

## **Request for Proposals 2018 Seed Grants for Neuromuscular Disease Research**

RFP announced: Monday April 23, 2018  
Application Deadline: Extended to Friday July 27, 2018 at 11:59 pm (EDT)  
Peer Review: August-September 2018  
Notice of decision: Monday, October 29, 2018  
Funding start date: Monday, November 26, 2018

### **Content Summary**

**Objectives**

**Scope**

**Funds Available**

**Expenses**

**Eligibility**

**Evaluation Process and Criteria**

**Guidelines and Conditions of Funding**

**How to Apply**

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## Summary

Muscular Dystrophy Canada is a national, non-profit organization of dedicated volunteers and staff who continually work to provide support and resources to people impacted by neuromuscular disorders, and fund high-quality research striving to find better treatments, and a cure as soon as possible. We cover over 150 different types of neuromuscular disorders.

The intent of this request is to solicit research proposals related to neuromuscular diseases, specifically proposals that are not entirely focused on a single disorder, but are relevant to several disorders on Muscular Dystrophy Canada's list of covered disorders. The list is available on our website at [www.muscle.ca](http://www.muscle.ca).

Projects should be carried out within a 12-month period, beginning November 2018 or from date that ethics approval is obtained (if required).

Project budget should not exceed \$50,000.

## Objectives

The primary objective of this RFP is to solicit research proposals that will have a cross-cutting impact across different types of neuromuscular disease covered under Muscular Dystrophy Canada's umbrella.

Proposals **must** include one or more of the following:

- collaboration between researchers, clinicians and knowledge-users
- patient-centered research
- new or exploratory research that has the potential to have a direct impact on the quality of life for people affected by neuromuscular disorders
- collection of preliminary data to lay the foundation for a larger study

## Scope

The research **must** be directly relevant to people affected by neuromuscular disorders.

Projects submitted for consideration under this RFP should fall within at least one of Muscular Dystrophy Canada's three pillars of research:

- clinical;
- health systems and services;

- Social, cultural, environmental and population health research.

Additionally, projects should apply to these areas of interest which were identified by many key stakeholders during a comprehensive assessment process led by Muscular Dystrophy Canada.

- Projects that focus on treatment and cure
- Projects that focus on decreasing secondary health conditions
- A better understanding of the impact of community care policies on quality of life and the promotion of integrated living
- Impact of assistive technology on quality of life and funding resources available
- The financial cost of living with a neuromuscular disorder
- Benefits of exercise
- Understanding psychosocial behaviour

**NOTE:** Proposals for knowledge translation projects must include a clearly defined assessment component. Basic science projects would be considered out of scope.

### Funds Available

Muscular Dystrophy Canada has designated \$250,000 to support research projects from this request for proposals that receive excellent evaluations through the peer review process. The maximum budget per project is \$50,000. It is estimated that 5-6 proposals will be awarded funding.

### Expenses

Allowable expenses include:

- Salaries for staff engaged with the project, including administrative, technical, and student support staff
- Costs for data and information collection
- Travel
- Communication related costs (meetings, phone calls)
- Materials, supplies, consumables

**NOTE:** Indirect expenses (i.e. payments towards general institutional overhead) are ineligible and therefore must be excluded from the budget.

## Eligibility

Lead applicants must hold an affiliation with a Canadian or international recognized academic institution. Eligible research institutions include those that are accepted under CIHR's grant policies. Other institutions, including those outside of Canada, will be considered on an ad hoc basis as part of the peer review process, and may be required to provide additional documentation to support the application.

**NOTE:** Private corporate entities are not eligible for funding.

## Evaluation Process and Criteria

Applications will be awarded through a competitive peer-review process. Proposals will be reviewed by Muscular Dystrophy Canada's Medical and Scientific Advisory Committee. Members will declare any conflict of interest with any application and excuse themselves from its review. Additional external expertise may be sought to enhance the review process (i.e., when gaps in expertise is noted or another opinion is beneficial or there is a conflict of interest).

Evaluation criteria include:

- The potential of the proposed approach to achieve its objectives.
- The achievements and track record of the applicant(s).
- The feasibility of the proposed work plan, timelines and budget. Length of project should not exceed 12 months.
- Conformance with the status objectives and scope of this RFP.
- Relevance of the outcomes of the project and relevance more than one of the neuromuscular diseases covered under Muscular Dystrophy Canada's umbrella.

## Guidelines and Conditions of Funding

- Muscular Dystrophy Canada does not provide grant funds directly to the grantee; funds are distributed to the recipient's institution, which will hold the funds and administer a specific account from which the grantee can draw.
- The Principal Investigator will be responsible for providing a grant report and financial statement to Muscular Dystrophy Canada within 6 months of the end of the project.
- Ethics approval, if required, is the responsibility of the researcher(s) within their affiliated institution(s).

- Copyright and intellectual property will reside with the lead investigator unless otherwise negotiated.
- Muscular Dystrophy Canada must be acknowledged as a funder of the project in all communications (including presentations, materials, publications, etc).
- Muscular Dystrophy Canada has the right to publicize the grant, its investigator(s) and affiliate institution(s) in its digital and print communications vehicles, including annual reports, website, and other publications.
- Muscular Dystrophy Canada may invite funded researcher(s) to present their work at corporate events/conferences and discuss its relevance to the neuromuscular community.

## How to Apply

- Prepare an application that includes the following six sections
- Use 11 point black ARIAL font only, and single space
- Leave a minimum of 2 cm margin around the page
- Include Principal Investigator's surname at the top of every page
- Send completed application form to [laura.willman@muscle.ca](mailto:laura.willman@muscle.ca)
- Subject: Seed Grant Application 2018
- In the email, please include the title of the project, list of attachments and contact information
- Applicants will receive an email confirming that the submission was received

## Section 1 -- The Team

**Identify the Principal investigator (PI) and co-PIs:** Name, position title, department, institution, complete mailing address, phone number, email address.

Each team member may include a biography with academic qualifications, work experience, areas of relevant expertise, key research grants (maximum 5) and publications (maximum 5), leadership roles in education and training, and other relevant information. **Maximum 3 pages/team member.**

## Section 2 -- Project Title and Summary

Provide an overview of the project, including rationale, objectives, activities, impact upon people affected by neuromuscular disease, identification of partners or knowledge users, and expected outcomes. **Maximum 1 page.**

## Section 3 -- Proposal Details

Describe the research project using the following headings. **Maximum 5 pages.**

**NOTE:** Knowledge translation projects must include a clearly defined assessment component.

### **Background**

Describe the issue(s) the proposal plans to address.

### **Objectives**

State the primary and secondary objectives and rationale.

### **Methodology**

Describe the activities, methods and processes for achieving the identified objectives. Provide a work plan with corresponding timelines.

### **Deliverables**

Identify the anticipated outcomes. These deliverables should be consistent with the above objectives and activities. Identify products (if appropriate), and possible knowledge translation implications, including key audiences and stakeholder groups that may benefit from the research results.

### **Section 4 -- Budget**

Provide a detailed budget. Expenses should be matched to activities required to carry out the work as proposed. Please include any financial and/or in-kind support already committed by other funders.

### **Section 5 – Letters of Support (optional)**

Applicants may include a maximum of two letters of support from partners or knowledge-users.

### **Section 6 – Signatures**

**Principal Investigator:** Name, signature and date

**Head of Institution (Signing authority):** Name, title, institution, signature and date

**Application deadline: Friday July 27, 2018 at 11:59 pm (EDT)**