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| **A. CONTENTS OF COMPLETE APPLICATION**  Submit one paper copy (with original signatures) and one electronic application in PDF format on e-mail or USB (which will be returned). The complete application consists of: | | | |
|  |  | **Application** - Items 1 through 10 completed. |  | |
|  |  | **Research Proposal** - Item 11 completed (maximum 3 pages; page limit does not include figures and references) |  | |
|  |  | **Budget** - Item 12 completed |  | |
|  |  | **Budget Justification** - Item 13 completed (maximum 2 pages). Include details on any funding overlap. |  | |
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| The **paper** copy should include all application items and all enclosures with signatures in the order listed. Double-sided pages are acceptable.  The **electronic** copy should include all application items and all enclosures in the order listed as one PDF file. | | | |
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| **B. ENCLOSURES** (Ancillary information to be included with the application) | | | |
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|  |  | **CV** - For principal applicant and all co-applicants. Submit a Canadian Common CV printed in CIHR format (Limit information to the past 5 years).  If a Common CV is not available, applicants may submit a University of Toronto Web CV printed in curriculum vitae format (Limit information to the past 5 years). If there has been an interruption in pursuit of the applicant or co-applicant’s scientific career, please provide an explanation and attach to the applicant’s CV.  Include the time period and reason for the interruption. | |
|  |  | **Publications** - Up to 3 manuscripts and or/reprints relevant to this proposal may be included. | |
|  |  | **Certification requirements/approvals for ethical considerations-** If the research involves human subjects, animals, or biohazardous material, the principal applicant must obtain authorization from his/her institution’s Research Ethics Board and/or Animal Care Committee and/or Biosafety Committee. | |
|  |  | **Letters of Collaboration -** If significant contributions from collaborators are expected, a signed statement from each collaborator must be included. | |
|  |  | **Equipment Quotations -** If purchasing equipment, attach cost quotations and or service contracts for equipment up to $10,000. | |
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| **C. Submission**  APPLICATIONS MUST BE RECEIVED BY **MARCH 31, 2017 @ 4:00PM** | | | |
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|  | Applications should be addressed/delivered to:  Liz Thuo, Business and Communications Manager  Heart and Stroke / Richard Lewar Centre of Excellence  6 Queens Park Crescent West  Room 303  Toronto, ON M5S 3H2  [hsrl.centre@utoronto.ca](mailto:hsrl.centre@utoronto.ca) | | |
| For further information please contact the Heart & Stroke/Richard Lewar Centre of Excellence  Phone: (416) 978-2351 E-mail [hsrl.centre@utoronto.ca](mailto:hsrl.centre@utoronto.ca) | | |
| LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED | | |

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| 1. **Principal Applicant**   Name:  Position:  Mailing Address:  E-Mail:  Phone:  Are you a member of Banting & Best Diabetes Centre (BBDC)? (Yes/No):  Are you a member of Heart and Stroke/Richard Lewar Centre of Excellence (HSRLCE)? (Yes/No):  What month and year did you received your first academic appointment?  Do you and your co-applicants *all* have a *full-time* faculty appointment with University of Toronto? (Yes/No): | | | | | | | |
| 1. Co-Applicants (Name, Position and Institution): | | | | | | | |
| 1. Primary location where research will be conducted: | | | | | | | |
| 1. List of Collaborators (Name, Position and Institution): | | | | | | | |
| 1. Title of Research Project: | | | | | | | |
| 1. Summary of Research (Provide a clear summary of the research proposal in lay language): | | | | | | | |
| 1. Total Budget Requested: | | | | | | | |
| 1. Certification Requirements: Assurance is given that any human experimentation will be acceptable to the institution on ethical grounds and that in the case of laboratory animals for animal experimentation, the guiding principles enunciated by the Canadian Council on Animal Care will be adhered to and that the proposed research will not be undertaken until it has been accepted as meeting the requirements regarding biological and chemical hazards as outlined in the Health Canada "Laboratory Biosafety Guidelines".   Funds will not be released to successful applicants until the necessary approvals have been obtained. | | | | | | | | |
| Human Subjects: | | Approvals Attached □ | Approvals Pending □ | | | Approvals Not Applicable □ | | |
| Animals: | | Approvals Attached □ | Approvals Pending □ | | | Approvals Not Applicable □ | | |
| Biohazards: | | Approvals Attached □ | Approvals Pending □ | | | Approvals Not Applicable □ | | |
| 1. Name of Institution and Financial officer who will be administering the funds. (The grant is to be administered by the institution where the research will be conducted.) | | | | | | | | |
| Name of Institution |  | | | Name of Financial Officer |  | | | |
| Phone number and email of Financial Officer |  | | | | | | | |
| Address of Institution |  | | | | | | | |
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| 1. **Signatures\*** (Signing this application form constitutes an agreement of the terms and conditions set out in the Diabetes and Heart Disease-Research Grant. The Principal Applicant certifies that the information provided in this application is true and complete.) | | | | | | | | |
| **Principal Applicant** | | | | **Research Institute Director** | | | | |
| Name: | | | | Name and Title: | | | | |
| Signature: | | | | Signature: | | | | |
| Date: | | | | Date: | | | | |
| **University Department Chair** | | | |
| Name and Title: | | | |
| Signature: | | | |
| Date: | | | |

**\*Note:** If the grant will be administered solely through University of Toronto, then the application form only needs to be signed by the University Department Chair. If the grant will be administered solely by a Hospital Research Institute, then the application form only needs to be signed by the Hospital Research Institute Director.

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| 1. **RESEARCH PROPOSAL-** Include background, hypothesis, objectives, approach, research plan and relevance to Diabetes and Heart Disease. Explain how this will be a collaborative effort and a translational program that spans across both sponsoring Centres (BBDC & HSRLCE). Outline both the basic science and a clinical research component of the proposal.   Not to exceed 3 pages (not including figures and references). Can be provided as an attachment.  **Font, spacing, and margin restrictions apply. 3/4 inch margin should surround text. Text must be no smaller that twelve point or 10 characters per inch, no condensed formatting allowed.** |

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| 1. **BUDGET**  * All supplies and services relating to the research project are considered eligible * Funds for trainee support (i.e. postdoctoral and graduate) are considered eligible * Purchases of equipment up to $10,000 are eligible if clearly justified in the budget * Funds for conferences, travel or investigator salaries are NOT considered eligible | | | | |
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| Position (Specify name) | Salary | Benefits | Total | |
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|  |  |  |  | |
|  |  |  |  | |
|  |  | Total Personnel | $ | |
|  |  |  |  | |
| Animals |  |  |  | |
| Expendables |  |  |  | |
| Services |  |  |  | |
| Other material and supplies |  |  |  | |
|  |  | Total Supplies and Services | $ | |
|  |  |  |  | |
| Equipment (Up to $10,000) |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  | Total Equipment | $ | |
|  |  |  |  | |
|  |  | **Total Request** | $ | |
| 1. **BUDGET JUSTIFICATION-** Justify each item (Personnel, Animals, Expendables, Services, Other Materials & Supplies, and Equipment). If requesting funds for equipment of up to $10,000, please attach cost quotations.   **Include details on funding overlap for principal investigator or any co-applicants with grants currently held or applied for and on any related support currently held or applied for from other funding sources and to what extent, if any, such support overlaps with this application.**  Not to exceed 2 pages. Can be provided as an attachment.  **Font, spacing, and margin restrictions apply. 3/4 inch margin should surround text. Text must be no smaller that twelve point or 10 characters per inch, no condensed formatting allowed.** | | | |