



FREQUENTLY ASKED QUESTIONS

(Last updated: 14 May 2009, MM)

****ALERT** NEW FAQs**

1. The full proposal application indicates to list only one PI per application. Can we submit a full proposal application with more than one PI listed?
 - Yes, you can submit a full proposal with more than one PI; however, there must be a contact PI (listed as 'Contact PI') in the application. All other PIs are to be listed as co-PIs
2. For the full proposal signatures page, do we need to submit a 'wet' signature or will e-signatures or stamped signatures be accepted by AllerGen?
 - E-signatures and stamped signatures will be accepted. Additionally, please note that signed pages that have been faxed are also acceptable for submission
3. Do we need to provide the additional information that is required to support Budget Spreadsheet Section #3 (see question #2 in the Previously Noted FAQs below) for individuals who are listed as co-investigators on other grants held but do not receive any funding from those particular grants?
 - In these cases, have the investigator provide as much of the requested information as possible (whatever information is readily accessible) **AND** ensure that it is documented in your application that the investigator is not accessing any funding from that particular grant.
4. For the Common CV, it is possible to complete and validate the document online using NCE style (from the drop-down menus) or CIHR style, among others. Since AllerGen is an NCE, should we be completing the Common CV using NCE style?
 - No, please complete and validate the Common CV using CIHR style, **NOT** NCE style.

Previously noted FAQs

1. Do we require CVs for all PIs and co-Investigators named on the full proposal application, and in what format do we submit the CVs?
 - Please submit CVs for all named PIs and co-Investigators on your full proposal application
 - **CVs must be submitted in CIHR Common CV format**
2. Can you please provide more detail as to the additional information that is required to support Budget Spreadsheet Section #3?
 - The following additional information is required to be appended to your full proposal for each grant currently held or submitted/pending:

- The official one page summary describing the proposed science;
- The official one page budget summary (general overview of proposed expenditures); and
- The official grant award summary page (where applicable)

NOTE:

- This information is required for each named PI and co-Investigator on your proposal
- You need to report this information for those grants held or submitted/pending where the applicant (named PI or co-investigator on the AllerGen RFP) is listed as either a PI or a co-investigator

3. Does the requested information for Budget Spreadsheet Section #3 (described above) differ from the grant/funding summary section from the CIHR Common CV? If not, can we submit this funding information in only one of these sections to avoid redundancy?

- The requested funding information for Budget Spreadsheet Section #3 is the same as what has been requested in the past in the grant/funding summary section of the CIHR Common CV

NOTE:

- You will only need to provide this particular budget/funding information to AllerGen in one format or the other (your choice of presenting it in the context of your CIHR Common CV or on the spread sheet). The attachments requested in Question #2, above, must be provided regardless of where in the full application you provide a summary list of the grants

4. Has the submission deadline for the full proposals been changed?

- Yes, the submission deadline for the full proposals has been changed from Sunday May 31st to Monday June 1st

5. Has the submission deadline for the Letters of Support been changed?

- No, the submission deadline for the Letters of Support is still Monday June 1st. Letters of Support that are received after this date will not be included in the full proposal for review
- However, they will be retained in your file at the AllerGen Administration Centre

6. What would happen if we submit the full proposal after the June 1st deadline?

- Applications that are received after June 1st will not be reviewed, and will therefore not be eligible for funding

7. What would happen if the submitted full proposal does not adhere to the RFP application guidelines (i.e., font smaller than 12 point, condensed type of spacing, <1 inch margins around the page, page limitations are ignored, etc...)?

- Applications that do not adhere to the RFP application guidelines will not be reviewed, and will therefore not be eligible for funding
 - We refer the investigators to the general instructions from Page 36 of the RFP 2009-2012 instruction document: *“use single-spaced type, NO smaller than 12 point font; print must be of letter quality and easy to read; condensed type of spacing is not acceptable. Margins must be one inch around the page. Page limitations must be observed and additional pages may NOT be added unless specified”*.
8. We have a collaboration with two organizations with respect to hosting an international educational workshop and co-sponsoring another workshop. Can we include these organizations as partners and their co-sponsorship portions as in-kind support?
- Yes, please include these organizations as partners, and include the co-sponsorship portions as in-kind support
9. Should academics/clinicians on Sabbatical who work on one of the proposed projects be included in our list of Highly Qualified Personnel (HQP)?
- If these academics/clinicians are working on your proposal, then they can be listed as collaborators. However, they should not be included in your list of HQP
 - HQP lists should include post-doctoral fellows, graduate students, research technicians, research associates, and in some cases senior undergraduate students working on AllerGen-sponsored research
10. If we are planning to request funding from a partner organization, should this be included in Section 3 of the Budget?
- You can include planned funding applications in Section 3 of the budget. However, please ensure that it is clearly noted that you are only in the planning stage, and that you have not yet requested the funding
11. May we include published articles as appendices to support more detailed research methods? Are there specific criteria for Appendices?
- No. Please include the references to those articles in the research methods section, or make reference in the text that additional detail of the research methods can be found in reference #X and #Y
 - There are no specific criteria for appendices, however, we ask that you try to restrict your appendices to a limited amount of information that reviewers would consider critical to their decision-making
 - Please note that tables and figures can also be included in the application, either within the body of the research proposal (will count towards your page limitation), or as part of the appendices (will not count towards your page limitation). Again, we ask that you please limit these to information key to your application
 - Although all material presented in the appendices will not count towards your page limitation, please note that they may or may not be considered as part of the application by the reviewers given that the body of your research proposal is expected to contain sufficient detail to support your research plan

12. Some proposals straddle multiple Programmes of Research (e.g., Programmes A and B). Therefore, can more than one Programme of Research be checked as relevant for these particular full proposals in section 1.4 of the full proposal application? Additionally, can more than one Secondary Programme or Team be checked as relevant in section 1.5 of the full proposal application?
- Please check only one Strategic Research Programme Foci as indicated in section 1.4 of the full proposal application. The selected Research Programme should represent the best fit with your AllerGen research proposal
 - You may check more than one Secondary Programme or Team in section 1.5 of the full proposal application (if applicable)
13. Is there an AllerGen template for the signature page (Section 1.10 – Page 38) to use for each participating institution? Also, do you require one signature sheet or may we submit multiple sheets?
- An AllerGen template for the signature page is available for download online at <http://www.allergen-nce.ca/Research/RFP2009-2012.html>;
 - Multiple signature sheets are acceptable;
 - One page per institution is recommended
14. In Section 3.2 (Page 39), a description of the team members is requested, and there is a note that indicates that teams should “comprise members from academia and the receptor community”. All of our team members have an academic affiliation and have indicated the academic institution as their contact information. Many of them also have a clinical institution or other affiliation. Therefore, is it advisable to include all affiliations?
- Please include all affiliations of your team members that are appropriate;
 - AllerGen research teams are encouraged to include members representative of your user communities (the target audience for research results) on your teams to facilitate partnerships at multiple levels and accelerate research and knowledge translation/commercialization efforts