Joint Canada-Israel Health Research Program

ISF-CIHR-IDRC Joint Scientific Research Program
Summary of Guidelines for Administrative Submission

3rd round

These guidelines include the following:

1. General information
2. Fundamental rules
3. Guidelines for submitting an application
4. Application sections
5. Submitting the application

For Full information please see Hebrew Guidelines

1. **General Information**
   1.1. Introduction
      1.1.1. The program aims to encourage research cooperation between Israeli and Canadian scientists.
      1.1.2. The program is activated due to an agreement of cooperation between Canadian Institutes of Health Research, (CIHR), the International Development Research Centre, (IDRC), the Azrieli Foundation and Israel Science Foundation, (ISF), and is funded by the Canadian and Israeli governments, through the funding agencies, funding its own scientists according to their respective regulations
      1.1.3. The third call of this Program supports biomedical sciences in cancer with special emphasis on new frontiers in overcoming therapeutic resistance in high fatality cancers. Potential topics may include, but are not limited to the following:
         - tumor heterogeneity
         - novel approaches to cancer therapy
         - development of predictive models of cancer
         - tumor microenvironment
         - cancer-related biochemical signaling networks
         - cancer metabolism
         - pathogenesis of infection associated cancers

      1.1.4. In this call, the funding agencies will approve up to 6 proposals for duration of up to three years.
   1.2. Eligibility of the Israeli researcher: Researchers from Israel with a PhD or MD may apply through the Authority for Research and Development in their institutions, as required by the ISF rules and regulations.
   1.3. Criteria for evaluation: The criterion for evaluating the research proposal is scientific merit. Applications will be scored according to:
      1.3.1. Scientific merit
      1.3.2. Experience and achievements of the applicants
      1.3.3. Collaboration within the project
      1.3.4. Environment and Infrastructure for the Research
2. **Fundamental rules**
   2.1. Upon submitting a grant application the researcher accepts the Foundation's guidelines and jurisdiction methods.
   2.2. The funding agencies fund activities of PIs of their respective countries.
   2.3. The grant will be given for a research project performed in Israel and in Canada in coordination with the respective relevant institution's authority.
   2.4. The grants are for up to three years.
   2.5. The maximum amount per project that can be requested by the Israeli PI from ISF is up to NIS 1,540,000 over 3 years.
   2.6. The application must include a component aimed at establishing long-term scientific relationships with researchers in low and middle income countries (for further details please click here).
   2.7. The researcher/s undertake/s to attain all the necessary authority approvals needed for carrying out the research and to provide them on request at any time (see Sect. 5.3.5.2, below).
   2.8. Each Principal Investigator can only submit and/or participate on one application in the competition.

2.9. One can submit an application to the ISF only if it is essentially different from any other application that was submitted/funded by the ISF or any another entity in Israel, or that would be submitted in this academic year for funding to another Foundation in Israel. The differences between the proposals must be made clear and described in a letter to the relevant administrative manager. An application that is found very similar to another, as just described, will be rejected.

2.10. An Israeli researcher and a researcher from Canada are allowed to participate as principal investigators (PIs), in only one application per submission cycle of this program.

2.11. A grant application will include only a single Israeli PI and a single Canadian PI.

2.12. If for any reason (leaving the country, retirement, etc.), the researcher cannot continue as a PI, the respective agency should be updated immediately.

2.13. The PIs are held by the respective funding agencies as responsible and in charge of the research.

2.14. The application is judged according to the format submitted. Therefore, the respective agencies have no mandate to fund it should any modifications be made. As a result the PI status cannot be changed.

2.15. Applications of the following nature are not accepted within this program: Survey or descriptive nature programs, publishing findings alone, database preparation, book publishing, translation work and preparation of bibliographies.

2.16. Studies funded by this joint program, which include the establishment of a database as a result of the research objectives, must make these databases available to the scientific community, and to inform the respective agencies as to where a link can be found (by references in the final scientific report).

2.17. The proposed budget should be submitted according to the rules and regulations of each Foundation.

2.18. This grant may include per diem and travel expenses for cooperation between the PIs up to 40,000 NIS/year.

2.19. Note that budget associated with the participation of collaborators from low and middle income countries cannot be included in the ISF budget, but should appear in the Canadian PI's budget even if will take place in Israel.

2.20. This grant may include funding of equipment (up to 200,000NIS /per project).

2.21. This grant may include 6000 NIS/year funding of per diem and travel expenses of research students traveling to relevant scientific conferences and workshops

2.22. It is hereby declared that any piece of equipment, including computers and computer equipment purchased with the funds of the grant is not the researcher's personal property.

3. **The proposal**

3.1. **Date and manner of full application submission: Registrations for applications at CIHR website are due by January 18th** Electronic submission of the joint application through the CIHR Research.net online system by **February 15th 2017**. Any amendment whatsoever **WILL NOT be accepted after this date**.

3.2. **Date and manner of administrative submission to the ISF:** The Israeli PI will submit an administrative application on-line to the ISF, the process will include 2 stages Registration and Submission

3.2.1. Electronic Registration of the joint application to ISF by 12:00 (noon), January 11th 2017.

3.2.2. Electronic submission of the joint application, (including the R&D authority approval) to ISF by **12:00 (noon), February 8st , 2017 (Jerusalem time)**

3.3. **ISF – Online administrative submission**

3.3.1. Submitter **system requirements**:

ISFonline – the Foundation's online system, operates in tune with the following platforms: **PC users –** Operating system: WIN7, WINXP; Browser: Internet Explorer version 11 or higher, Google Chrome version 40 and up. For the system to work correctly, applicants using version 11 or higher must add the Foundation's website to their list of Trusted Sites and enable Pop-ups for that website. The user's guide contains instructions for completing these steps. **MAC users –** Operating System: MAC OS X; Browser: Mozilla Firefox version 36 or higher (free download: http://www.mozilla.com/firefox/). ISFonline may function properly on other platforms but the Foundation cannot commit to it working correctly throughout all stages of submission and cannot fully support platforms other than those listed above. Users who choose to use other platforms do so at their own discretion.

3.3.2. All the submitting process (including the registration form) is done through the personal account, in the ISF on-line system, of the Israeli PI.

3.3.3. Upon confirmation of the registration form (see Sect. 4.2, below) the serial number given to the application will appear on the screen (and in the e-mail message sent to the PI), this number should be noted in every communication with the Foundation regarding the application.

3.3.4. The online application submitting system (see Sect. 5, below) contains a few screens. Please read the following guidelines; we advise that you use the user guide.

a) Some of the information on the application forms is taken from the registration form, and all details can be modified and updated (excluding changing the PI) up to the date of submission.

b) All fields should be filled in. By using the "Check before Submission" button, it is possible to check, at any stage of filling out the application, which obligatory fields are missing. Upon submission of the application (by pressing the "SUBMIT" button), the system will set an alert regarding fields that were not filled in or were not filled in according to guidelines.

c) Corrections cannot be made in files that have been uploaded. Each correction must be made on the original files, and then the corrected files must be attached anew (This action overrides the existing files and retains only the latest files that have been attached.)

d) In order to avoid problems in creating the full PDF file of the application, please do not upload files that are locked for editing, or secured in any other way.

e) Clicking on SUBMIT delivers the application to the research authority at the coordinating university for approval. The research authority may request that corrections be made in the application or reject it based on institutional

considerations. After receiving approval from the research authority, the application will be submitted to the ISF. The system will notify the PI via email when the research authority has approved the application and transferred it to the ISF.

4. Sections of the Application:

4.1. Prior to starting the registration process, applicants are requested to affirm that:
- They have read the Guidelines;
- They agree to have the application evaluated according to the ISF procedure described;
- They are aware of the method of reporting on an active grant.

4.2. The registration form will consist of three screens – general information (including the coordinating Israeli institute, subject of the proposal), the researcher's details and submission screen.

4.3. The application shall consist of several sections as described in detail below:

4.3.1. **Part 1 – General information**
The coordinating institute, number of years needed for the research, parallel funding, etc.

4.3.2. **Part 2 – Researchers**
PI's Details (Israeli and Canadian).

4.3.3. **Part 3 – Scientific program**
Tiltle, keywords, etc.

4.3.4. **Part 4 – Budget**
a) The proposed budget of the Israeli researcher will be submitted in New Israeli Shekels.

b) The budget must be as detail as possible including explanatory notes.

The budget is limited up to 513,000 NIS/year, for 3 years.

4.3.5. **Part 5 – Attachments and Appendices**
- **Collaboration** – A table including all collaborators of the researcher in the past 5 years.
- A list of **Authority Approvals** needs to be attached**.**
  The Fund is aware that getting some of the permits requires payments, and thus will be achieved only with the grant. However, one must complete the information required regarding these approvals. After winning the grant, the funding is conditioned upon the approval of the Research Authority that all necessary approvals will be obtained. The Research Authority certificate should reach the ISF along with the letter of acceptance and commitment. The authorities approvals needed are:
- **Declaration of Helsinki** – for applications involving experiments on human subjects or human material.
- **Animal research ethics committee approval** – for applications involving experiments on animals.
- **Nature and Parks Authority approval** – for applications involving research in nature reserves.
- **Committee for Engineered Crops approval** – for applications which require use of engineered material or material prohibited for import to Israel.

- **Israel Antiques Authority approval** – for applications which require archeological digs or use of material or objects discovered in archeological digs.
- **Other certifications** – required to conduct the proposed research

  Include references to the certifications required to conduct the research described in the research program.

Do not attach any appendices, letters of recommendation or articles published, sent or accepted for publication to the proposal. All relevant findings and results should be included in the research program.

5. **Submitting the Application**

   Pressing the "SUBMIT" button will forward the application to the Research Authority. After pressing the button, it is recommended to enter again and see that the application was indeed submitted. Only after receiving the approval of the Research Authority will the application forwarded to the ISF.

6. **The final version of the "Budget details PDF" as was submitted in the** administrative application will be submitted in the full application via the **research.net application form**.