CCS/Pfizer ATTR-CM Research Fellowship Award Handbook

The Canadian Cardiovascular Society (CCS) and Pfizer have collaboratively created a research fellowship award as part of the CCS Research Award Program entitled "CCS-Pfizer ATTR-CM Research Fellowship Award." This is a salary award where the purpose is to foster the growth of peer-reviewed Canadian research in the area of Transthyretin Amyloid Cardiomyopathy (ATTR-CM), with a focus on excellence and support for early career Canadian researchers familiar with diagnosing and treating patients with ATTR-CM who are looking to establish an independent research career.

Eligibility Criteria:

- Be a CCS Member. For more information about CCS Membership, visit the CCS website: http://www.ccs.ca/en/membership
- Have completed an MD degree (or equivalent) and have obtained a fellowship from the Royal College of Physicians & Surgeons of Canada (or equivalent from a foreign country) or from the Canadian College of Family Physicians; or have completed a PharmD; or have completed a PhD (post-doc).
- Have proof of a letter of acceptance to a faculty or clinical position at a Canadian institution.
- Applicants must be Canadian Citizens.
- Funded research must be conducted at a site in Canada associated with Canadian research institutions that are eligible to hold research funding (https://cihr-irsc.gc.ca/e/36374.html).
- Applications for this award must be supported by the university or institution at which the applicant will conduct the proposed research program.

All applications will be pre-screened for eligibility. Applications that are late, incomplete and/or do not meet the basic eligibility criteria will be not be considered for review. Peer review of all eligible applications will be conducted by a scientific review committee comprised of CCS members. All eligible proposals will be reviewed by at least two members of the peer review committee. All applicants will receive feedback from reviewers, upon request. Evaluation of applications will be based on three (3) criteria: Academic and research background of the applicant, quality of the research program, and research environment and mentor.

Eligible Areas of Research:
Eligible research activities must involve clinical outcomes research or clinical research in an area related to ATTR-CM, which may include the study of early identification, evaluation, diagnosis, prognosis and management; use of screening tools and their impact on improvement of patient health.

Award: $60,000

Term: Funding begins the summer of 2021 for 12 months.

All applications must be submitted electronically using the CCS online submission system.

Submissions will be accepted until noon (EDT), Wednesday, April 7th.

All applications will be pre-screened for eligibility. Applications that are late, incomplete and/or do not meet the basic eligibility criteria will be not be considered for review.

Submitting your application

Please see the https://ccs.ca/ccs-research-awards/ website for the link to apply.

The full research proposal

Content
The file must include the research program outline, appendices related to the research proposal (if required), institutional statement and the CVs of the Applicant Fellow and at least one (1) Primary Supervisor.
All components (research proposal, institutional statement, appendices and CVs) must be submitted as a single PDF or Word file of no more than 5MG.

Format

- Arial 12pt font, single-spaced
- Margins a minimum of 2 cm
- A header indicating applicant's name and project title
- Page numbers clearly visible at the bottom of each page
- All pages including attachments must be letter size (21.25 cm x 27.5 cm / 8.5" x 11") white paper/background

Research Proposal

Applicants are asked to submit a proposal, including the following:

- **Research Program Outline.** Provide an outline of the proposed research program (max 3 pages/1500 words), including an executive summary of the proposed program of research. Ensure the outline describes the contribution this program of research has the potential to contribute to the field. The applicant should clearly demonstrate the potential to become an independent investigator.
- **Operating Grants.** List any operating grant(s) that have been secured to support the proposed research program.
- **Institution.** Indicate the institution that will administer the award funds.
- **Institutional Statement.** Applications for this award must be supported by the university or institution at which the applicant will conduct the proposed research program. Provide a statement completed by the Dean and Department Head (or institutional equivalents) demonstrating commitment of the university or institution to provide the applicant appropriate academic rank, time allocated to the proposed research program, and to provide adequate space and facilities for the investigator's research, as well as a commitment to developing the applicant's research, technical and professional skills and networks over the training period by providing career planning, skills development and networking opportunities to prepare the trainee for an impactful career.

- **Lay Summary.** In 280 characters or less, clearly explain the proposed research program to a general audience (at a level no greater than grade 8).

- **High-resolution headshot photo** (for use in promoting and recognizing the award and awardee).

- **Appendices related to the research program (optional).** Follow general formatting guidelines for all appendices.

- **CVs of the Applicant Fellow and at least one (1) Primary Supervisor.** CVs must be no longer than two (2) pages each and should include only peer-reviewed publications and abstracts from the last five (5) years. Do not include presentations, conferences, lectures or non-peer-reviewed publications. CVs should be uploaded in one PDF file.

All submissions will be kept confidential according to the requirements of the Canadian Cardiovascular Society and the Personal Information Protection and Electronics Document Act (PIPEDA) (CCS privacy policy is at www.ccs.ca.)

If you have questions about submission process or require assistance with the submission system, contact researchawards@ccs.ca.

Canadian Cardiovascular Society

CCS RESEARCH AWARDS
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COMMUNICATION WITH THE CANADIAN CARDIOVASCULAR SOCIETY

All applicants to the Canadian Cardiovascular Society will receive written notification of the outcome of their application.

Applicants have opportunities to interact with the CCS in the following ways:

- All applicants may seek clarification regarding the peer review process and the funding decisions.
- All applicants may communicate in writing a specific concern regarding an issue of process or administration relating to a specific application. As appropriate, issues will be brought to the attention of the Chair of the Award Committee. The CCS will investigate any concerns and the CEO or a Director will respond to the applicant in writing on behalf of the Chair. Note that decisions of the CCS are final however revisions or improvements to the peer review process may be implemented if necessary.
- Applicants may respond in writing to the scientific merit critique of an application by submitting a revision of an unsuccessful application to the next regular competition with a copy of the applicable critique and a response to the critique, as applicable.

Note that applicants must not discuss their application with any member of the CCS Peer Review Committee, or the Chair of the Research Award Committee. Any queries must be directed to the CCS.

GENERAL CONDITIONS OF CCS RESEARCH FELLOWSHIP FUNDING

The following conditions and regulations apply to all individuals receiving research fellowship funds administrated by the Canadian Cardiovascular Society (CCS).

1. Terms of awards/fellowship and conditions of approval

Fellowship awards are made only upon the approval of the CCS. All awardees and the Host Institution must formally accept a fellowship award and all awards are at all times conditional upon and subject to availability of
funds to the Canadian Cardiovascular Society. In addition, the Canadian Cardiovascular Society reserves the right to terminate or change any award at any time.

2. Award maximum

In accepting a research fellowship award, the recipient acknowledges and agrees that the award constitutes the maximum payable.

4. Change of Host Institution

Awards are made for research fellowships at host institutions specified in an application. If an awardee leaves this institution, the award normally terminates, though the transfer of the award may be considered. If the awardee is transferring to another eligible host institution, application may be made to have the unspent portion allocated for use at that institution. Such application requires that a new agreement with the Canadian Cardiovascular Society must be obtained and signed. Please contact the Canadian Cardiovascular Society for instructions.

5. Change in status of awardees

Should an awardee be unable to continue the research fellowship program for which he/she has received support, the awardee and/or the Host Institution shall immediately notify the Canadian Cardiovascular Society so that appropriate action can be taken. The awardee is required to notify the Canadian Cardiovascular Society if any role changes significantly.

6. Funding outside of Canada

Canadian Cardiovascular Society funds may only be used to support research conducted in Canada. In unique circumstances and only where scientific methodologies demand, funds may be considered for use outside of Canada when it is necessary to complete the proposed work (e.g. limited/rare populations where sufficient accrual is not possible in Canada). All such requests will be reviewed on an individual basis.

7. Non-employee status

Individuals who derive financial research support from the resources of the Canadian Cardiovascular Society, whether awardee, research personnel, trainee, or assistant in any unit, are not considered as employees of the Canadian Cardiovascular Society.

9. Maternity/parental leave

Funding is not provided to extend an award due to maternity/parental/other leave, however extension of the fellowship period may be offered on an award if approved in advance of the start of the leave.

10. Acknowledgement of funding

Recipients of funding are expected to acknowledge the support of the Canadian Cardiovascular Society and the Society's research funding partners in all scientific communications and media releases related to the award.

To acknowledge funding, researchers should state “This research fellowship is funded by a partnership between the Canadian Cardiovascular Society (CCS) and Pfizer Canada.”

11. Attendance at the Canadian Cardiovascular Congress

The Society and its research funding partners wish to recognize outstanding Canadian researchers through providing research funding and by profiling awardees at the annual Canadian Cardiovascular Congress (“Congress”) and the CCS Awards Ceremony, hosted at Congress. Award recipients agree to register as delegates for and attend the annual Congress in the year of the award funding. Awardees may also be requested to present their research during a designated Congress workshop or concurrent session in any/all years.

12. Financial audit

The Canadian Cardiovascular Society reserves the right to audit the Awards statement of accounts.

13. Integrity in research and scholarships

The Canadian Cardiovascular Society has a formal policy on Integrity and Research Scholarship for the guidance and information of both applicants and Host Institutions.

It is a requirement that the appropriate senior representatives of the Host Institution and all investigators understand and adhere to the statements in this policy.

14. Inventions and patents

It is a condition of payment of any award for research that the Host Institution maintains a policy on inventions and patents to which the recipient is subject. As well, such policy must not require the Canadian Cardiovascular Society to assume any responsibility for any costs, expenses or liabilities relating to inventions or patents. It is intended that provisions be made for proper recognition of the individual’s genius and industry, which have contributed to the research effort.

15. Disclosure of commercial interests

It is a condition of application that the Principal Applicant and Primary Supervisor(s) disclose fully any financial interest they have in any Company, Corporation or other commercial venture whose business activities are related to the subject matter of a Canadian Cardiovascular Society award application.

Such financial interests include, but are not limited to: owning a substantial number of shares of the Company (e.g., 5% or greater), sitting on the Board or other Committees of the Company, having an appointment (full- or part-time) as an Officer or Staff member of the Company, acting as a Consultant or Advisor for the Company, having any contract for services with the Company, receiving remuneration of any kind from the Company, etc.

Financial administration of CCS research fellowship awards

1. Canadian Cardiovascular Society/Host Institution

Awards are made with the consent and knowledge of the Finance and/or Research administrative heads of the institution at which they are to be held. Institutions must abide by the policies contained in the Agreement. Funds will not be released to successful applicants without these approvals.

2. Notification of awards

Successful applicants will receive an official "Notification of Award" that sets forth the duration of the award and the amount approved. The financial office and/or the research office of the host institution will be informed of the details of the award at the same time. A revised Notification of Award will only be sent if there is a change in the amount or terms of the grant.

3. Start date

The start dates for awards are varied. The start date will be noted clearly on the Notification of Award.

4. Authorization of expenditures

An individual account must be maintained for each award.

5. Administration and payment of funds

Funds for all awards are administered through the financial or research officer of the host institution. The Agreement between the CCS and the host institution shall outline the installment schedule.

6. Disbursement of funds by the Host Institution

Payment of accounts for the purposes specified in the award is made by the financial officer of the Host Institution, upon authorization from the awardee. The total disbursements must not exceed the award and any expenditures in excess of the award will not be assumed by the Canadian Cardiovascular Society nor reimbursed by it to the host institution. Expenditures are to be made only for the purposes set forth in the terms of the award and any alternative use of funds requires prior approval of the Canadian Cardiovascular Society.

7. End of award/early termination of an award

Expenditures incurred after the termination date will not be accepted. The Host Institution is expected to return any unexpended balances at the termination date. In the case of awards that are discontinued for any reason (e.g., early termination), the Canadian Cardiovascular Society must be notified immediately.

CCS research policies

Integrity in research and scholarship

The Canadian Cardiovascular Society (CCS) funds cardiovascular research fellowship awards in academic institutions in Canada. The policies outlined below are developed to be consistent with those of the Canadian Institutes for Health Research (CIHR).

The CCS is committed to the highest standards of integrity in research and scholarships. The CCS defines integrity as encouraging the highest standards of research and scholarship. The major concerns regarding scientific misconduct are considered fabrication or falsification of data and plagiarism, but the CCS regards any action that is inconsistent with integrity as misconduct.

Integrity includes the principles listed below, which should be interpreted with the understanding that research can involve honest error, conflicting data or valid differences in experimental design or in interpretation or judgment of information:

- Recognize substantive contributions of collaborators and students
- Use unpublished work of other researchers and scholars only with permission and with due acknowledgement;
- Use archival material in accordance with the rules of the archival source
- Do not use new information, concepts or data that were originally obtained through access to confidential manuscripts or applications for funds for research or training that may have been seen as a result of processes such as peer review, unless the author has given permission
- Use scholarly and scientific rigor and integrity in obtaining, recording and analyzing data and in reporting and publishing results.
- Ensure that authorship of published work includes all who have materially contributed to and share responsibility for the contents of the publication, and only those people
- Reveal to sponsors, universities, journals or funding agencies any material, financial or other conflict of interest that might influence their decisions on whether the individual should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources

These components of scientific integrity overlap with other areas such as financial integrity in the use of research funds and the ethical issues involving the use of human or animal subjects in research. This document is concerned only with scientific integrity and does not replace any other statements from the CCS on other areas with which this issue may overlap.

The CCS requires the institutions that administer funds to accept responsibility for:

- monitoring and investigating possible instances of misconduct in research or scholarship,
- imposing appropriate sanctions in accordance with their own policies, and
- informing the CCS of conclusions reached and actions taken.

The specific expectations for procedures and responsibilities of researcher, research institutions and the CCS regarding integrity in research and scholarship are outlined below.

Procedures for promoting integrity and for preventing and addressing misconduct in research

1. The responsibilities of researchers and scholars

The primary responsibility for high standards of conduct in research and scholarship rests with the individuals carrying out these activities.

2. The responsibilities of research institutions

The CCS holds the institutions that administer its funds responsible for investigating allegations of misconduct involving researchers, trainees or research staff receiving funds. Promotion by the institutions of understanding of the issues involved in integrity in research and scholarship offers a valuable means of preventing cases of misconduct.

(a) *Promotion of integrity in research and scholarship*
Integrity in research and scholarship is best encouraged by developing awareness among all involved of the need for the highest standards of integrity, accountability and responsibility. Research institutions should provide an environment conducive to this goal and actively promote programs for education of researchers, scholars, trainees and staff.

The CCS encourages institutions that administer its funds to establish a mechanism to educate all who are involved in the collection, recording, citing, reporting and retention of scientific or scholarly material about their expectations for the highest standard of integrity.

(b) *Investigating allegations of misconduct in research and scholarship*
Allegations may arise from anonymous or identified sources within or outside the research institution. The allegations may be well-founded, honestly erroneous or mischievous. Whatever their source, motivation or accuracy, such allegations have potential to cause great harm to the persons accused, to the accuser, to the institution and to research and scholarship in general.

The CCS requires the research institutions that administer its funds to establish appropriate impartial and accountable procedures to:

- receive written allegations of misconduct in research and scholarship
- conduct and document appropriate investigations within an established and reasonable time period

- protect the privacy of the person(s) accused and of the person(s) making the allegations throughout the investigation through mechanisms consistent with due process and natural justice
- decide whether there has been misconduct
- determine the actions to be taken as a result of conclusions reached, including:
    - the sanctions to be imposed;
    - any actions to be taken to protect or restore the reputation(s) or credibility of person(s) wrongly accused of or implicated in misconduct in research, including the procedures to ensure that, if the charges have been dismissed, copies of documents and related files provided to third parties have been destroyed;
    - any actions to be taken to protect the person(s) deemed to have made a responsible accusation; and
    - informing the accused person(s) of the results of the investigation and of the actions that have been decided upon
- prepare a report on the above

3. Responsibilities of the CCS

The CCS is responsible for ensuring that research fellowship funds are used with a high degree of integrity, accountability and responsibility.

Each institution receiving research fellowship funds must have established procedures for dealing with allegations of misconduct that are consistent with the above expectations. The CCS has the right, but not the obligation, to review the policies and procedures of the institution with regard to integrity in research and scholarship.

Allegations of misconduct made to the CCS or to research institutions might involve past or present awardees, trainees or staff supported by CCS funds. Such allegations might also arise from the peer review processes of the CCS. Under provision of the Privacy Act, the CCS may only transmit allegations of misconduct in research with the permission of their author.

The CCS will not transmit oral allegations to the institution or otherwise act upon them, since these cannot be assessed or transferred accurately. In the event that the CCS, or its peer review committee, identifies evidence of misconduct as part of the peer review process, the CCS will initiate an inquiry to gather and expeditiously review factual information to determine if an investigation of the allegation is warranted. An inquiry is not a formal hearing; it is designed to separate allegations deserving of further investigation from frivolous, unjustified, or clearly mistaken allegations. Based upon findings from the inquiry, the CCS may request that the institutions(s) involved to carry out an investigation and inform the CCS of the outcome.

The CCS requires that institutions that have carried out investigations of alleged misconduct in research or scholarship involving projects funded by the CCS inform the CCS of the allegations made and the

progress of investigations and provide the CCS with the report prepared.

The CCS will consider the report and may request clarification or additional information. In cases in which misconduct is concluded to have occurred, the CCS will also consider imposing its own sanction(s) in relation to awards made to the individual(s) or the institutions(s) implicated, in accordance with its policies. If actions are being considered, the CCS will provide an opportunity for the persons or institutions involved to present their position. These actions may include, but are not limited to:

- refusal to consider future applications for a defined time period;
- withdrawal of remaining installments of the award(s); and/or
- seeking a refund of all or part of the funds already paid as an award(s) for the research.

The CCS will inform the person(s) and the institution(s) involved of any impending action.

The CCS must retain the right at any time to bring a case to the attention of the appropriate legal authorities.

Industry-related Research

As is the case with all CCS supported research, a Host Institution must take full responsibility for the research fellowship being funded, according to all existing CCS policies. These include, but are not limited to, maintaining integrity in research and scholarship, full ethical review and surveillance, compliance with accepted biohazard and animal care regulations and full financial accounting and control.

For-profit organizations are not eligible to be Host Institutions for award applications to the CCS. The Principal Applicant on any Research Fellowship Award administered by the CCS must be based in, or be formally affiliated with (but not necessarily receive salary support from), a Canadian Host Institution which will take responsibility described above, for the duration of the funding period.

Research may be performed at the collected premises of the Host Institution, but also at any other locations as needed or as appropriate for the efficient conduct of the research. This includes the facilities of a for-profit organization, subject to the provisions above.

The CCS reaffirms that it does not wish to own or have a vested interest in Intellectual Property (IP) which may emanate from any of the research projects it is supporting. Neither does the CCS wish to dictate terms to Host Institutions as to how they handle such IP. The CCS does, however, require the Host Institution to have a clear policy regarding IP, and have such policy in force at the time any award is made. Note, however, that it is the intent of the CCS that the primary objective of funded research must not be the promotion of commercial interests.

Full disclosure of any existing or intended funding of the applicant's research and any agreements that pertain to that research, by any other source, whether not-for-profit or for-profit, must be made by the

applicants to the CCS to support any application for research. The details and mechanism of such disclosure must be sufficient to allow the CCS to make a determination of the amount of overlap, if any, with projects being submitted for support. Moreover, during the period of a CCS award, any changes in funding status that pertain to overlap are to be disclosed to the CCS. The CCS is prepared to have such disclosure made to a limited group of its senior officials, under an agreement of confidentiality, if necessary, to protect the rights of third parties.

It is the policy of the CCS that investigators should be free to disseminate advances arising from its funded research to other researchers, practitioners, policy makers and the public without undue delay.