**Innovation Fund – Seed Grant – Letter of Intent 2018/2019**

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| **1. Awards*** The Seed Grants for 2018/2019 provide awards of up to $100,000 for one year, and may be renewed once (dependent on progress) for a second year. The grants are funded by the Ted Rogers Centre for Heart Research Innovation Fund.
* Up to 3 awards are planned for 2018/2019.
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| **2. Eligibility*** Principal applicants must hold a) a full-time appointment at SickKids or UHN; or b) a primary appointment at UofT; or c) a full-time appointment at a UofT affiliated teaching hospital.
* Projects must involve collaboration between at least 2 of 3 [partner institutes](https://tedrogersresearch.ca/about-the-centre/) (SickKids, UHN, UofT).
* Projects must focus on the Centre’s stated objective of making an impact on heart failure.
* Only one application per principal applicant will be considered.
* Preference will be given to applications that represent a new unfunded initiative for the applicant.
* Funds are not intended to supplement budgets related to existing projects.
* Current recipients of Ted Rogers Innovation Fund Strategic Grant awards are NOT eligible to be principal applicants on a) a Seed grant application; or b) a second Strategic grant application.
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| **3. Evaluation Criteria*** Significance, quality and innovation of the project and its alignment with the [Mission](https://tedrogersresearch.ca/mission/) of the Centre
* Originality of the proposal and feasibility of the planned outcomes
* Focus on [heart failure](https://tedrogersresearch.ca/define-hf/)
* Evidence of collaboration between 2 or more partner institutions (SickKids, UHN, UofT) and, ideally, new investigators who have not previously worked together.
* Applicant accomplishments (record of publications, grants, trainees, and commercialization or translation)
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| **4.** **Eligible expenses*** All supplies and services relating to the research project are considered eligible
* Funds for trainee support (post-doctoral, graduate, undergraduate) are considered eligible
* Purchase or lease of equipment up to $25,000 is eligible if clearly justified
* Funds for investigator salaries are NOT eligible
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| **5. Terms*** Applicants are required to inform the Centre of any related support currently held or applied for from other funding sources and to what extent such support overlaps with their LOI.
* **Funds will not be released until all appropriate ethical, biosafety and regulatory approvals have been obtained. This includes but is not limited to approval by the Stem Cell Oversight Committee for use of human pluripotent stem cells as per the CIHR guidelines.**
* Support from the Ted Rogers Centre for Heart Research Innovation Fund must be acknowledged in all publications, presentations, or other communications that arise from this award.
* Formal presentation of the project and progress will be required at specific conferences and workshops
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| **6. Reporting Requirements*** Awardees are required to provide a) a brief progress report; and b) a financial statement from the institution’s finance department itemizing all expenses and showing the balance at a) six-month mark/midway; and b) at the end of each funding year.
* Awardees are to provide a detailed written report within 3 months of the end of the final funding period, outlining the following: a) description of project results to date; b) list of publications resulting from the funded research; c) list of personnel involved, level of involvement and their roles, and nature of associated collaborations; d) a letter to the Rogers family describing results and impact.
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| **7. Letter of Intent (LOI) submission*** Adhere to the guidelines provided on the LOI form. Provide requested content only. Follow font requirements; do not adjust margins or layout.
* Provide a CIHR Common CV for the principal applicant(s)—focusing on the last 5 years only
* Submit your LOI as a single PDF document including the principal applicant(s)’ CVs by email to linda.donovan@tedrogersresearch.ca. LOI **must be email sent time-stamped by 17:00 (5:00 PM) EST on Friday November 30, 2018.**
* Incomplete or late submissions will not be accepted.
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| **8. Planned Schedule** * Letter of Intent stage opens November 2, 2018
* Letter of Intent submissions due November 30, 2018
* Selected LOI applicants invited to complete application stage
* Application forms provided to selected LOI applicants January 15, 2019
* Applications due February 22, 2019
* Anticipated decision March 29, 2019
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| I. Applicant Information & Project Overview |
| I.1 Principal Applicant(s) |
| i) Name | Position  | Institution  |
| Mailing Address | Telephone no. | Sex [ ]  Female[ ]  Male |
| City  | Province | Postal Code | Email |
| Appointment | [ ]  SickKids Full-time | [ ]  UHN Full-time | [ ]  UofT Primary  | [ ]  Other UofT Affiliated site Full-time: *(Specify site)*  |
| ii) Name | Position | Institution |
| Mailing Address | Telephone no. |  Sex [ ]  Female[ ]  Male |
| City | Province | Postal Code | Email |
| Appointment | [ ]  SickKids Full-time | [ ]  UHN Full-time | [ ]  UofT Primary  | [ ]  Other UofT Affiliated site Full-time: *(Specify site)*  |
| **I.2 This project has been submitted to other competitions** [ ]  MbD [ ]  EMHSeed [ ]  Other *If Other, please specify*:  | [ ]  N/A [ ]  OIRM [ ]  HSF [ ]  CIHR [ ]  NSERC  |
| I.3 This project has received funding from another source(NB TRCHR will only top up EMHSeed funding)  | [ ]  Yes [ ]  No *If Yes, specify source & amount*: |
| I.4 Co-applicants  |
| i) Name | Position | Role in Grant |
| Institution | Department | Email Address |
| ii) Name | Position | Role in Grant |
| Institution | Department | Email Address |
| iii) Name | Position | Role in Grant |
| Institution | Department | Email Address |
| I.5 Centre Program Affiliation[ ]  SickKids [ ]  UHN [ ]  UofT/TBEP  | I.6 Collaborating Partners - List Investigator(s)/Site(s) |
| **1.7 Funds requested ($100,000 max)**$  |
| **1.8 Project title** (To be consistent with title used in application) (Arial 10 font, 75-character limit) |
| II. Project Information |
| II.1 Background and Rationale (Arial 10 font, 10 lines max) *Note why this project is innovative* |
| II.2 Objectives and Approach (Arial 10 font, 30 lines max) *Scientific rigour & feasibility* |
| II.3 Relevance to the TRCHR and heart failure (Arial 10 font, 8 lines max) *Clinical need/problem addressed* |
| II.4 Collaborating Partners (Arial 10 font, 8 lines max) *Role of collaborating partners* |
| II.5 Anticipated Outcomes (Arial 10 font, 10 lines max) *Describe planned outcomes and their value* |
| II.6 Budget/Requested funds (List funds requested, maximum $100,000; Grant duration: 1 year) |
| *Year* | *Salaries**(Trainees, technicians, staff)* | *Operations/Equipment**(Study related services, costs)* | *Total* |
| Yr 1 | $ | $ | $ |
| III. Principal Applicant(s) Signature Block |
| a) I certify to the best of my knowledge all information in this LOI is accurate and collaborators are aware of this submission. |
| Name *(Print)* |
| Signature | Date (DD/MMM/YYYY) |
| a) I certify to the best of my knowledge all information in this LOI is accurate and collaborators are aware of this submission. |
| Name *(Print)* |
| Signature | Date (DD/MMM/YYYY) |
| *NB: Please attach a CIHR Common CV (last 5 years) for principal applicant(s).* |