

# **Blood Efficiency Accelerator Program Guidelines**

These guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services’ Blood Efficiency Accelerator Program. The Blood Efficiency Accelerator Program terms and conditions may be altered without notice. Applicants should always refer to the latest edition of the Guidelines.

## **I. General Program Information and Priorities**

Canadian Blood Services is a not-for-profit charitable organization. Regulated by Health Canada as a biologics manufacturer and primarily funded by the provincial and territorial ministries of health, Canadian Blood Services operates with a national scope, infrastructure and governance that makes it unique within Canadian healthcare. In the domain of blood, plasma and stem cells, we provide services for patients on behalf of all provincial and territorial governments except Quebec. The national transplant registry for interprovincial organ sharing and related programs reaches into all provinces and territories, as a biological lifeline for Canadians. Through our research, development and education activities, we facilitate the creation, translation, and application of new knowledge to support a safe, effective, and responsive system of blood and related biologics for Canada.

The objective of the Canadian Blood Services’ Blood Efficiency Accelerator Program is to improve the efficient and appropriate utilization of blood products, while maintaining the safety of the blood system. To achieve this objective, the Program will support innovative research projects that seek new knowledge or accelerate the application of existing knowledge. In the context of this competition, blood product is defined as a therapeutic product derived from the donation of blood or blood components and includes red blood cell and platelet concentrates, plasma and plasma derivatives (including plasma protein products), and hematopoietic stem cells (including those derived from cord blood). Improvements may be realized at any point from vein to vein, that is, from the point of blood collection, through the manufacturing, distribution, and blood banking processes, to clinical utilization. Projects with a defined knowledge translation strategy to accelerate the uptake of the study findings or of existing knowledge by the knowledge user group will also be prioritized.

The Blood Efficiency Accelerator Program competition is held on a biannual basis. Applicants are strongly encouraged to apply to the first competition of the fiscal year (Canadian Blood Services fiscal year is April 1 to March 31). If there are unallocated funds remaining after the first competition of the fiscal year, they will be used to fund additional application(s) in the second

competition to the extent of available program funding. The launch of the second competition will be at the discretion of Canadian Blood Services.

## II. Eligibility

- **Primary Applicant:** The Primary Applicant must be affiliated with a Canadian academic program as a faculty member or with Canadian Blood Services. The Primary Applicant is responsible for submitting the application, delivering the project as approved, and reporting on project progress to Canadian Blood Services.
- **Team composition:** All project teams require at least one Canadian Blood Services employee. All project team members must have a defined role in the project, and their expertise must be clearly required to adequately address project goals.
- **Program objective and research priorities:** The project must have a clear plan with defined goals that will be completed within the one-year term of the grant and that are aligned with the program objective and research priorities outlined in Section I.
- **Budget:** The proposed project budget must not exceed \$30,000 for one year.
  - Funds may be used for trainee stipends, research staff salaries (e.g., research assistants, technicians, etc.), consultant and service fees, the purchase of expendable materials and supplies, the purchase and maintenance of experimental animals, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), and knowledge dissemination activities (e.g., publication costs).
  - The purchase of small items of equipment is permissible; however, the maximum that can be spent on equipment is \$8,500 (exclusive of applicable taxes). Small equipment including electronic devices comprising communication, computer, or audiovisual devices may be purchased using these funds. Canadian Blood Services assumes ownership of all items purchased with Blood Efficiency Accelerator Program funds.
  - Funds cannot be used towards equipment maintenance or service contracts.
  - Funds cannot be used for salary support for investigators (i.e., individuals who are eligible to apply for operating funds from the federal agencies).
  - Blood Efficiency Accelerator grant funds are only to be used towards the direct costs of research; no funding is to be used for indirect costs (e.g., institutional overhead).

## III. Application Process and Evaluation

- Complete the Canadian Blood Services Blood Efficiency Accelerator Program Application Form and prepare the supporting documents for the Application Package as per the Instructions in the Application Form.



- Submit the Application Package (Application Form and supporting documents) by email to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) on or before the competition deadline, as per the instructions in the Application Form. **No applications, updates, or additional materials will be accepted after the deadline.**
- The duly received Blood Efficiency Accelerator Program application package constitutes an agreement to adhere to the terms and conditions governing the grant.
- Canadian Blood Services will acknowledge receipt of the Application Package by email. **It is the responsibility of the Applicant to ensure the Application Package has been received by Canadian Blood Services.** Please contact us if your Application Package is not acknowledged (see Section VI for contact information).
- Canadian Blood Services will convene a peer review committee to review applications and make funding recommendations. In assessing the merit of the applications, the following criteria are considered:

Criterion	Weight	Description
<b>Relevance</b>	40%	<ul style="list-style-type: none"> <li>• Does the project address the objective of the award and identified priorities for this competition? How significant is the issue that is being addressed? What is the anticipated impact of the project deliverable(s)?</li> <li>• Does the project present a defined knowledge translation strategy to accelerate the uptake of the study findings or of existing knowledge by the knowledge user group?</li> </ul>
<b>Merit/Feasibility</b>	60%	<ul style="list-style-type: none"> <li>• Is the project proposal well-conceived and justified? Are the project activities, milestones and deliverables aligned with the purpose of the project? Is the budget adequate and aligned with funding criteria?</li> <li>• How likely will the project plan be successfully executed within the one-year term of the grant? Do the project team members' skills and backgrounds support the project's objectives?</li> <li>• Have project considerations related to sex and gender-based analysis+ been considered and described and if they have not been considered, has an explanation been provided?</li> </ul>

- The peer review committee recommendations will be used to make funding decisions, subject to final approval by a Canadian Blood Services' executive responsible for the competitive funding programs.
- Canadian Blood Services will inform applicants of the competition outcomes within four (4) months of the submission deadline.



- Successful applicants will be given an Acceptance of Research Funding form to be signed and completed by the Awardees and their institution. Following the return of the completed Acceptance of Research Funding form, the Awardee will be issued a Transfer of Funds Agreement to facilitate the funds transferring to the institution paid.
- Information on successful applications will be posted on the Canadian Blood Services website.

## **IV. General Terms and Conditions of the Grant**

These Guidelines, including the terms and conditions of the grant, may be altered by Canadian Blood Services without notice. Awardees and their institutions shall comply with the latest edition of the Guidelines.

### **AWARDEE AND INSTITUTION RESPONSIBILITY**

The Awardee's Institution must agree to provide adequate research facilities and to administer the grant in accordance with the terms and conditions of the grant as per the Guidelines.

The Awardee and its Institution must complete an acceptance of funding form and a transfer of funds agreement prior to the initiation of the grant.

The Awardee, its Institution, and the Project Team will comply with all applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the project.

### **START DATE**

The Blood Efficiency Accelerator grant should begin within three (3) months of notification of funding.

### **DURATION OF THE GRANT**

The duration of a Blood Efficiency Accelerator grant is one (1) year.

### **CONDITIONS OF FUNDING**

The Awardee and Institution must respect any limitations placed on the use of the Blood Efficiency Accelerator grant funds as outlined in the formal notification of decision.

The Awardee must ensure that any research project involving humans includes a research protocol that is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and that appropriate records are maintained. The Awardee will provide such records to Canadian Blood Services upon request.



The Awardee must immediately notify Canadian Blood Services (see Section VI) of their inability, for any reason, to carry out or complete the research for which the grant was received. Any change in the research plan or in the location of tenure of the Blood Efficiency Accelerator grant recipient requires the prior approval of Canadian Blood Services. Revisions must be submitted to Canadian Blood Services (see Section VI).

Funding for Canadian Blood Services competitive funding programs, including for the Blood Efficiency Accelerator Program, is provided by the federal government (Health Canada) and the provincial and territorial ministries of health. Should Canadian Blood Services funding levels become unavailable or decrease due to unforeseen circumstances, Canadian Blood Services reserves the right to reduce, defer or cancel funding of grants received through this funding opportunity.

## **USE OF FUNDS**

Blood Efficiency Accelerator Program funding may be used for the payment (salary and benefits, where applicable) of research staff (e.g., research assistants or technicians), the payment (stipend and benefits, where applicable) of research trainees (e.g., post-doctoral fellows, graduate students, summer students), the purchase of expendable materials and supplies, the purchase and maintenance of experimental animals, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), and knowledge dissemination activities (e.g., publication costs). Small items of equipment can be purchased; however, the maximum that can be spent on equipment is \$8500 (exclusive of applicable taxes). Canadian Blood Services assumes ownership of all equipment purchased with Blood Efficiency Accelerator Program funds. Funding cannot be used towards equipment maintenance or service contracts. Funding may also be used for the payment of contracted services on a fee for service basis (e.g., statistical support), but under no circumstances may an investigator (i.e., individuals who are eligible to apply for operating funds from the federal agencies) be personally remunerated.

Canadian Blood Services supports only the direct costs of research. No funding is to be used for indirect costs (e.g., institutional overhead).

## **PROGRESS REPORT**

One final progress report is due within 1 month of the grant end date. Additional progress reports may be requested during the tenure of the grant. A progress report template will be provided.

Materials submitted to Canadian Blood Services may be shared at the discretion of Canadian Blood Services. Awardees shall ensure that any materials submitted to Canadian Blood Services do not infringe third party intellectual property rights and comply with appropriate copyright and academic authorship standards.



## **DISSEMINATION AND PUBLICATIONS**

Any publications, reports, or public presentations resulting from work conducted with a Canadian Blood Services Blood Efficiency Accelerator grant must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the Blood Efficiency Accelerator Program will be provided.

## **OFFICIAL LANGUAGES**

Where appropriate, the Awardee should deliver their services, programs, projects, or activities in both official languages.

## **RECORDS**

The Awardee and its Institution must keep all records, information, databases, reports, financial information, costs and expenditures, and all other documentation related to the project for a period of six (6) years from the end of the Period of Grant.

Canadian Blood Services and/or its funders shall have the right to: (i) monitor and review project through site visits or other means, and (ii) conduct inspections of financial records or audit the Awardee, Institution, and Project Team, to confirm compliance with these Guidelines and the appropriate use of funds. Canadian Blood Services shall have the right to share copies of reviews, evaluations, and audit reports with its funders.

The Auditor General of Canada also reserves the right to conduct an inquiry into the Project Team's use of funds. The Awardee, Institution, and Project Team shall cooperate with Canadian Blood Services, its funders and/or the Auditor General of Canada and his/her representatives or agents in connection with such a review, audit, or inquiry and shall grant access to its documents, records, and premises as required for purposes of any such review, audit, or inquiry. The results of the inquiry by the Auditor General of Canada may be reported to Parliament in a report of the Auditor General.

## **V. Financial Administration of Grant Funds**

Financial administration of the grant funds will be through Canadian Blood Services' competitive funding programs' secretariat. The secretariat will instruct Canadian Blood Services' Finance Services to transfer the approved funds to the Awardee's institution, subject to the terms of a transfer of funds agreement completed by the Awardee and its institution. The Awardee and its institution are responsible for administering the funds according to the Guidelines and for financial reporting on expenditures using Form 300 or equivalent to Canadian Blood Services.

Awardees are expected to exercise appropriate stewardship over the financial resources entrusted to them from the Program. In no circumstances shall the total disbursement exceed the funds available for the grant. Expenditures exceeding the grant will be neither assumed nor

reimbursed by Canadian Blood Services. The Awardee and its institution will return to Canadian Blood Services any funds to which it is not entitled, including payments made in error and paid costs that are not eligible for reimbursement.

Requests for a no-cost budget extension to extend resources must be made in writing to Canadian Blood Services (See Section VI) three (3) months before the end of the grant. Unspent funds remaining at the end of the project must be returned to Canadian Blood Services.

## **VI. Contact and Enquiries**

Enquires should be address to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) or by phone at (613) 739-2496.