
3. Administrator (Can view, edit and submit the application. Can give access rights to others.)

4. Institution

Applicant/PI's institution is pre-loaded as Lead Institution. To change the institution, click Change Institution button to search and select a different institution.

5. Co-Investigators and Collaborators

This screen allows you to provide contact information for key personnel, other than the applicant, in the table. This section can be edited in full application.

6. Project Summary and Keywords

6.1. **Lay Summary (Non-Confidential)**: Provide a 1500 character (approximately 250-word summary) of the proposed research project in lay language in the available text field. The Lay Summary should provide a clear, concise overview, in a lay language, of the proposed work, including the main goal(s) or the central hypothesis of the study, the aims, the relevance to MDC and the alignment of the study with challenges faced by individuals affected by NMDs.

6.2. **Abstract:** Briefly describe the main goal or the problem that the study will address, state hypothesis (if applicable), specific aims, research approach (including preliminary data), types of samples and/or the model methods that will be used, expected outcomes and the translational potential of the study. 3000 characters (approx. 500 words). Please clearly state how the proposed study aligns with the scope of the MDC call for Translational Science Seed Grant Program OR Clinical and Health Management Grant Program

6.3. **Keywords:** Please select from drop down menu of fill in text box where appropriate. The keywords will be used in reviewer assignments.

7. Validate

Click "Validate" on this screen for the online system to screen all fields in the application for any missing information.

8. Submit

To submit your LOI, please click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

PROPOSAL SECTIONS:

The Full Application will become visible after LOI deadline for submitting applications. All application components should be submitted electronically on proposalCENTRAL and will include the following fields. Please note there are two Muscular Dystrophy Canada applications listed in proposalCentral, one for grants falling under the scope of <u>Translational Science Seed Grants</u> and the other for <u>Health Management Grants.</u> **Please ensure that you are applying to the correct one**.

Please see MDC 2019-2020 Grant Guidelines and Policies in the Full Application under Support Links and/or *Section 2 Download Templates and Instructions* in the online application for additional guidelines and eligibility criteria.

1. Title Page

The title will automatically populate from your LOI application. You may make minor changes, however you may not change the scope of the project from your LOI.

2. Download Instructions and Forms
Available here are templates and instructions for your consideration:
1. MDC 2019-2020 Grant Guidelines and Policies
2. MDC 2019-2010 Full Grant Application Instructions
3. Biography Form for Co-Investigators and Collaborators (may be used if applicant and/or collaborators do not have a Common CV)

3. Enable other Users to Access this Proposal
This screen allows you to give other users access to your grant application. This is not a mandatory field and may be edited after LOI is submitted. Please see LOI Instructions above for further details.

4. Applicant/PI
This screen contains contact information from the Applicant's Professional Profile on proposalCENTRAL. Contact information fields are populated from professional profile and additional demographic questions should be answered on this page. Please see LOI Instructions above for further details.

Note: MDC only requires information on this screen denoted in red asterisks. There is additional demographic information in the Professional Profile that you do not need to provide.

5. **Institution**

Applicant/PI's institution is pre-loaded as Lead Institution from the LOI. To change the institution, click Change Institution button to search and select a different institution. There is also a mandatory field for **Signing Official** information.

The signing official is responsible for authorizing grant applications. Their name and email address will be automatically populated from the Institution profile. If your Signing Officer is not listed in your Institution profile, you can add their name and email address. When your application is complete, and you are ready to submit, click on *Section 14 Print Application* on the menu. Click the "Print Signature Pages" button to print the signature page. Submit a copy of the application and the Signature Page to the Signing Official for review. The signed Cover/Signature Page should be uploaded to *Section 12 Attachments* under the attachment type named "Signed Cover Sheet".

6. **Co-Investigator and Collaborators**

Input each team member into the online application.

Each team member must include a Common CV <u>OR</u> complete a *'Biography Form for Co-Investigators and Collaborators'*. A template of this form can be found in *Section 2 Download Instructions and Forms*. The completed form should highlight qualifications, work experience, areas of relevant expertise, key research grants (maximum 5) and publications (maximum 5), leadership roles in education and training, and other relevant information. All forms or CCVs must be uploaded in *Section 12 Attachments* under the attachment type named "CCV or Biography Form."

In *Section 7 Application Questions* you will have the opportunity to briefly describe your team's expertise.

7. **Application Questions**

The following questions/sections should be filled out in provided text fields in online applications.

*Lay summary (1500 Characters, approximately 250 words)
This field is populated from LOI, minor changes may be made.

*Abstract (3000 Characters, approximately 500 words)
This field is populated from LOI, minor changes may be made.

*Impact Statement (500 Characters, approximately 100 words)
For Translation Science Seed Grants:
Please provide a brief statement describing how this research will impact patient lives, or how the project fulfills an unmet need in the specific research area. Additionally, explain how the results of the study will be leveraged to obtain further funding outside MDC.

For Clinical Health Management Grants:

Please provide a brief statement describing the potential of the study to impact the care of individuals affected by NMD; explain how the results of the study will potentially provide a novel solution or improve the current practices, improve quality of life, and/or clinical care.

*Team Expertise: Briefly describe your team and explain how the PI's and the collaborators' expertise will contribute to the successful performance of the proposed work. (2000 Characters, approximately 300 words)

*Research Keywords
This field is populated from LOI. The keywords will be used in reviewer assignments.

The following questions/sections should be uploaded as a single document.

Proposal Details **(Upload Document)** Maximum 4 pages

Applicants should provide a clear, concise description of their research proposal and upload to *Section 12 Attachments*. A **maximum of 4 pages** may be submitted. Page limits do not include references, tables, charts, figures and photographs which may only be included after the bibliography. Applicants are permitted to submit figures and/or tables describing preliminary data and relevant legends. Legends should be succinct. Questionnaires and consent forms may be uploaded as appendices, where applicable.

Detailed Research Report Formatting:
- Text must be single-spaced, 11 point Arial font size (including labels and descriptions accompanying figures, tables, charts, photographs, etc.)
- Header: Principal Investigator's surname in right corner.
- Footer: Number the pages consecutively with page numbers centered.
- Leave a minimum 2 cm margins on all sides

Describe the research project using the following headings.

    I.   Background

Describe the issue(s) the proposal plans to address. Additionally if the research study is being conducted with disorder specific inclusion criteria and/in a model of a specific neuromuscular disorder (NMD), please describe if there is a broader applicability to other NMD. i.e. what aspects of the methodology, tested treatment, findings may inform treatment and/or care for other neuromuscular disorders. This question may not be applicable to research proposal with a cross-cutting theme.

    II.   Objectives

State the primary and secondary objectives and rationale.

    III.   Methodology

Describe the activities, methods and processes for achieving the identified objectives. Provide a work plan with corresponding timelines. Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches to achieve aims.

IV.   Deliverables

Identify the anticipated outcomes. These deliverables should be consistent with the above objectives and activities. Identify products (if appropriate), and possible knowledge translation implications, including key audiences and stakeholder groups that may benefit from the research results.

Note: Knowledge translation projects must include a clearly defined assessment component.

8. Budget Period Detail

Provide a detailed budget in the provided format on proposalCENTRAL. Expenses should be matched to activities required to carry out the work as proposed. Please indicate if the application is for a one year or two year grant and include any financial and/or in-kind support already committed by other funders.

9. Budget Summary and Justification
This screen contains a summary of all budget items. You can use the fillable box to include a justification for any items listed in your budget. This is optional.

10. Other Research Support
Other support is defined as any specific funds or resources, whether governmental, non-governmental or institutional, available to the Principal Investigator (and other key personnel named in the application) in direct support of their research endeavors. This should include active support and pending support.

Information regarding active or pending sources of support available to the Principal Investigator (and other key personnel named in the application), whether related to this application or not, is an important part of the review and award process and must be included.

11. Organization Assurances
Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e., mm/dd/yyyy, N/A, or None). The assurances/certifications will be verified by the signature of the institutional official signing the application. Appropriate human or animal subject approvals (e.g., IRB, IRB Approved Patient Consent Forms) must be attached as Appendix materials in *Section 12 Attachments* under the attachment type named "Proof of IRB". If IRB approval is pending, once the grant is awarded, a copy of IRB approval must be submitted.

12. Attachments
All attachments must be uploaded on this page. This includes:
1. All CCVs/ Biography Forms
2. PDF of Proposal Details (See *Section 7* here)
3. Proof of IRB (*if applicable*)
4. Signed Cover Sheet

13. Validate
Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

14. Print Application

After you complete all the proposal sections, click "Print Signature Pages" button to open and print the cover/signature pages and application files.
Signatures Required:
Principal Investigator: Name, signature and date
Head of Institution (Signing Officer): Name, title, institution, signature and date

The signatures on the application commit both the applicant(s) and the Institution to specific responsibilities. Signatures of Principal Investigators and Co-Investigators are required. The applicant(s) and the Institution are jointly responsible for adherence to the general conditions governing the award of a research grant.

15. Submit

To submit your LOI, please click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.