



GUIDELINES FOR RESEARCH GRANTS

(Approved by the CDF Board of Directors, February 4, 2007)

1. The research must be of good quality and directly related to dermatology. Both basic research and clinical epidemiological research are encouraged.
2. The Nominated Principal Investigator may be a dermatologist or non-dermatologist, and must be a faculty member with a primary appointment in a Canadian university division or department of dermatology. Grant co-applicants can include additional Principal Investigators and Collaborators, but only one Nominated Principal Investigator. Dermatology Residents enrolled in a Canadian training program accredited by the Royal College of Physicians and Surgeons of Canada are eligible to apply for funding support from the Canadian Dermatology Foundation. Dermatology Resident applicants must have a faculty supervisor who will serve as a Principal Applicant. The supervisor must hold a primary appointment in a Canadian university or division of department of dermatology.

Applicants are strongly advised to consult with the Chair of the Medical Advisory Committee well in advance of the application deadline date if there are any questions regarding eligibility of a proposed Nominated Principal Investigator.

3. The Nominated Principal Investigator must be directly and significantly involved in the project and must be able to conduct the proposed research as supported by recent and relevant publications, grants funded etc. Only one individual can serve as the Nominated Principal Investigator for an application; an applicant can serve as the Nominated Principal Investigator or Principal Investigator for only one grant application each year.
4. The application must include details of the proposed research, budget and the CVs of all investigators. The application must also include details of current research funding from all sources for all applicants included in the application.
5. The support will be for a maximum of one year.
6. Funding will not be provided for salary support of a dermatologist, resident or fellow.
7. Funding must not be for equipment that:
 - (a) is fee generating e.g. PUVA
 - (b) should be funded by a hospital or university division e.g. microscopes, digital cameras
 - (c) can be leased or rented e.g. computers
 - (d) is available to the investigator on a shared basis, e.g. ultracentrifuge.
8. At least one grant will be awarded each year to a young investigator within 5 years of initial appointment as a faculty member. If no such application is submitted, the funds will be awarded to other applicants in that year's competition.
9. The Canadian Dermatology Foundation must be officially recognized for its support in any presentation or publication. Grant recipients must forward copies of all peer-reviewed publications supported by the Canadian Dermatology Foundation to the Chair of the Medical Advisory Committee. In addition, the grant application must include a list of all peer-reviewed publications by the applicants that have been supported by the Canadian Dermatology Foundation in the previous 5 years.
10. A successful candidate is expected to receive the grant in person at the awards ceremony during the course of the Annual Conference of the Canadian Dermatology Association. If unavoidably prevented, the candidate must be represented by a member of his/her division/department.
11. It is the responsibility of the Nominated Principal Investigator to ensure that the grant applications comply with these rules completely before the application deadline. No changes will be allowed to any grant application after the deadline date for submissions has passed.

The level of grants fluctuates from year to year depending on available funds. Currently, the CDF expects to allocate several CDF Research Grants of up to \$20,000 each and some research grants sponsored by industry of between \$5,000 and \$75,000.

Please ensure that you enter the **correct Business Number** (BN) of your institution's "charity account". This is a 15 digit alphanumeric identification issued by Canada Customs and Revenue Agency.

NOTE: The BN of the "charity account" is somewhat different from your institution's BN for "regular" business activities. Obtain the appropriate BN from your Grants Officer.

Further advice may be obtained by contacting Dr. Robert Bissonnette: phone: 514-521-4285 ext. 210 or email: scientific-chair@cdf.ca.

(Approved February 4, 2007)

GRANT REPORTING REQUIREMENTS

- Within two years after the start of the funding period, the host institution must attest in writing to the CDF that none of the funds were used to support the salaries of any of the Principal Investigators (PI's) or named Co-investigators on the grant.
- The CDF does not pay for any indirect research costs. The host institution must therefore warrant that no indirect infrastructure research costs (i.e. "institutional overhead") have been paid from the CDF grant. This can be reported at the same time as the report confirming compliance with the regulation regarding salary payments.
- Within two years after the start of the funding period, the host institution must verify in writing that all appropriate institutional ethics approvals were obtained where necessary for studies involving humans or animals.
- Any unused funds at the end of two years must be reported to the CDF. PI's must obtain written permission from the CDF via the Medical Advisory Committee Chair to extend the use of funds beyond this period. Otherwise the unused funds must be returned by the host institution to the CDF for redistribution in a subsequent competition.

(Updated November 2011)