

Kids Brain Health Network

Request for Applications and Guide for 2018-2020 Funding

Summary: Kids Brain Health Network (KBHN), a national Network of Centres of Excellence (NCE), is currently in its 8th Year of a possible 15 years of funding, extending to 2025. We are soliciting proposals for three funding categories in Years 9 and 10 (2018-2020). Key to this effort will be proposals that engage primary stakeholders and address issues of concern to individuals with neurodevelopmental disabilities (NDD) and their families/care givers. Research project submissions must be translational, with capacity for commercialization or social innovation, and present leveraged funding opportunities. New members of KBHN who have not previously received funding from Kids Brain Health Network are encouraged to apply, as are existing research teams that are currently supported by KBHN.

Overview: Kids Brain Health Network (www.neurodevnet.ca) is a highly interactive Canadian Network of Centres of Excellence (NCE) (www.nce.gc.ca) with the following goals:

- early diagnoses of neurodevelopmental disabilities (NDD),
- linking the early diagnosis to evidence-based interventions, and
- effective and cost-efficient support for the child and their family

Kids Brain Health Network was established in 2009 under the name NeuroDevNet, receiving a \$19.5 million, 5-year award from the federal Network of Centres of Excellence program (Cycle 1 funding; 2009-2014). Its initial focus was research into early detection and etiology of three neurodevelopmental disorders (NDD): autism spectrum disorder (ASD), fetal alcohol spectrum disorder (FASD), and cerebral palsy (CP). Research-service cores for Neuroinformatics, Neuroethics and Knowledge Translation (KT) have supported the efforts of the research projects to enhance their individual impact as well as that of the Network.

In its second 5-year funding cycle (Cycle 2; 2015-2020), two new research programs were added: Social Determinants of Health/Health Economics and Better Nights and Better Days for children with NDD. We have moved the Network toward less focus on specific diagnoses and widening our focus on all individuals with NDD and support for their families. This across-neurodevelopmental-disabilities approach will continue into Cycle 3.

In 2019, KBHN will be applying to the NCE program for another five-year renewal of funding for Cycle 3. In preparation for this second renewal, KBHN is soliciting projects for Years 9-10 (2018-2020) to help develop outstanding research teams that will contribute to the next seven years of success, and beyond.

Eligible Projects will emphasize innovation, a national scope, and possess a high degree of potential for cross-disciplinary networking and synergy with past Kids Brain Health Network efforts. Investigators are strongly encouraged to address issues that are most relevant to patients, parents and caregivers to improve the quality of life of individuals with NDD and to identify partners who will help drive this research team. The proposed research must reflect a planned trajectory from knowledge/discovery to impact ([definition below, *](#)) and demonstrate promise of sustainability. Material support from external institutions and/or industrial partners is critical.

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Successful proposals will be selected based on the criteria listed below, that includes excellent science, stakeholder engagement, innovative ideas, synergies with previous efforts, and potential impact.

IMPORTANT DATES:

May 31, 2017	Registration of intent to submit an application
September 29, 2017	Application Submission Deadline
December 2017	Review of Applications
January 2018	Approval of Awards
April 1, 2018	Funding

Funding Scope, Term, and Budget

Approximately \$1.2M per year in funds will be available for three funding categories:

Proto-Impact Projects (PIPs): that identify a team that meets the criteria and are ready to move toward impact. Budget requests can be in the range of \$100K/yr. It is expected that these Projects produce impactful deliverables annually and result in strong applications for Impact Teams for Cycle 3 funding and long-term sustainability (for [Cycle 3 Impact Team see ** below](#)).

Discovery Impact Projects (DIPs): Projects that are ready to deliver results but could use additional support to realize greater impact. Projects can be from current KBHN activities or new to the KBHN portfolio, but synergistic with previous KBHN research areas. Budget requests can be in the range of \$25-75K/yr. Preference will be given to projects that position themselves to be a part of Cycle 3 funding.

Team Development Grants (TDGs) will support the exploratory efforts to establish larger Impact Teams for Cycle 3. Proposed activities should focus on identification of NDD community needs/issues, team development, and stakeholder engagement. Budget requests can be in the range of \$25-50K/yr.

Key Elements of Each Proposal (Criteria)

The competition is open to Projects bringing innovation to all neurodevelopmental disorders. Although the Network is moving toward a non-categorical approach to NDD, a single-disorder-based proposal will be considered if its impact is high and the approach promises cross-disorder pollination. The Kids Brain Health Network's strategic plan for renewal, and a goal for this competition, strongly emphasizes the following considerations for a successful proposal:

- National need and scope including the burden to Canadian society associated with the need (significance)

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- Confirmation of need through stakeholder/family engagement and ongoing plans for continued engagement
- Likelihood for success in addressing the need
- Include clearly identified objectives and deliverables as well as metrics to measure success
- High probability that funding will contribute to a competitive Impact Team for the Cycle 3 renewal (i.e. Years 11-15)
- The proposal must be innovative and trans-disciplinary, and demonstrate proven capacity to translate research from concept to impact
- Distribution/delivery partners must be identified and engaged throughout the project, including financial support
- Provide a viable plan to move to independence and sustainability by the end of Cycle 3 where partner engagement is key
- Have an advisory member or team to mentor the project -- the mentorship team can be scaled to the level of funding sought

Applications will be reviewed by the Kids Brain Health Network Research Management Committee with input from the KBHN International Scientific Advisory Committee using the evaluation criteria noted above and provided in the Application Guide, below.

Submit questions via our [Q&A webpage](#) or contact us directly at funding@neurodevnet.ca. Follow us on twitter [@KidsBrainHealth](#) and we will be posting updates using [#KBHNRFA](#).

APPLICATION GUIDE and INSTRUCTIONS

A. Proposal Category

Going forward we want to create a set of Impact Teams for Cycle 3. This Year 9-10 funding mechanism is designed to achieve this aim. In order to facilitate their development three categories of projects will be part of this call:

1) Proto-Impact Projects (PIPs) are aimed at teams that are ready to move toward impact. Funds can be used for research, trainees, travel/meeting to develop partners and for stakeholder engagement and consultation. It is expected that these Projects will result in more fully developed “Impact Teams” proposals for Cycle 3 funding. Budget requests can be in the range of \$100K/yr.

2) Discovery Impact Projects (DIPs): Projects, whether supported by current KBHN funding or new but synergistic with previous KBHN funding, that need up to two years of funding to attain impact. Funds can be used for to support research, trainees, travel/meetings to develop partners and for stakeholder engagement. Preference will be given to promising projects that position themselves to be a part of Cycle 3 funding. Budget requests can be in the range of \$25-75K/yr.

3) Team Development Grants are more exploratory than DIPs and will support the establishment of larger Impact Proposals for Cycle 3. Funding can be used to support meetings and stakeholder engagement, trainees, travel, and limited research expenses that are directed toward the submission of a more fully developed Impact Proposal for Cycle 3. Budget requests can be in the range of \$25-50K/yr.

B. Proposal Preparation

Each proposal will be assessed against the above key elements/criteria and formatted using the following headings. Addressing the criteria can be reasonably scaled back relative to the funding category and money that are being requested.

Organization of proposal for all funding categories:

1. Research Plan

1A. Research Objectives and Executive Summary

Provide a high level summary of the project plan and overall objectives for this proposal.

1B. Research Plan

- Provide the necessary background that supports the research plan.
- Provide a research plan in sufficient detail in terms of rationale, experimental design and methods, analysis and interpretations to allow for a complete and accurate review

Other issues to address in the research plan:

- Address how the project emanates from stakeholder needs (see example of [KBHN stakeholder engagement results ***](#))

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- Address how the project is multi-disciplinary and innovative and seeks results/information of major significance, as judged on an international level.
- Show how the concept is viable and has potential for national socio-economic impact ([see * below](#))
- Address how the project will feasibly achieve the stated outcome objective(s) during the proposed funding period.
- Explain how will you know that you have achieved/are achieving the stated outcome(s)? What measurements or evaluation framework will you have in place?
- References and more detailed Methods (not included in page limits; add Methods in Appendix D)

1C. Objectives, Activities, and Output *(see activities table in application)*

Use the table to summarize the specific objectives (from #1A above) and the activities associated with each objective and the outcomes that are expected from the successful completion of each activity. The outcomes should be concise and quantitative in nature, where appropriate. The time-frame of deliverables would be for 3-6 month intervals throughout the proposed funding period by quarters (i.e. Q1-Q8). The anticipated impact for the Network and the research/stakeholder community is to be included in the next column. Use the “comment” field to highlight any issues that may affect the achievement of any of the objectives.

2. Networking and Partnerships

- Provide background and commitment of partners in the research program and how these partnerships have been involved in this project to date.
- How will these partners or new ones help move knowledge into practice and/or policy?
- Describe how partners will benefit from a collaboration with the project.
- Detail how partnerships will leverage Network funding and/or outside resources to expand the reach of Kids Brain Health Network funds.
- Provide specific examples of partnership engagement in Network activities and outreach that can create sustainability.
- Detail the specific arrangements for both delivery partners and funding partners that enhance Network activity and impact.

3. Knowledge Translation/Mobilization, Stakeholder Engagement, and Commercialization

(Discussions with the KT Core and Kids Brain Health Network’s senior staff are encouraged)

- What are the specific ideas and plans for the roll-out of the knowledge gained for socio-economic benefits to Canadians?
- Describe family/patient/stakeholder engagement efforts at each of the stages of the research plan.
- Address the engagement of policy makers and the implementation of effective public policy through collaboration with the public sector.

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- Identify how innovations will be valorized. Opportunities for commercialization should be identified.

4. Training and Capacity Building of Highly Qualified Personnel (HQP)

- Describe how the project will offer value-added training and development of competencies critical for collaborative research, cross-sector research interactions, and implementation through partnerships.
- Describe how HQP training may meet any capacity gaps in the sector(s) with which the proposal is aligned and how the trainees may benefit from this in their career development.
- Describe opportunities for advanced training and/or partner-engaged internships, whether in partnership with Kids Brain Health internship/practicum program or independently through MITACS or other Internship programs. [These may come in the form of proposed Partnership matching and/or in-kind support in budget justification section]

5. Budget Request and Justification

Provide amounts and justification/comments for each activity in your Project; identify budget items by noting the Budget Spreadsheet row number reference for each item. Include in these justifications funds from matching, in-kind, and leveraging opportunities.

C. Eligibility

- Successful applicants must agree to share data collected through this project among Network investigators and attribute their research efforts in publications, presentations, and social media to the Kids Brain Health Network
- To submit an Application, applicants (project leaders and co-investigators) must be eligible to receive grant funding from CIHR, NSERC or SSHRC.
- In order to receive funds, successful applicants must be part of an Institution that is a signee of the NCE Network Agreement. If the parent institution is not currently a signee, they will need work with Kids Brain Health Network Central Office to execute a Network Agreement before funding can be issued.

D. Summary of Application Process

- **Registration** of intent to submit an application. Utilizing the Registration Summary Template (downloaded from the RFA web page), provide the name of the PI, their affiliation, funding category applying to, and a brief concept/pitch, 1-2 brief paragraphs to summarize the research plan and prospective outcomes. The registrations will be published online to enable the applicants to find project commonalities that could lead to collaborative and/or combined efforts. This will also be a means for non-engaged researchers to seek connections with the various proposals.
- **Proposal Development:** A question and answer link is provided to help with questions in regard to proposal construction. It is appropriate to consult with Kids Brain Health Network Research

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Management Staff during the development stage to ensure appropriate considerations are accounted for in the planning of the proposal. The issues that these consultations address will be posted on the Q&A page.

- **Proposal Submission:** The application receipt deadline is Sept 29, 2017. Details for online electronic submission of the Application Package will be provided to Principal Investigators who have registered their proposal.
- **Proposal Review:** Reviews of each application will be undertaken by the Kids Brain Health Network Research Management Committee ([see http://www.neurodevnet.ca/about/people/rmc](http://www.neurodevnet.ca/about/people/rmc)), in consultation with the international Scientific Advisory Committee ([see http://www.neurodevnet.ca/about/people/isac](http://www.neurodevnet.ca/about/people/isac)), in line with the criteria outlined above and in the Application Guide. The Board of Directors will make the final decision as to which projects should be funded and the budgets based on the review recommendations.

The Application Templates and Guidelines and updates are available for download from the Kids Brain Health Network Research web page: <http://www.neurodevnet.ca/research/kbhn-research-funding>

Registration Deadline May 31, 2017 (5pm PST)

Submission Deadline September 29, 2017 (5pm PST).

Details for online submission of the Application Package will be provided to the Principal Investigator. Each Applicant will receive a username/password to a private-secure Kids Brain Health Network Dropbox. You will use this dropbox to submit all Application files and will have access to this dropbox until the deadline date and time, after which all submissions will be final.

Please direct submission queries to funding@neurodevnet.ca or contact Dr. Doug Swanson at 604-875-2424 x4649.

Application Development and Template

Application Package Checklist

The Application Package will consist of seven separate PDF documents.

1. The Signature Page
2. The Research Proposal (provided as Word and PDF format)
3. The Completed Budget Spreadsheet
4. Appendix A - Supporting Materials for Project Activity Plan
5. Appendix B - References and more detailed Methods for Research Plan
6. Appendix C - Letters of Support
7. Appendix D - Principal Investigator/Co-Investigator(s) CVs

Document 1. Signature Page

- Fill in the appropriate Principal Investigator and Proposal Information on this form page.
- Signatures of the Principal Investigator (Primary Applicant if Co-Principal Investigators) and Institutional Officials may be provided as electronic signatures or scanned PDF copy of an original signature page.

Document 2. Research Proposal

- **Title Page**
- **Project Team:** List all participating members of the team: Principal Investigator, Co-Principal Investigators, Co-Investigators (Investigators requesting Kids Brain Health Network Funds) as well as Key Collaborators. Include their primary organizational affiliation and email contact. Provide a short description of the role of each team member listed and give their estimated contribution to the project.
- **Advisory Member or Team**
- **Project Research Plan**
 - The Project Objectives and Executive Summary
 - Research Plan
 - Objectives, Activities, and Output

- **Networking and Partnerships**
- **Knowledge Translation/Mobilization, Stakeholder Engagement, and Commercialization**
- **Training and Capacity Building of HQP**
- **Budget Request and Justification**

Document 3. Budget Spreadsheet

See Budget Spreadsheet for instructions

Document 4. Appendix A - Supporting Materials for Project Activity Plan

Please provide limited but specifically relevant supplemental materials to support your Activity Plan. These may include supplemental figures (primarily to provide necessary resolution for evaluation), brief non-standard protocols, key submitted manuscripts. Maximum of 10 pages provided as a single indexed PDF.

Document 5. Appendix B – References and more Detailed Methods for Research Plan

Please include any detailed methodologies used for your research plan to ensure a clear understanding of the experimental studies proposed.

Document 6. Appendix C - Letters of Support

Please provide scanned copies of letters of support for Partnerships, Collaborations, Matched Funding support, and Leveraging. Provided as a single indexed PDF.

Document 7. Appendix D – Principal Investigator/Co-Investigator(s) CVs

Please attach a PDF copy of the full Canadian Common CV (<https://ccv-cvc.ca/>) in the CIHR format (Academic CV Type) **for Principal, Co-PI and Co-Investigator(s) only**. Include a list of selected publications, most relevant to the proposal, as part of each investigator's CV. List of relevant publications for each PI should not exceed one page.

*** Definition of Impact**

“Impact is defined as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia. Impact **includes**, but is not limited to, an effect on, change or benefit to:

- The activity, attitude, awareness, behaviour, capacity, opportunity, performance, policy, practice, process or understanding of an audience, beneficiary, community, constituency, organisation or individuals in any geographic location whether locally, regionally, nationally or internationally.
- Impact **includes** the reduction or prevention of harm, risk, cost or other negative effects.

Impacts on research or the advancement of academic knowledge within the higher education sector are **excluded** “-- from UK Research Excellence Framework at www.ref.ac.uk

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**What a Cycle 3 Impact Team Might Look Like

Cycle 3 Impact Team – Teams whose key components are: 1) *Problem-based* topic (generated from stakeholder [importantly including patients, parents and the family] engagement) and *solution-driven* that will benefit the child living with a neurodevelopmental disability and the family; 2) Partner commitment to support and utilize network programs for the benefit of children with NDD, their families and community; 3) the topic goes across neurodevelopmental disabilities; 4) involves a multi-disciplinary team including stakeholders; 5) shows the promise of short term impact on the quality of life of children with NDD and their families; 6) has longer term deliverables that promise changes in clinical practice, policy.