



**GUIDELINES FOR  
OPERATING GRANT  
Applications**

Letters of Intent may be submitted starting:  
SEPTEMBER 4, 2018

Letters of Intent must be received by:  
OCTOBER 26, 2018

Applications must be received by:  
FEBRUARY 2, 2019

Awards will be announced by May 30, 2019  
Funding will commence July 1, 2019

The Leukemia & Lymphoma Society of Canada  
2 Lansing Square, Suite 804  
Toronto, Ontario M2J 4P8  
Telephone: 647-253-5503  
Toll Free: 1-877-668-8326 Ext. 5503  
Website: [www.llscanada.org](http://www.llscanada.org)

## OPERATING GRANT APPLICATIONS GENERAL INFORMATION AND GUIDELINES

THE LEUKEMIA & LYMPHOMA SOCIETY OF CANADA (LLSC) is a national organization committed to raising funds to support basic and clinical research in Canada, in the field of leukemia, lymphoma, myeloma and other blood cancers.

Funds for competitive applications will be awarded on the basis of scientific merit, using a priority rating, and will include evaluation of ethical research. The Scientific Review Panel (SRP) will review all applications.

New investigators as well as established ones are encouraged to submit applications.

To qualify for funding, applicants must have a faculty appointment at a Canadian university.

The Leukemia & Lymphoma Society of Canada requests acknowledgement in all publications resulting from LLSC support.

### GRANTS

Applicants may apply for funds to support direct operating costs of research (including minor equipment). A grantee who is awarded equipment may take the equipment if she/he relocates to another research environment.

### TERM

Applications will be approved for two years, with the possibility of a renewal on subsequent full application for up to two additional years. Renewals will be judged with all other submitted applications.

If an Applicant is selected for funding, a contract will be forwarded for signing by the Applicant, any Co-Applicants and the Financial Officer of the Grantee's institution.

Ordinarily, LLSC will provide funding up to a maximum of \$100,000 per year for two years (up to a maximum total of \$200,000 for the two years).

Grant funding will be made in two annual payments.

An Annual Report is required at the end of the first year within sixty (60) days of the award anniversary date. The Annual Report must include a research progress report (including scientific and lay audience summaries), an intellectual property and invention disclosure report and a financial accounting report. **The second year of funding is contingent upon receipt of a satisfactory report.**

A Final Annual Report is due within sixty (60) days of the expiration of the grant period. The final annual report will include a summation of all research activities, a patent/invention disclosure report and a final financial accounting report detailing how the grant funds were expended

during the tenure of the grant. Again, a one page summary of the research project's results must be included for the general audience public or your final annual report will be rejected.

### INFORMATION REQUIRED ON OPERATING GRANT APPLICATIONS

All applications must be:

1. made using the LLSC on-line **Operating Grant application form on Proposal Central**.
2. completed as required.
3. signed by the applicant and co-applicant(s), if any.
4. must be submitted on-line to LLSC by midnight, February 2, 2019

### APPLICATION

1. Only complete applications received by the submission deadline date will be considered.
2. Applications which exceed page limits (see format of applications) will not be considered.

### HELP WITH APPLICATION

Get help quickly from PROPOSAL CENTRAL Customer Support  
by e-mail: pcsupport@altum.com  
by phone: 800 875 2562 (Toll-free U.S. and Canada) or  
+1 703 964 5840 (Direct Dial International)  
Normal Business Hours: 8:30am - 5:00pm Eastern Time  
(Available Monday through Friday)

### APPLICATION - GENERAL INFORMATION

1. Name, position, department, and faculty.
2. Mailing address, telephone and fax numbers and e-mail address.
3. Institutional affiliation.
4. Name(s) of Co-Applicant(s), title, department and address.
5. Short title of project.
6. Name and address of financial officer of institution.
7. Category of Operating Grant. If renewal, state title of the grant that is being renewed.
8. Insert additional pages numbered "page 1A, 1B, etc." On these pages, there should be a full justification of funds required, for both year one and year two of funding.
  - a) Description of funds required, according to the following categories:
    - (i) personnel (salaries and wages)
    - (ii) expendable supplies

- (iii) equipment
- (iv) services

- b) Attach quotations on equipment and services when appropriate
  - c) Attach detailed justification of budget items, including training, experience and responsibilities of all research personnel.
9. Please indicate whether the work involves biohazardous materials, animal experiments or human subjects. Appropriate forms may either be appended to the application or provided once notice of funding is given; the applicant will have 45 days to provide the appropriate documents once funding has been approved.
10. Signatures of principal and co-applicants with dates.
11. Name and signature of head of the department or appropriate academic officer (e.g., Dean or Associate Dean Research), with date.

### PROJECT INFORMATION

The format of all project statements and abstracts should be single-spaced

- 1. Statement (in layman's terms, not to exceed 8,000 characters), for press release.
- 2. Scientific abstract of the proposed research (8,000 characters).

### INFORMATION ABOUT APPLICANTS

May use CIHR curriculum vitae module

- 1. Previous education and professional training.
- 2. Previous research training.
- 3. Academic positions.

### PUBLICATIONS

- 1. Selected list of publications in past 5 years (peer reviewed only); with total number of peer reviewed publications (exclude abstracts). Indicate publications where LLSC support has been acknowledged.

### OTHER RESEARCH FUNDS

- 1. List other research funds currently held.
- 2. List other research funds applied for.
- 3. List other funds obtained from LLSC (formerly LRFC) in last 5 years.

## RESEARCH PROPOSAL FOR RENEWAL APPLICATIONS

- a) a full application is required
- b) description of progress in 1 page
- c) description of proposed research in 5 pages (does not include references, figures, or tables). Applications must be submitted in NO smaller than 12 pitch, single-spaced, with one inch margins on letter size (8.5" x 11") paper.  
The last paragraph of the application should have the heading "**Significance to hematologic malignancy**". In this section, the applicant should clearly state how the proposed work addresses the problem of hematologic malignancies.

## RESEARCH PROPOSAL FOR NEW APPLICATIONS

- a) description of previous related research in 1 page
- b) description of proposed research in 5 pages (does not include references, figures, or tables). Applications must be submitted in NO smaller than 12 pitch, single-spaced, with one inch margins on letter size (8.5" x 11") paper.  
The last paragraph of the application should have the heading "**Significance to hematologic malignancy**". In this section, the applicant should clearly state how the proposed work addresses the problem of hematologic malignancies

## APPENDICES

The following materials may be submitted in the appendices:

- 1. Relevant manuscripts (No more than 5 in total)
- 2. Submitted manuscripts
- 3. Letters of collaboration
- 4. Appropriate forms for Human and Animal experimentation and Biohazards.

## KEY DATES

Program Opens:	September 4, 2018
Letter of Intent Due:	October 26, 2018
Deadline for Full Application:	February 2, 2019
Scientific Peer Review Committee:	April, 2019
Notification of Awards:	May, 2019
Funding Start Date:	July 1, 2019
Funding Expiration Date:	June 30, 2021