

## Brain Canada

### 2019 Platform Support Grants (PSG)

#### Request for Applications (RFA)

#### About Brain Canada

Brain Canada is a national registered charity headquartered in Montreal that enables and supports excellent, innovative, paradigm-changing brain research in Canada. For two decades, Brain Canada has made the case for the brain as a single, complex system with commonalities across the range of neurological disorders, mental illnesses and addictions, brain and spinal cord injuries. Looking at the brain as one system has underscored the need for increased collaboration across disciplines and institutions, and to ensure that Canada has a robust pipeline of talent to remain at the forefront in the field of brain research. This will lead to a smarter way to invest in brain research that is focused on outcomes that will benefit patients and families. Brain Canada's vision is to understand the brain, in health and illness, to improve lives, and achieve societal impact.

The Canada Brain Research Fund is an innovative partnership between the Government of Canada (through Health Canada) and Brain Canada, designed to encourage Canadians to increase their support of brain research, and maximize the impact and efficiency of those investments. The Fund supports the very best Canadian neuroscience, fostering collaborative research and accelerating the pace of discovery, in order to improve the health and quality of life of Canadians who suffer from brain disorders. Over the past 20 years, Brain Canada and its donors and partners have invested \$250 million in 300 research projects across the country.

[www.braincanada.ca](http://www.braincanada.ca)

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## Rationale

High-impact research in the neurosciences has always required skill, imagination, determination, and insight. Today, research additionally requires access to shared equipment, facilities, services, databases, computing/informatics facilities, patient repositories, and biobanks; collectively referred to as technology “platforms”. Such platforms are complex, highly sophisticated, and expensive but are now recognized as an important enablers of capacity building and a cost-effective means of accessing cutting-edge equipment, technology, and services beyond what any researcher could achieve on their own. Platforms also play a critical role in fostering innovation and interdisciplinary collaboration. As such, access to platforms is essential to address the evolving needs of research.

Leveraging the full potential of the platform relies on the expertise of the staff operating it to make it accessible, and to ensure that performance and efficiency are optimized. As technologies evolve, there is a need for service-oriented expert scientists with the ability to implement, run, improve and adjust technologies to keep up with research demands.

Brain Canada has identified support for operations and maintenance of research platforms as a gap in the neuroscience research funding environment and the *Platform Support Grant (PSG)* program aims to continue addressing this critical issue.

## Scope

The PSG program supports major research platforms (local, regional, or national) for up to three years with the goal of providing *enhanced technical and research capabilities* to multiple investigators in the neurosciences (including mental health).

Examples of platforms which fall within the scope of PSGs include brain banks, clinical trial networks, imaging facilities, transgenic animal facilities, specialized high-throughput genomics facilities, drug discovery platforms, data repositories, informatics systems, and data-sharing systems. The linking and coordination of existing local or regional facilities into a national framework or network is especially encouraged under this scheme, as is the integration of Canadian resources into an international platform or consortium (as long as these actions improve its accessibility and utility to Canadian investigators). Since technical approaches commonly used in other fields of the health sciences can be applicable to the neurosciences, platforms may serve researchers working in other fields, however, the proposed platform enhancement must be of specific and unique benefit to the neuroscience community.

Central to PSG is the concept of added value: support from Brain Canada and sponsors must result in at least one of the following outcomes:

- Improvement in operations and capabilities of existing platforms such that research is facilitated and/or accelerated.
- Access to specialized technology or integration and coordination of existing infrastructure such that quality is improved and more widely accessible.
- Creation of new data pools, or improved access to existing data, which allows for the conduct of research activities not previously feasible.
- A discernable impact on Canada’s capabilities in neuroscience research, even for local and regional platforms.

Examples of added value include:

- Improved maintenance strategies to extend the lifespan of current platforms;
- Performing essential repairs, and upgrading hardware (see eligible costs);
- Increasing or upgrading technical support in order to offer additional services, improved client support, or extended hours of service;
- Reducing user fees to the academic-sector (i.e., enables those previously unable to access the platform to do so);
- Enhancing the ability of neuroscience researchers to share and retrieve research data, biological samples, and/or adopt common methodology;
- Standardizing the acquisition and curation of materials and developing standard operating procedures that will improve reliability and reproducibility;
- Demonstration projects of research that would be otherwise impossible without the services and/or information provided by the platform (see eligible costs);
- Faster uptake of novel techniques due to the availability and shared resourcing of trained personnel
- Developing novel technical and methodological approaches for neuroscience research, including informatics tools and software, that will have broad applicability and impact on research progress;
- Engaging stakeholders to ensure that knowledge is more rapidly translated to practice and that ethical issues in neuroscience research are addressed.

**PSGs are not intended to replace current sources of funding or merely sustain current levels of platform service and capability.**

## Grant Details

The 2019 competition has an overall envelope of \$6 million dollars, excluding matched funding from sponsors. Annual grant amounts are typically \$750,000 - \$2 million each (unmatched) over 3 years, with flexibility in the total amount and annual funding profile to accommodate the needs of specific platforms. *Please note that in its 2019 Budget, the Government of Canada announced funding of up to \$40 million over two years for the Canada Brain Research Fund (CBRF), starting in 2020-21. Funding for the PSG program is subject to a funding agreement between Brain Canada, Health Canada, and sponsors.*

## Sponsored Opportunity

Through this sponsored PSG funding opportunity, Brain Canada aims to assist sponsoring organizations, agencies, institutions, and individuals who wish to build capacity and develop research platforms in specific thematic and/or geographic areas. To take full advantage of this, the research team must apply for funding with one or more sponsors who will commit to providing an aggregate of 50% of the total funds requested (matched funds).

We expect this opportunity to be of particular interest to:

*Institutional Benefactors and Donors to Charities* who want to support either a specific aspect of brain research, a neuroscience or mental health research project at a specific institution, or a research project conducted by a particular research team. Through a combination of tax credits from their donations to the institution or charity and the matching funds provided by Brain Canada, their donations will be leveraged 2.5-3 fold, depending on the province.

*Health Charities and other Funders* who can use this opportunity for exceptional leverage to attract additional donations and support more high-quality research relevant to their mission than would otherwise be possible.

*Research Institutions* that can use this opportunity to attract additional donations and build their capacity for brain research by supporting their investigators at a reduced cost.

*Industry partners* who can use this funding opportunity as a low-cost approach to supporting innovative research in the neurosciences.

- Eligible sponsors include individual donors, charitable organizations, provincial government agencies and ministries, for-profit enterprises, research institutions, hospitals and health-care organizations, and any other entities, including foreign entities or organizations, which do not receive more than 50% of their funding from the Government of Canada. *Note: while international sponsors are permitted, CBRF funds can only be disbursed to Canadian institutions.*

- **A sponsor may support any number of applications and multiple sponsors may support a single application, but no sponsor can commit less than 20% of the matched funding required.**
- Sponsor(s) must declare any real or received conflicts of interest in their letter of support; to be submitted with full applications.

It is strongly advised that researchers and sponsors begin to discuss possible sponsorship of a project as early as possible in the application planning process. Registration forms may be submitted without a firm commitment from a sponsor, however, the Registration documents must be accompanied by letters expressing an interest in supporting the planned research.

- Subsequent to the registration form, **Full Applications will not be accepted unless accompanied by a letter of commitment from the sponsor(s).** If a sponsor is unable to honour its funding commitment at any time, Brain Canada will be required to withdraw its funding. It is recommended that potential sponsors contact Brain Canada for clarification on Brain Canada's matching policies (see below for contact information).
- Sponsors' support of PSGs will be acknowledged in all presentations and publications. Brain Canada will advise sponsors of any impending media opportunities related to the supported platform, and vice-versa.

## Eligibility

This competition is open to groups of investigators working in neuroscience research. Broadly, this encompasses all areas of neuroscience and any disciplines that are being applied to the study of the nervous system in health and disease including: neurological and mental health disciplines as well as associated social, biological, chemical, physical, engineering, mathematics, and computer sciences areas that have a primary objective of advancing our understanding of the brain, nervous system, and special senses, or to resolve problems arising from their dysfunction.

- **Increasing equity, diversity and inclusion (EDI) in research environments enhances excellence, innovation and creativity. Brain Canada is committed to excellence through equity, and we encourage applicants of diverse backgrounds to apply to our funding opportunities.**
- One of the platform team members will be designated the Principle Investigator (PI), nominated by the platform team, to be the individual responsible for submitting the application on its behalf and for all communications with Brain Canada. The PI is generally the individual responsible for overall management of the Platform. If the Platform is a physical entity, it would generally be located at the PI's institution.
- Members of the platform team must be based at a Canadian research institution and eligible to receive funding from the federal granting agencies. The PI may be based in one or several Canadian research institutions.
- Brain Canada's PSGs will have additional impact if they also increase opportunities for interaction and collaboration between researchers from different sectors and countries who intend to use the platform. Associate Members of the platform team are researchers from industry, government, other non-academic sectors, and international researchers who intend to use the platform. While these other users cannot receive Brain Canada funding, they should be listed in the application with their interaction with the platform team described.

## Use of Funds

The funds must be directed towards the direct costs of the research project for which they were awarded and should be directly attributable to the project or activity being performed.

Eligible Costs	Ineligible Costs
Purchase of service contracts, equipment repairs and other improvements to prolong the life of the platform, ensure it remains “state of the art”, to increase its performance, capacity, and/or number of users supported. <i>Purchase of equipment and hardware may not exceed one quarter of the total value of the grant.</i>	Renovation or construction of space, purchase of standard office and laboratory furniture (cabinets, stools, computer desks, etc.)
Specialized supplies and services necessary for operation which will increase the platform’s performance and number of users supported.	Basic laboratory services (heat, light, HVAC, municipal water supply, natural gas, security, cleaning, etc.) and research support services normally provided by an academic institution (e.g. libraries and other repositories of published works, basic animal care, technology transfer functions)
Salaries and benefits for technical and professional personnel responsible for developing, operating, and maintaining the platform.	Salaries of any individual Principle investigator or researcher holding an academic appointment.
Development and dissemination of, and access to: databases, data repositories, patient registries, informatics platforms and portals to access and deposit data, development of technical protocols, data standards, and standard operating procedures.	Costs involved in meeting regulatory or ethical requirements, occupational health and safety requirements, audits or requirements for licensing, Insurance, etc. Costs associated with protection of intellectual property.
Training programs for new users and technical staff; advertising the availability and capability of the platform to users; communications between users intended to improve utilization and operation of the platform; meetings of management committees for the purpose of improving operations of the platform.	Costs for the operation of platforms that are for other than neuroscience research, and incurred by users who are ineligible to receive funding from the federal granting agencies (CIHR, NSERC and SSHRC).
Operating costs of a demonstration research project intended to demonstrate the utility and value of a newly-formed platform and secure sustaining funding from other sources, <i>not to exceed one-half of the total value of the grant.</i>	For platforms that integrate research with other activities, such as service delivery or education and advocacy, costs that are not directly attributable to research and associated knowledge translation activities.

Note that this list is not exhaustive, and Brain Canada may rule any other expenditure eligible or ineligible. Applicants are advised to contact Brain Canada before submitting an application requesting support for other types of expenditures.

## Criteria for Assessment

A highly-rated application will have the following attributes:

- 1) **Quality and impact of the research that is conducted using the platform.** The platform enables excellent researchers to generate novel results that:
  - Contributes to the advancement of theory and concept or lead to the development of new approaches for prevention, diagnosis, and treatment of neurological and mental illness;
  - Could not have been conducted in its absence, except at much greater cost (i.e., by duplicating existing infrastructure) and with significant delay;
  - Will enhance Canada's capacity in neuroscience research;
  - Has an ultimate impact which will reduce the burden of disease, improve quality of life, and/or stimulate economic development in Canada;
  - Will stimulate intersectoral (e.g. university/industry, university/health care service) or international collaboration;
  - For new platforms where some funding will be used for a demonstration research project, the project is scientifically excellent and of high potential impact.
- 2) **Distinctiveness of the platform.** The platform is unique in its capabilities within the nation, region, or locality.
- 3) **Management of the platforms.**
  - The governance and organizational structure are strong, effective, and widely understood by users;
  - There is an equitable and user-friendly process for access, and users receive training and assistance, allowing them to use the platform and its services in the most efficient, safe, and economical fashion;
  - There is regular budget planning for operations and maintenance, and for technical modifications to keep pace with scientific progress;
  - For established platforms, users attest to the smooth operation and minimum downtime of the platform and know how to communicate suggestions and concerns to the responsive operators;
  - The operation of the platform is reviewed or audited regularly against defined performance benchmarks and identified deficiencies are corrected.
- 4) **The added value of Brain Canada and Sponsor support.** The PSG will facilitate user access to the platform and improve its operational capabilities, quality, or capacity. Linkages to other databases, repositories, biobanks, and registries are described.
- 5) **Sustainable commitment to platform support.** The application is clear on the extent to which the existing platform, or the components that will be coordinated or integrated using the PSG, is/are supported from other sources. There are explicit commitments from the other funding partners of the platform, and assurances that the PSG will not merely displace the financial commitment of other supporters. There is a credible plan for sustaining the platform after the expiry of Brain Canada funding.
- 6) **Data sharing and standardization.** The platform adopts standard protocols and standardized data collection so that, subject to applicable laws and regulations, its data and specimens will be useful and accessible to other qualified researchers. *Applications for support of repositories, databases, and registries which contain personal health information must explain how their platform conforms to the relevant ethical guidelines.*



## Timeline

Call for Applications	November 26, 2019
Electronic Grant Applications System Opens	January 24, 2020
<b>Deadline for Receipt of Registration Forms</b>	<b>16:00 EST, February 4, 2020</b>
<b>Deadline for Receipt of Full Applications</b>	<b>16:00 EST, March 10, 2020</b>
Notification of Award	Mid-late May 2020
Funding begins (earliest date)	July 1, 2020

## Application process

Registration forms are to be submitted via email to [platformgrant@braincanada.ca](mailto:platformgrant@braincanada.ca) by **16:00 EST on February 4, 2020**. Submission of a registration form is a requirement to submit the full application. Full applications must be submitted using Brain Canada's electronic grant management system - SmartSimple ([https://braincanada.smartsimple.ca/s\\_Login.jsp](https://braincanada.smartsimple.ca/s_Login.jsp)). The PI must complete all required application fields before 16:00 EST March 10, 2020. Brain Canada will acknowledge receipt of the full application within two working days

PIs and/or members of the platform team should contact Brain Canada ([platformgrant@braincanada.ca](mailto:platformgrant@braincanada.ca)) with inquiries regarding the application process.

## Registration Form

### Platform Summary

- Title of proposal;
- Project start and end dates (note: choose dates within a 36 month window)
- List up to 10 key words describing the platform;
- Provide a summary description of the platform and how it will be used to advance research in Neuroscience, and the impact of the platform on the field; include an explanation of the special services, capabilities, or expertise that the platform will offer to researchers and the scope of the platform (local, regional, national, or international). Explain how the data or materials acquired, curated or analyzed by the platform will be made available to other qualified researchers (with appropriate safeguards in the case of human data).

### User Group Details

- List the names, affiliations, and roles of each Member of the platform team.
- Lists of Members or Associate Members (if applicable). Please briefly explain how each Member or Associate Member will use the proposed platform.

### Attachments

- Support letter(s) from potential sponsor(s). The letters do not have to be accompanied by a funding commitment from sponsors, but a letter of support from a sponsor potentially interested in supporting the project explaining why the project is important to them, the likely uptake of the research results, and the overall impact of the project. (maximum 1 page per letter)

### Optional Information

- Provide names and contact information for up to three individuals (Canadian or International) who are knowledgeable in your research area and would be able to evaluate the application. Individuals should not have a conflict of interest.
- Individuals to whom the application should **not** be sent for review.

Reviewers will be selected by Brain Canada, taking these and other considerations into account.

Please click [here](#) to download the Registration Form.

### Full Application

**Platform Summary** – Same as in Registration Form, update as needed.

- Title of proposal;
- Project start and end dates (note: choose dates within a 36 month window)
- List up to 10 key words describing the platform;
- Provide a summary description of the platform and how it will be used to advance research in Neuroscience or Mental Health, and the impact of the platform on the field; include an explanation of the special services, capabilities, or expertise that the platform will offer to researchers and the scope of the platform (local, regional, national, or international). Explain how the data or materials acquired, curated or analyzed by the platform will be made available to other qualified researchers (with appropriate safeguards in the case of human data). (maximum 500 words)

**Lay Summary** (maximum 250 words)

- Suitable for publication and understandable by non-scientists

**Proposal** (maximum 6 pages)

- Provide details of the proposed use of the PSG, addressing all the assessment criteria listed above. *For platforms where funding will be used for a demonstration research project, an additional 3 pages may be added so that the project may be described in more detail and properly evaluated.*
- Describe the anticipated collective impact and outcomes of the platform on the research of the platform team, including the potential for intersectoral and international collaboration and on Canada's capabilities in neuroscience research. Emphasize the added value of the PSG in improving the platform's accessibility, performance, and reach to the neuroscience research community.

**Research Plan and Timeline**

- List the overall objectives of the platform.
- List *project milestones*. Milestones are significant steps in the project. Milestones should be described for at least every 6 months of the proposed project and must be accompanied by a set of metrics that can be evaluated by a third party to gauge progress.
- Please provide a *Gantt chart* which outlines the general timeline for the project within the requested funding period (36 months). The Gantt chart should reference the milestones listed above.

### Member Details

- List the names and affiliations of the Members of the platform team as well as their role in the proposed platform project. It is recommended to include for each name a URL for their institutional or personal webpage.
- Provide a brief CV (in biosketch format – see [template](#)) outlining each Member’s qualifications and achievements. (maximum 4 pages for each biosketch)

### Budget

- For each grant year, provide the total amount of requested grant funding in the budget table.
- Provide an outline budget for the full period of funding, listing the major line items as described under “Eligible Costs”, above, supplemented by a brief statement explaining how this expenditure will support the intended operation of the platform.

### Special Considerations

Understanding sex, gender, and diversity as determinants of health and how they interact with other determinants can help to ensure that research projects lead to better outcomes and are beneficial for all people living in Canada. If there are specific User Members or Associate Members who plan to use the platform to address any of these special considerations, please describe this below.

#### Sex and Gender Considerations (maximum 1 page)

- Are sex (biological) considerations taken into account in any of the research projects that will utilize this platform (led by the PI, Members, or Associate Members)? Please describe how sex will be addressed in your research project. If you answered no, please describe why sex is not applicable to the platform.
- Are gender (sociocultural) considerations taken into account any of the research projects that will utilize this platform (led by the PI, Members, or Associate Members)? Please describe how gender will be addressed in your research project. If you answered no, please describe why gender is not applicable to the platform.

#### Diversity Considerations (maximum 1 page)

- Please describe any targeted research including diverse populations, such as that based on gender, age, Indigenous identity, visible minority identity, or disability, which may utilize this platform.

#### Ethical, Social and Legal Aspects (maximum 1 page)

For the Full Application, applicants will be required to provide documentation, where applicable, demonstrating approvals and compliance with national policies on the ethical use of human subjects, animals, and biohazards. As proof of institutional approvals are required prior to funding release, please outline what applicable policies you will have in place for the Full Application deadline, and timeline for any addendums or additional approvals specific to your proposal that may need to be added after. Additionally, please address any ethical, social, and legal implications that may be raised by the application of neuroscience research findings from your research project.

### Attachments

- Figures and references (maximum 3 pages)
- Please attach official letters of support from the sponsor/s which clearly state why the project is important to them, the likely uptake of the research results, and the overall impact of the project. The letter should also specify the amount of funding each sponsor is willing to invest in the project (*note: no sponsor may commit less than 20% of the total funds for the project*).

### Certification and Signatures

- Signature of the principal investigator is mandatory for the application to be considered.
- Institutional Signatures: Signature of the responsible official of the institution where the principal investigator will conduct the research is required.
- All signatures must be submitted along with the application by the deadline for Full Application.

### Optional information

- Provide names and contact information for up to three individuals not in conflict who would be competent to evaluate the application;
- Individuals to whom the application should **not** be sent for review. Reviewers will be selected by Brain Canada, taking these suggestions into account.

### Sponsors

- Sponsors must provide the Lead User, well before the application deadline, with official letters of commitment that specify the title of the application(s) that will be supported, along with the amount and duration of funding that the sponsor commits to provide to Brain Canada.
- The aggregate commitment from all Sponsors must be 50% of the total funding requested in the application.
- It is understood that this commitment is contingent on the application being recommended for funding, and the availability of matching Brain Canada funds, which will be allocated to applications in order of merit.
- Some sponsors may intend to use the application process to help them select the most meritorious applications for funding. For example, a university may commit to funding the two most-highly rated and fundable applications from among the three submitted by applicants from that university. This is permissible, so long as this additional contingency is clearly stated in the letter of commitment that accompanies all the applications to which it applies. The commitment must still provide 50% of the requested funding, alone or in combination with other sponsors, for the projects, if selected. It is important that the applicants understand that this additional contingency, essentially an inter-sponsor competition, applies to their application.
- If these contingencies are met, the sponsor(s) will be required to sign a formal Sponsorship Agreement consistent with the terms of the letter of commitment, and with Brain Canada's funding terms.
- PIs must forward the sponsor letters with the full application.

## Application Format

All attached documents will need to be formatted using 11-point Arial or Georgia font, single-spaced, on a letter-size page with 1" minimum margins. The font size for figures and legends must be a minimum of 10 points. Use of a condensed font and spacing is not permitted. Applications received in any other format, exceeding the page limits, incomplete, or late, will be rejected. **It is the sole responsibility of the applicant to ensure their submission adheres to these requirements and is received before the deadline.**

## Review Process

### Registration Forms

The purpose of the registration form is to provide Brain Canada with a basic overview of the level of interest in PSGs within the research community, confirm eligibility of applications, and to help inform the selection of reviewers (Review Panel) which will evaluate the merit of full applications. While the

registration document itself will not be evaluated, the submission of a registration form by **16:00 EST on February 4, 2020** is a requirement to move on to the full application stage.

Brain Canada will manage the review process and recruit a PSG Review Panel composed of experts, from within and outside Canada, with a broad range of expertise and training to review full applications. Review Panel members will be recruited according to the topics of the PSG applications proposed in the Registration phase and are not in conflict with the applications. Review of full applications will take place at an in-person adjudication meeting.

### **Full Application**

The Review Panel will provide a merit score based on the assessment criteria described above for each full application and recommend to Brain Canada those applications which have received a sufficiently high merit score to deserve an offer of funding. will be allocated to applications in descending order of merit, until the dedicated funds are exhausted, or all recommended applications are funded. Successful applicants will be notified that their proposals have been conditionally approved and informed of any conditions that must be met before funding can be released.

Applicants will receive written comments from the expert reviewers of the Review Panel, unless considered uncompetitive by all reviewers. Brain Canada will not enable an appeal process against the assessment of the Review Panel.

The membership of all committees involved in the adjudication of this funding opportunity will be posted on the Brain Canada website after the results are published.

Brain Canada may require documentation (e.g. service contracts, or repair/upgrade estimates, ethics approval where relevant) only from those applicants whose PSG proposals have been conditionally approved. Where the platform involves the management of personal information or material derived from or to be used in human studies, the applicants will be required to provide copies of appropriate institutional ethical, confidentiality and other approvals as necessary before funds are released. The required documents must be received, and other conditions resolved within a reasonable period specified by Brain Canada, before funds can be released to the institution of the PI. In case of multi-site platforms, the PI is responsible for distributing funds to the other institutions.

### **Confidentiality and Ownership**

Brain Canada Foundation will keep all materials submitted for this funding opportunity confidential, and only share them with reviewers, Review Panel members, and observers who have signed confidentiality and non-disclosure agreements. Funded applications will be retained for comparison of intended and actual outcomes, as part of the final evaluation of the Canada Brain Research Fund.

Brain Canada does not claim ownership of intellectual property (IP) arising from the research they fund, and expects that any IP arising from this funding is developed and commercialized according to the policies of the research institutions in which the research is performed. Platform team members must resolve IP ownership issues with sponsors before submitting the application. Where the sponsor is a for-profit entity, Brain Canada must be consulted to determine if the IP arrangements are acceptable as this will be a component of the Sponsorship Agreement.

### **Reporting, Communications, and Evaluation**

As a condition of continued annual funding of Platform Support Grants, Brain Canada requires regular communication with the PI, and annual scientific progress and financial reports, outlining use of funds,

project achievements, as well as difficulties encountered, and steps taken to overcome them. Brain Canada will share the progress reports with sponsors supporting the program, at their request.

- **Scientific Progress Report:** The PI is required to submit annual scientific progress reports to Brain Canada no later than 30 days after the anniversary of the project start date, and a final scientific progress report no later than 60 days after the project end date.
- **Financial Report:** The PI and the Host Institution are required to provide an annual financial report no later than 60 days after the first and last anniversary of the project start date, including the following:
  - Financial statement signed by a financial administrator at the Host Institution, including a list of expenditures for the reporting period as per the categories of expense outlined in the approved budget;
  - Financial explanation completed by the PI and providing justification, by category of expense, for any variance of more than 20% from the approved detailed budget. If there is an unspent balance of more than 25% of the funds available for the current year, the PI must provide a forecast of expenditures for the next six (6) months with detailed explanation.
- **Post-Grant Report:** In addition, at least one year after the end of the funding period, Brain Canada requires a post-grant report detailing the outcomes of the project, including results, impact of the platform and future directions, new collaborations, publications, and other significant achievements.

Subsequent instalments will be contingent upon receipt of satisfactory scientific progress and financial reports. Please note that funding may be **suspended** or **terminated** following failure to produce such reports within the required timeframe. Ten percent of the final year's funding will be withheld and released upon receipt of a satisfactory final progress report that describes the current and estimated future outputs and impacts of the research project.

If a progress report lacks detail or indicates that the project is not progressing sufficiently, Brain Canada will communicate with the PI to obtain more information. Brain Canada may offer the possibility for the PI to apply for a no-cost extension up to 12 months that will need to be approved by Brain Canada. Brain Canada may also cancel further funding. More details on the reporting process will be provided to successful grantees.

In order to demonstrate to Canadians the ongoing value of the Canada Brain Research Fund (CBRF), principal investigators must contact Brain Canada in advance of the publication, release, or public presentation of research results obtained with Platform Support Grants, so that a press release or other communication materials can be prepared. Embargoes will be strictly respected.

Brain Canada and the financial support of Health Canada and any named sponsor(s) must be acknowledged in all publications, releases and presentations of research as follows: ***"This Project has been made possible by the Brain Canada Foundation, through the Canada Brain Research Fund, with the financial support of the <sponsor(s)> and Health Canada"***.

Principal investigators must inform Brain Canada of any upcoming media and communications opportunities in advance and Brain Canada will in turn inform the sponsor(s) and Health Canada. Principal investigators will provide Brain Canada, sponsor(s) and Health Canada with the opportunity to be involved in any publicity activities related to the grant.

## Contact Information

For more information, or if you have any questions regarding the application process, please contact Brain Canada at [platformgrant@braincanada.ca](mailto:platformgrant@braincanada.ca)