



## CANADIAN FOUNDATION ON FETAL ALCOHOL RESEARCH (CFFAR)

### RESEARCH GRANTS COMPETITION

### REQUEST FOR PROPOSALS

#### FOUNDATION MANDATE

- To increase awareness about the fetal effects of alcohol and facilitate prevention of Fetal Alcohol Spectrum Disorder (FASD) and its consequences;
- To promote and disseminate new knowledge related to FASD through quality research.

#### OVERVIEW

The Canadian Foundation on Fetal Alcohol Research (CFFAR) is a new funding agency aimed at supporting research on the fetal effects of alcohol. CCFAR will support research into all aspects of Fetal Alcohol Spectrum Disorder (FASD). The Scientific Review Committee will adjudicate research grant applications submitted from all parts of Canada.

Through this request for proposals, researchers may obtain a maximum of \$40,000 annually for up to two years to support research projects related to the fetal effects of alcohol.

CFFAR grant applicants will be required to secure matching support for the proposed project from academic, community or public agency sources. **Matching support may be cash or *in kind* (e.g., laboratory facilities, administrative support, etc).** If, for example, your research proposal necessitates a budget of \$28,000 for each of the two years, then your budget details should reflect \$14,000 per year from CFFAR and \$14,000 matching funds. You are required to specify what the matching funds are for and the sources(s) of the matching funds.

The grant application process begins with the e-mail submission of a Letter of Intent. Thereafter, if the Letter of Intent is accepted, the proponent will be asked to submit a full application. The application package includes:

- Applicant Checklist
- Grant Summary Sheet
- Grant Application for Project Support
- Budget Outline
- Full curriculum vitae (CV) for principal investigator and two page CV for co-investigator(s)
- Current research award information

## **ELIGIBILITY**

Applications may be submitted by public or private nonprofit organizations such as universities, colleges, hospitals, research institutes, government research agencies and laboratories in Canada. Grants are only made to institutions on behalf of a named principal investigator, not to individuals.

Priority will be given to young investigators. It is recommended that young investigators team up with senior investigators whenever possible and realistic.

The proposed principal investigator of the research project must be a faculty or staff member of the applicant institution. This person must be qualified to direct the research and is responsible for its conduct.

Trainees, such as undergraduate, graduate or medical students, postdoctoral fellows, interns and residents, are not eligible to serve as principal investigators, unless they will be in independent faculty positions, or the equivalent, at the start of the grant period.

## **ASSESSMENT CRITERIA**

### **Relevance to the Topic Areas**

The following criteria will be used by the Scientific Review Committee to assess the suitability of the proposal for funding. The proposed research is expected to:

- demonstrate an innovative approach to the topic;
- develop new knowledge regarding the proposed topic;
- contribute to the development of best practices;
- involve a partnership between sectors and stakeholder groups such as front-line workers or researchers.

### **Merits of Proposal**

Proposals must demonstrate excellence with respect to research design, instrumentation, data analysis and project outcome measurement. Budgets must be sound, and projects must adhere to ethical standards.

### **Exclusion Criteria**

The following are not eligible for CFFAR funding.

- Extensions of projects once funded by CFFAR.
- Established, ongoing research projects.
- Construction or capital improvements, operating expenses or general endowments.

## **AMOUNT OF GRANTS**

Awards are limited to a maximum of \$40,000 a year for each of the two years. Salaries for principal and co-investigators are not covered when these individuals are on staff at an academic institution.

## GRANT REVIEW PROCESS

The grant review process is based upon peer review.

### 1. Letter of Intent

Letters of Intent are screened by the CFFAR Scientific Review Committee. While Letters of Intent will not be judged on scientific merit, the Committee requires sufficient information to evaluate the scientific feasibility of the proposal. Full applications will only be accepted from those applicants who submit successful Letters of Intent.

### 2. Peer Review of the Full Application

Full applications are assessed by the CFFAR Scientific Review Committee.

### 3. CFFAR Scientific Review

Each full application is critically reviewed for sound scientific design, methodology and outcome measures. The proposed budget is also carefully reviewed.

### 4. Final Approval

The Scientific Review Committee presents the results of its review to the CFFAR Board.

## APPLICATION PROCESS

The deadline for submission of the Letter of Intent is January 10<sup>th</sup>. Full applications, which will be invited at the end of February, are due by May 1<sup>st</sup>.

The applicant will be notified of receipt of the application within two weeks of the May 1 deadline. It is the responsibility of the applicant to ensure that all information contained in the application is complete and accurate. Applications that do not meet CFFAR guidelines and requirements will be returned and not reviewed in the current grant cycle. Applications received after the deadlines will be returned to the applicant.

## AWARD ANNOUNCEMENT

The results of each annual competition, including the names of the successful applicants, will be announced at the Fetal Alcohol Canadian Expertise (FACE) Research Roundtable, held each year on or around September 9th, International FASD Day. Successful applicants will be asked to present their protocols and preliminary results at the FACE Research Roundtable the following year, and upon completion of the project, their final results a year later at the subsequent roundtable.

For further information, please contact:

Hila Halshtok

Canadian Foundation on Fetal Alcohol Research  
2192 Queen St. East, Unit 62

Toronto, Ontario  
M4E 1E6

Tel: (647) 338-8595

Fax: (416) 813-7562

[researchgrants@fasdfoundation.ca](mailto:researchgrants@fasdfoundation.ca)

[www.fasdfoundation.ca](http://www.fasdfoundation.ca)