

Hotchkiss Brain Institute International Collaboration Grant

Terms of Reference and Application Form

- 1. Application Procedure:** Principal investigators should complete and submit their applications by email to hbi.research@ucalgary.ca. Applicants must complete the application form and provide supporting documents in PDF format. Incomplete applications will not be reviewed. Only one application per member can be submitted per competition.
- 2. Application Deadline:** The deadline for completed applications is **February 28, 2025 (5 pm MST)**. Applications that arrive after the deadline will not be reviewed.
- 3. Eligibility:**
 - Primary applicant must be a full member of the Hotchkiss Brain Institute.
 - Primary applicant must hold a full-time academic appointment at the University of Calgary.
 - Any International (outside Canada) academic or research investigator who is eligible under the policies of their host institution to be considered a PI may be listed as a Co-Investigator.
- 4. Review and Evaluation Criteria:** Applications will be reviewed by current full HBI members. Reviewers will rank applications based on:
 - Potential impact of research
 - How the collaboration aligns with the goals of the [Hotchkiss Brain Institute International Strategy](#)
 - The ability of the team to complete the work
 - Feasibility of the research
 - Sustainability of the partnership

The committee will be chaired by the HBI International Chair along with a minimum of two other members of the HBI, ideally those who have some background in international collaboration, and who do not have any conflict of interests with the applications. Each application will be scored equally on the above category and ranked accordingly.
- 5. Objectives:** The purpose of the Collaboration Grant is to provide limited short-term support, no more than 2 years, to initiate or continue new and/or established international research collaborations between HBI members and international colleagues. Pilot data is not required to apply; however, the conceptual or theoretical basis of the ideas must be appropriately articulated. The contributions of the International collaborator must be clearly defined.
- 6. Award amount and term:** The total budget request may not exceed \$50,000 CAD. The grants will support a term of up to 2 years with renewals determined on a case-by-case basis. Two grants will be awarded in the 2025 competition.
- 7. Frequency of held grants:** Collaboration grants can only be held once every three years per HBI member applicant or research project.

- 8. Notification of Award:** The principal investigator and co-investigators will be advised by email of the decision of their grant application. The funds will not be released until a Memorandum of Understanding has been executed. Awards will also be conditional upon ethical approval of the project.
- 9. Eligible Expenses:** The funds may be used for salary support, graduate student stipends, minor equipment, materials and supplies, publications, research services, project-related travel, and subject costs including patient reimbursements.
- 10. Ineligible expenses:** No more than 30% of the budget can be used for travel related expenses such as airfare, hotel, and other linked expenses. For ongoing collaborations, it should be clearly explained why the funds are necessary.
- 11. Final Research Report:** At the conclusion of the funding period, successful applicants will be required to submit a short lay summary report and a one-page written report, which describes how the funds were used, including the successes and the failures of the project(s), and details of successful external grants or external grants in preparation or applied to support continuation of the project(s).

Hotchkiss Brain Institute International Collaboration Grant

2025 Application Form

Guidelines

- **DEADLINE:** 5pm MDT on Friday, February 28, 2025 (late or incomplete applications will not be forwarded for review)
- Please read the terms of reference carefully prior to completing this application form. For example, the role of the Co-Investigators must be clarified in the application form
- All enquiries should be directed to hbi.research@ucalgary.ca
- Content must be TYPED. Handwritten forms will not be accepted
- Completed applications should be e-mailed to hbi.research@ucalgary.ca (hard copies/ faxes will not be accepted)
- Applications should be submitted as one email attachment in Portable Document Format (PDF)
- The file should be named according to the Primary Investigator as SURNAME, FIRST NAME
- Pages within the PDF attachment should be in the following order:
 - Application form
 - Approval for research involving human and/or animal subjects at time of application (if applicable); can be submitted later if grant approved and for release of funds
 - Additional Figures page and reference page (if applicable)
 - CVs (five pages maximum per individual in the NIH biosketch format and limited to the last 7 years) for the Primary Investigator and each Co-Investigator.

SECTION 1: CONTACT INFORMATION

I. PRIMARY INVESTIGATOR

Name: Surname, First Name, Middle Initial(s):

Current Academic Rank, Department, Institution (Primary Affiliation):

Complete Mailing Address:

Phone:

E-mail:

II. CO-INVESTIGATOR

Name: Surname, First Name, Middle Initial(s):

Current Academic Rank, Department, Institution (Primary Affiliation):

Complete Mailing Address:

Phone:

E-mail:

III. CO-INVESTIGATOR

(If there are more than 3 applicants, please copy/fill this page for any additional Co-Investigators)

Name: Surname, First Name, Middle Initial(s):

Current Academic Rank, Department, Institution (Primary Affiliation):

Complete Mailing Address:

Phone:

E-mail:

IV. ADMINISTRATIVE ASSISTANT

Please provide information for anyone else you would like copied on all correspondence pertaining to your Collaboration Grant application and, if successful, award.

Name: Surname, First Name, Middle Initial(s):

Current Academic Rank, Department, Institution (Primary Affiliation):

Complete Mailing Address:

Phone:

E-mail:

SECTION 2: PROPOSED PROJECT DETAILS

I. PROJECT TITLE

II. CERTIFICATION REQUIREMENTS

HUMAN SUBJECTS Yes No Attached To Follow

ANIMAL SUBJECTS Yes No Attached To Follow

BIOHAZARD CONTAINMENT Yes No Attached To Follow

III. PROJECT DESCRIPTION – 2 pages maximum

Please provide a summary of the research project. **(An extra page of Figures and an extra page of References may be included)**

III. PROJECT DESCRIPTION continued.

IV. CONTRIBUTION OF EACH APPLICANT

Describe the collaborative strategies. (Description should not exceed the space provided here)

V. ALIGNMENT WITH HBI'S INTERNATIONAL STRATEGY

Describe how this collaboration aligns with the goals of the Hotchkiss Brain Institute's International Strategy, as well as how HBI will be acknowledged/showcased. **(Description should not exceed the space provided here)**

VI. BUDGET AND JUSTIFICATION - please use the next page to enter budget justification

Expense	Amount
Total	

VI. BUDGET JUSTIFICATION

VII. FUNDING FROM HBI IN THE LAST THREE YEARS

VIII. HBI ACTIVITIES IN THE LAST FIVE YEARS

IX. CV

Please provide a 5-page CV including publications and grants for each applicant and co-applicants over the last 7 years in the NIH biosketch format.

X. SIGNATURES

(If there are more than 3 applicants, please copy this page and have any additional Co-Investigators sign)

SIGNATURE OF

PRINTED NAME

DATE

Primary Investigator:

Co-Investigator:

Co-Investigator:

Co-Investigator: