MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

BC's health research funding agency

2020 INNOVATION TO COMMERCIALIZATION COMPETITION

⚙ GUIDELINES

DEADLINES:

LETTER OF INTENT: **JANUARY 27, 2020, 4:30 p.m. PT**

FULL APPLICATION: **MARCH 31, 2020, 4:30 p.m. PT**

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1. Preface

The Michael Smith Foundation for Health Research (MSFHR), funded by the province of British Columbia, is BC's health research funding agency. MSFHR helps develop, retain and recruit the talented people whose research improves the health of British Columbians, addresses health system priorities, creates jobs and adds to the knowledge economy. Learn more at www.msfhr.org.

2. Purpose

The MSFHR Innovation to Commercialization (I2C) program supports researchers to advance discoveries or inventions originating from the academic research sector, which may result in products, technologies or services that improve health outcomes, benefit society, and help enrich the health innovation ecosystem in BC. Funds from I2C awards help support research and commercialization activities that improve the commercial viability of a researcher's intellectual property (IP)[1]. It does so by providing funding for activities directly related to the implementation of a commercialization plan, and/or providing funding support to a portion of the award recipients' salaries to protect their time for relevant research activities.

3. Objectives

The specific objectives of the I2C program are to:

- Support researchers to enhance and strengthen technology and product maturity toward market usability.
- Support talent development and build capacity for translational research in BC.
- Facilitate interaction between partners and researchers that provide opportunities for investment in commercializable IP.

4. Award Amount and Duration

The budget envelope provided by MSFHR for this funding opportunity is $2,700,000, enough to fund at least six I2C awards over the entire term of the award. Additional funds contributed by partners (see **Section 8**) may increase the number of awards MSFHR is able to offer.

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[1] All materials, concepts, know-how, formulae, inventions, improvements, industrial designs, processes, patterns, machines, manufactures, compositions of matter, compilations of information, patents and patent applications, copyrights, trade secrets, technology, technical information, software, prototypes and specifications, including any rights to apply for protections under statutory proceedings available for those purposes, provided they are capable of protection at law.

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The I2C award funds are for salary contributions to the award recipient (for the buy-out of protected time for research) or to designated individuals working directly on the conduct of the award recipient's research and commercialization activities.

Award funds may also be used to defray costs incurred through research and development activities that will advance the innovation[2] towards commercialization and strengthen the position of the IP, or generate new IP described in the application. Examples of eligible research and development activities include (but are not limited to):

- refining and implementing design/formulation
- verifying application or target
- conducting field studies
- performing efficacy or safety trials
- performing beta testing
- building prototypes

A complete list of eligible expenses can be found in **Appendix A**.

The I2C award consists of two phases (all amounts in Canadian dollars):

I. **Phase I** of the award provides an initial **two years** of funding support at **$150,000 per annum**.

II. **Phase II** provides an additional **two years** of match-funding, support **up to a maximum of $75,000 per annum**. Phase II funding is contingent upon successful review of a renewal application by an external review panel (see **Section 13**). Only individuals funded in Phase I are eligible for Phase II funding.

5. Eligibility Requirements

To apply, the **primary applicant** must:

- Hold an appointment at, or have a commitment for an appointment that will begin by the award start date of September 1, 2020, from a BC institution that must allow the applicant to:
    a. Apply for and hold peer-reviewed funds as a principal investigator
    b. Be a research supervisor for graduate and post-graduate trainees
    c. Publish their research results

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[2] The term "innovation" in this context includes all advances, inventions, technologies or applications that are expected to result in a new or improved commercial product, process, or service.

- Be affiliated with a BC host institution[3] that holds a memorandum of understanding[4] with MSFHR.

- Conduct research that demonstrates a clear link to human health.

- Conduct the majority of their proposed research and commercialization activities in BC.

- Not currently hold an MSFHR I2C award, or currently hold an MSFHR Scholar or Health Professional-Investigator award at time of application.

<u>One additional co-applicant may be included in the application</u>. Co-applicants must be identified as either a researcher[5] or a research user[6]. Individuals can only be designated as a primary applicant on one application only. A single individual may only be designated as a primary applicant and/or co-applicant on a total of two applications during this competition.

The innovation that provides the basis for the application must:

- Be at or past active research and development for proof-of-concept, but not past the level of a successfully-demonstrated product or technology, i.e. successful prototype, formulation, model, etc., in a relevant environmental context (see **Section 7**).

- Have been subjected to an initial technology assessment by the host institution's technology transfer office, or equivalent.
    o This requirement will be confirmed in the IP Assessment Form (see **Section 7**).

MSFHR claims no rights of ownership to the IP associated with this funding opportunity. However, MSFHR requires any IP created or developed within the project supported by the I2C Award be exploited in a way that maximizes benefits to the BC health system and the health of British Columbians.

MSFHR reserves the right to declare applications ineligible.

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[3] The host institution is typically the institution that provides the majority of resources to support the program of research (e.g. infrastructure, human resources, administration, etc.). The selected host institution will be responsible for administering the award funds.

[4] In order for host institutions to administer MSFHR awards, they must have a valid memorandum of understanding with MSFHR. A list of host institutions with valid memorandum of understandings can be found at www.msfhr.org/sites/default/files/MOU_List.pdf.

[5] A researcher is an individual who is eligible to hold research operating funds as either a principal or co-investigator at the time of when this competition closes.

[6] Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as equal members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions on the commercial uptake of the product or technology. A research user may include, but is not limited to, other researchers, health care practitioners, decision makers, health care administrators, representatives from private industry, patient user groups, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches'. www.cihr-irsc.gc.ca/e/45321.html. Accessed Aug 2017].

6. Knowledge Translation

MSFHR requires all applicants to include knowledge translation (KT) activities in their research proposal. KT is defined as the broad range of activities meant to improve the use of health research evidence in practice, policy, and further research.

KT related activities must be embedded within the research proposal through, for example, research user[7] engagement, research dissemination, and/or research uptake activities. KT activities should be determined based on their appropriateness given the type of research, expected findings and target audience. Applicants are strongly encouraged to engage research users throughout the research process. If you would like to assess your KT skills, learn more about KT competencies and find resources on incorporating KT into your application, check out KT Pathways. For additional resources on KT in health research in general, contact the MSFHR KT unit at KT@msfhr.org.
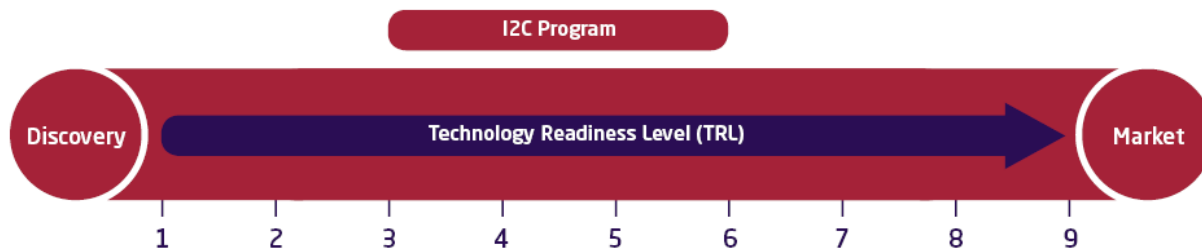
7. Intellectual Property

Technological Readiness

The I2C Program supports health researchers with promising discoveries or inventions who are working within the space between research and development for concept validation (i.e., proof-of-principle) and a successfully-demonstrated product, technology or service in a relevant environment. The Technology Readiness Level (TRL) scale[8] below is used to gauge the maturity level of an invention/ discovery. TRLs are based on a scale from 1 to 9, with 9 being the most technologically mature. As illustrated in the figure below, **the I2C Program supports researchers with IP development between TRL 3 and 6**.

Note: The I2C award is **not** for *discovery*-level projects, i.e., the basic parameters of a concept must have already been explored and sufficient testing done to assess the potential of the innovation to work in a controlled (e.g., laboratory) environment. The innovation that serves as the focus of the application must be at an eligible stage of technological readiness. Applications that feature an innovation that is not sufficiently mature will not be recommended for funding.

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[7] Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches']. www.cihr-irsc.gc.ca/e/45321.html. Accessed September, 2019.

[8] Adapted from Public Works and Government Services Canada (https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/program-specifics/technology-readiness-levels).

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Level	Description
TRL 1	Basic principles observed and reported.
TRL 2	Technology concept and/or practical applications invented.
TRL 3	Active research and development for concept validation (proof-of-principle).
TRL 4	Validation of technology in a laboratory setting.
TRL 5	Validation of technology in a relevant environment.
TRL 6	Demonstration of technology in a relevant environment (prototype).
TRL 7	Prototype demonstrated in an operational environment.
TRL 8	Technology is proven to work through test and demonstration.
TRL 9	Actual application of technology in its final form ready for commercialization.

Although the TRL scale has its origins in engineering and applied sciences, TRLs are often modified and adapted according to specific research fields.[9] Since any discovery/invention with a clear link to human health is eligible under this funding opportunity, applicants (or their technology transfer/innovation office) should do their best to accurately assess the technological readiness of their IP as it applies to their field of study prior to application.

Note: IP at a TRL between 3 and 6 is only required for entry into Phase I of the I2C Program. There is no restriction on the TRL progress of the IP when entering into Phase II.

Intellectual Property Assessment

As part of the I2C full application, applicants will be asked to complete an Intellectual Property (IP) Assessment Form.

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[9] An example of a generalized scale of respective TRLs for biomedical technologies can be found at https://ncai.nhlbi.nih.gov/ncai/resources/techreadylevels.

This assessment form is required for the upload section of the [MSFHR ApplyNet](#) application, and must be completed jointly by the applicant and an individual who can formally assess aspects of the IP such as its purpose, origin and TRL, utility within the desired setting (e.g., clinic, public health, community health, etc.) benefits and risk, cost, and relevant system changes.

IP must be disclosed by the applicant according to their host institution's policy. Assessment of IP developed within the academic research sector is typically performed by the institution's technology transfer or innovation office (or its equivalent), if mandated by the policies of said host institution. Alternatively, if allowed by institutional policy, the IP Assessment form may be endorsed by an independent technology assessment expert (e.g., independent consultant, resident intellectual property manager at a company, etc.). The signature of the technology transfer officer, or equivalent must be included in the form prior to its upload to MSFHR ApplyNet.

Note: It is highly recommended that applicants engage with a technology transfer or business development officer (or its equivalent) as early as possible in the application process. A technology transfer or business development officer (or its equivalent) can assist applicants in evaluating and protecting a new technology, product or service; developing proposals; make business contacts; and/or negotiate licensing or other such arrangements with a potential partner.

The IP Assessment Form allows the applicant to detail the technical aspects of the IP for the reviewers' reference. These details include:

- Inventorship
- General description of IP
- Patent status
- Licensing options (if applicable)
- IP ownership
- Formal assessment

The form will be used for eligibility purposes, and as supplemental information for the review committee to assist them in their evaluation of full applications.

All applicants must abide by their respective host institution's policies governing patent, copyright and design protection for intellectual property derived from work originating within said host institution, if applicable.

8. Description of the Project

To assist applicants in developing a project proposal that focuses on commercialization, we've provided section headings and information are provided below. Please address the points noted in each component to a maximum of 10 pages[10] (not including appendices):

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[10] Font size 11 point, Calibri (or equivalent other), single spaced, on one side of a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page with a 1" margin. All print must be black, of letter quality, and legible.

Synopsis: This should essentially be your 'elevator pitch', or executive summary that highlights key attributes of your innovation. It should be to the point and clearly explain the commercialization opportunity as concisely as possible. This should also include a concise overview of the objects of the proposed project.

Background: Provide a clear description of the invention. Describe the scientific and/or technical background of the innovation and progress (preliminary results and/or experimental data) made so far on its development.

Research and Development Details: Describe the scientific/technical work that will be performed to strengthen the position of the IP, or generate new IP during Phase I of the award (two years), including what research methodology and experimental design will be used to achieve this. Provide a **work plan** including go/no go decision points that relate back to milestones that align with the project objectives. Identify significant barriers and risks and state how these uncertainties will be managed.

Market Opportunity: Describe the problem your innovation will solve. Discuss the state-of-the-art and the prevailing market conditions, and the characteristics and performance of the product, process, or service that you propose to develop compared to those currently available. Discuss the novelty of the innovation and all aspects of evidence suggesting its commercial potential. What other competitors are there, and how is your product/technology better? There must be a clearly identified and well-described potential market.

Intellectual Property Strategy: Describe the strategy to protect the commercial value of your innovation. The strategy should take into account IP protection (related to your targeted market(s)), the combination and rationale for the IP types chosen for the strategy (i.e., patent, trademark, trade secret or copyright), the expected competitive advantage the IP will bring, and a brief description of how the strategy will be executed (i.e., timing, budget, requirement of additional expertise, etc.). If you don't plan on filing a patent, ensure that the competitive space, the patent landscape and Freedom to Operate (FTO) related to your innovation are fully assessed and discussed here.

Commercialization Strategy: Describe the proposed commercialization pathway and the technology transfer activities that have already occurred. For example, will the proposed project increase the likelihood of attracting additional funding, or will it be licensed to an existing company? Describe any KT activities that will increase the chances of the innovation being taken up by end users. Briefly discuss any follow-on steps that will occur following the end of Phase I funding, i.e., what are the next steps?

Management Plan: Discuss the qualifications of the people involved in implementing the proposed project and explain how they will help you achieve your objectives. Emphasis should be put on business leadership and scientific/technical expertise. The involvement of experienced business development specialists (or equivalent) is recommended.

9. Partnerships

MSFHR partners with other funders to build capacity and fill strategic gaps in health research in BC. By partnering on our competitions, MSFHR and our partners are able to increase the total number of I2C applications funded. Partnered awards have the added benefit of offering researchers the opportunity to develop relationships with partners and their community of stakeholders. Details regarding potential partners will be available on our website and in MSFHR ApplyNet, MSFHR's online application portal, in the coming weeks.

There are two ways for applicants to be considered for partnered awards:

- Applicants interested in being considered for partnered awards are encouraged to indicate this preference in MSFHR ApplyNet when completing their full application. Please indicate the partner(s) of interest and how your research aligns with their funding priorities.

- MSFHR uses keywords provided by partners to identify applications that may be relevant to and align with partners' areas of interest. Applicants are encouraged to review the list of partner keywords that will be available on our website and in MSFHR ApplyNet, and ensure that their Scientific Summary within the application captures at least one of the keywords.

Applications that fulfill the funding criteria for both MSFHR and a partner organization are eligible for a partnered I2C award. However, only those applications that receive an MSFHR peer review rating of **3.8 or above** will be considered. Funding decisions on partnered awards are based on existing MSFHR policies, confirmed partnership support, and available funding. Financial contributions from MSFHR and its partners are subject to availability of funds and the annual budgetary approvals by both the MSFHR Board of Directors and the partnership organization beyond year one of the award.

Although not a requirement, applicants are additionally invited to secure their own partnerships in applying for Phase I of the program as a means to strengthen resources and accelerate progress. Any additional cash or in-kind support secured by applicants from partners need to be listed and confirmed in a signed letter of support as part of the full application (see **Section 17**). Applicants who choose to secure their own partners in Phase I are not eligible to apply for partnered awards.

Match Funding (Phase II)

Match funding is a **mandatory** requirement for renewal of the I2C award (**Phase II**). For Phase II, MSFHR will match funds 1:1 up to a maximum amount of $75,000/annum for two years in award funding with eligible partners. Eligible partners are those who provide support from non-BC government sources. These can include, but are not limited to: private companies, privately-funded endowments, non-profit organizations, and municipal and federal government agencies.

Up to 25 percent of partner contributions can be in the form of in-kind support[11] (cash-equivalent); the remaining 75 percent must be in the form of a cash contribution. For the definition of in-kind contributions, see **section 9**.

10. Mitacs Accelerate Internships

MSFHR and Mitacs are partnering together to provide applicants access to additional funding and training opportunities for graduate students and post-doctoral involved in an I2C applicant's program of research, and maximizing the impact of MSFHR funds.

Mitacs Accelerate supports collaborative research between faculty, graduate student or post-doctoral research interns (trainees) and a non-academic partner that has committed to hosting the students and/or fellows for an experiential learning opportunity. Faculty get flexible funding for new collaborations and experiential training for their researchers. Mitacs Accelerate grants start at $15,000 per four-month segment through co-funding with an eligible non-academic partner.

Successful I2C applicants will have expedited access to Mitacs funding, as Mitacs will recognize the results of the scientific review managed by MSFHR and require only an internal evaluation to confirm eligibility and compliance with Mitacs Accelerate program requirements. Only applicants who are successful in the I2C competition and who have submitted a Mitacs Accelerate Proposal application (Part 1) are eligible for this expedited review process for additional Mitacs funding.

Applicants interested in benefiting from this additional opportunity must complete a Mitacs Accelerate Proposal application (Part 1) with their I2C full application. If successful in the I2C competition, applicants who have submitted a Mitacs Accelerate Proposal application (Part 1) will be asked by Mitacs to complete Part 2 of the application, which requires administrative details on the identity of the intern and the non-academic partner. Part 2 of the application will be reviewed by Mitacs for administrative purposes only.

In order to facilitate these internships, Mitacs must work with interested applicants to determine how best an internship can be integrated into the proposed I2C project. Applicants interested in including Mitacs Accelerate internships in their MSFHR I2C application must contact their regional Mitacs Business Development representative to learn more about the Mitacs Accelerate program and obtain a Mitacs Accelerate Proposal application (Part 1).

To apply for Mitacs Accelerate funding with your I2C application, applicants will need to consider the following:

- The number of interns and the length of each internship (the identity of the intern(s) is not necessary at this stage).

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[11] Includes the following: access to unique databases, professional, analytical and other services, employee/staff salaries, equipment, materials and technology components, patents and licenses, software, and use of specialized facilities. The value of in-kind services must be confirmed by the partner in a signed letter of support.

- The identification of a non-academic partner organization in Canada where the internship will take place, and that will provide match funding with Mitacs to co-fund the intern.
- Details of the internship project, i.e., the work that the intern will do within the applicant's program of research, including:
  - Specific objectives
  - Methodologies
  - Timeline (in the form of a Gantt chart)
  - Expected deliverables
  - Benefits to the intern
  - Partner interaction
- The partner's proposed role in the project, how the partner will benefit from participating, and how the Canadian community will benefit from this research.

Note: If applicants are interested in applying for Mitacs Accelerate internship funding, they <u>must</u> contact the appropriate [Mitacs Business Development](#) representative to obtain an application.

11. In-Kind Contributions

Phase I: Any proportion of support provided by partners secured by applicants in Phase I, if applicable, can be designated as an in-kind contribution.

Phase II: Match-funding partners secured by the applicant in Phase II are permitted to designate <u>up to 25 percent</u> of their support as an in-kind contribution.

In-kind contributions:

- Must be documented in a signed letter of support, the purpose of which is required for reviewers to assess the level and nature of partner involvement and the importance of the contribution to the success of the project.
- Will only be recognized for support that is essential to carry out the work, and has been documented, accurately valued and justified.
- Can be in the form of cash-equivalent goods or services that represent an incremental expense the partner would not normally incur, and which would have to be purchased by award funds if not donated.
- Can include a partner's research and technical staff, if applicable, providing direction and direct participation in the project, or the provision of access to specialized and/or proprietary equipment, products, reagents or technology.

Contributions to indirect costs, such as secretarial or accounting services, cost of time attributed to research management, general overhead costs at the industrial partner or other indirect costs will not be matched by MSFHR funds.

12. Conflict of Interest

MSFHR recognizes that in the field of translational health research, researchers may be involved in private sector enterprises that work with them to advance discoveries towards commercialization. Thus, a potential conflict of interest may arise in cases where a relationship exists between an applicant and a partner that could unduly influence how the research project is conducted, or how it is assessed with respect to progress. A potential conflict of interest may arise if an applicant:

- Has an ownership position within the partner organization.

- Is employed by the partner organization in any role, whether salaried or not.

- Is a member of a governing board of the partner organization; or

- Is related to a person who controls, or who is a member of a governing board that controls, the partner organization.

If the applicant is subject to one or more of the above instances, they must ensure that all conflicts, whether real or perceived, are declared within the appropriate section of the full application. Applicants must be prepared to describe how potential conflicts will be managed, in order to ensure that decisions of the partner organization are sufficiently independent from the influence of the applicant, and vice-versa. Failing to address any potential conflicts of interest may invalidate the application.

13. Commitment from Host Institution

The applicant's host institution must allow the use of MSFHR I2C award funds to support any of the following:

- Salary and benefits for the award recipient.

- Buy out time from administrative and teaching responsibilities for the award recipient.

- Stipend and salary of trainees, post-doctoral fellows, research assistants, and/or research technicians working directly on the I2C award recipient's MSFHR-funded project.

- Eligible expenses (see **Appendix A**) related to feasibility research and implementation of the commercialization plan for the specific IP.

The selection of the host institution is typically based on the institution that will be responsible for approving the application and administering the award funds.

This may or may not be the same as the research location where the majority of the research project is being conducted, and that provides the majority of resources to support the project (e.g., infrastructure, human resources, administration, etc.). Information on how to correctly choose your host institution can be found in **Appendix B**.

Note: Applicants should communicate with their chosen host institution to verify that they are the appropriate institution for award administration.

14. Reporting Requirements and Award Renewal

Reporting

I2C award recipients are required to complete a progress report at the end of Phase I, which includes an updated Canadian Common CV (CCV). MSFHR will provide reporting information for these purposes in advance of the reporting deadline.

In addition, award recipients must submit a final report within 30 days following the award end date, and a final financial statement within three months following completion of the award. Any unexpended funds must be returned to MSFHR. MSFHR will provide reporting information for these purposes in advance of the award end date.

Renewal

Near the end of the second year, award recipients will be invited to renew their award for an additional two years of support. Funding support for these additional two years is contingent upon the successful review of a renewal application. Information regarding the renewal application process will be made available to award recipients approximately six months prior to the end of the second year of the award.

Requirements for the renewal application will include a commitment for match funding at a ratio of at least 1:1 to MSFHR dollars, details pertaining to research and commercialization activities for years three to four, and updates on research and professional activities and funding history.

Applications for renewal will be evaluated by external reviewers to ensure that award recipients meet their stated research objectives and project milestones, and produce any stated deliverables. Upon approval of the application, the award recipient will be eligible for renewed funding. An unsatisfactory evaluation may result in the delay or denial of further funding. Reporting to MSFHR will continue to be required for the remainder of the award term.

MSFHR reserves the right to contact award recipients after the award end date to determine the short and middle-term outcomes and/or impacts of the I2C award.

Additionally, to inform evaluation and continued improvement of our award programs, award recipients will be invited to provide feedback to MSFHR staff to determine areas of improvement for this funding opportunity.

15. Review Process

Letters of Intent (LOIs) for this program are not adjudicated, but will be screened for eligibility by MSFHR staff. Applicants with eligible LOIs will be invited to submit a full application. Full applications will undergo review by an external review panel for funding recommendations. The review panel will be composed of both researchers (academic and industry) and relevant business professionals with the necessary scientific/technical and commercialization expertise to assess applications.

Applications will be evaluated via a process that incorporates six principles of peer review: integrity, accountability, transparency, balance, confidentiality and impartiality. For further details, please visit http://www.msfhr.org/funding/review-process.

The information presented in the **Evaluation Criteria** and **Rating Scale** sections below will be used for the review process. All applications will be assessed against a defined set of criteria in three categories: 1) track record, 2) research plan, and 3) commercialization plan. The overall score for an application will be sum of the weighted scores for the three categories. To be **considered** for funding, the application must receive a minimum score of **3.8**.

Evaluation Criteria

All applications will be assessed against the following criteria:

Criterion	Weighting
Track record	25%
Scientific/technical merit	30%
Commercialization plan	45%

A full description of the evaluation criteria can be found on our website.

Rating Scale

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	May be funded (min. score of 3.8)
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Fair	3.0 – 3.4	Not fundable
Less than adequate	0 – 2.9	

Funding Decision

Following application review, the highest ranked applications will be identified in each review panel. Applicants will be notified of the outcome of the peer review process after the review panel meetings and the subsequent approval of the results. There is no appeal process. Applicants will receive notification of the funding decisions, as well as the reviewers' comments. A list of successful applicants will be published on MSFHR's website.

Gender Equity

Gender inequity in research funding is a well-documented challenge for many funding agencies, both across Canada and abroad. We at MSFHR believe diversity in research is important for cultivating talent and promoting inclusive excellence, which in turn drives discovery and helps build a more innovative and impactful health research system. As such, MSFHR is committed to fostering gender equity in our funding programs.

Since its introduction in 2017, it has been observed within the I2C Program that female applicants have significantly lower success rates than male applicants. In response to this, if required, MSFHR will apply a post hoc allocation of additional awards to the highest ranked female I2C applicants who have fallen just below the baseline funding score cut-off, in order to increase the overall number of successful female applicants, thereby closing the gap in success rates between male and female applicants. This process would only apply to applicants whose scores are above the quality line of 3.8.

16. Award Start Date

Unless otherwise indicated, funding for I2C awards begin **September 1, 2020**. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package.

17. Key Competition Dates

The following refers to Phase I of the 2020 I2C award competition:

Action	Target Date
Competition launch	Early December 2019
LOI deadline	January 27, 2020, 4:30 p.m. PT
Full application deadline (applicants)	March 31, 2020, 4:30 p.m. PT
Full application deadline (host institution)	April 7, 2020, 4:30 p.m. PT
Anticipated notice of funding decision	Late July 2020
Anticipated start of funding	September 1, 2020

18. How to Apply

The application process for the 2020 I2C competition is composed of two mandatory stages:

1. **Letter of Intent (LOI)**

   - **Deadline: January 27, 2020, 4:30 p.m. PT**
   - Consists of:
     - The LOI Form in MSFHR ApplyNet

2. **Full Application**

   - **Deadline: March 31, 2020, 4:30 p.m. PT**
   - Consists of:
     - Project proposal (10 pages max.) and appendices[12]
     - Budget template
     - IP assessment form
     - Canadian Common CV – MSFHR Full Version (primary applicant; last five years)
     - List of Publications, Patents & Intellectual Property Rights uploaded as an attachment to CCV (primary applicant; last five years)
     - Co-applicant form (if applicable)
     - Department Head, or equivalent form

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[12] References, charts, figures, tables and photographs only.

- o Letters of collaboration[13] (if applicable)

- o Letters of support[14] (if applicable)

- o Mitacs Accelerate proposal application, Part 1 (if applicable)

To complete your application, login to or create an MSFHR ApplyNet account and follow the instructions in the MSFHR ApplyNet application form. Ensure that applications are complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered.

Submission Requirements

- All steps of the application must be submitted using MSFHR ApplyNet, MSFHR's online grants management system.
- All documents uploaded onto MSFHR ApplyNet must be in .pdf format. No other formats will be accepted.
- It is the applicant's responsibility to review the .pdf copy of the application prior to submission to ensure that all data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.
- As an applicant, you will be able to access a .pdf copy of the full application to review the information you have entered.

MSFHR reserves the right to declare applications ineligible based on the established criteria.

Note: All users (applicants, co-applicants, referees, department head) using MSFHR ApplyNet for the first time will need to register and create a system account email and password.

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[13] A collaborator is an individual who participates at some point in the research project and may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of the research or research-related activities.

[14] A letter of support is required for partners secured by the applicant who provide cash or in-kind support that contributes to research and/or commercial activities stated within the application. Letters of support must include how the partner is involved, identify the relevance of the project to the partner's research agenda, describe the potential benefits the partner may derive from participating in the project and how the results will be applied, and detail any cash or in-kind support.

19. Additional Resources

We strongly encourage applicants who are new to the commercialization process to seek additional expertise in areas of intellectual property, researcher-industry collaboration, innovation partnerships, technology transfer and commercialization grant support in order to help strengthen the commercialization/business aspects of your I2C application. Suggested resources include:

- **BC Cancer Agency Technology Development Office:** http://www.bccancer.bc.ca/our-research/research-focus/technology-development A resource for BC Cancer Agency investigators who are interested in opportunities for technology licensing and intellectual property management, investment and commercialization.

- **BC Innovation Council Resources:** https://bcic.ca/resources/ BC Innovation Council (BCIC) encourages the development and application of advanced or innovative technologies to meet the needs of industry in BC. They accelerate technology commercialization by supporting startups and developing entrepreneurs.

- **entrepreneurship@UBC:** http://entrepreneurship.ubc.ca/ e@UBC offers programs and support for all stages of venture creation, from ideation, through business model creation, to company building.

- **LifeSciences BC – Resources:** http://www.lifesciencesbc.ca/resources/government/LifeSciences BC is a not-for-profit, non-government, industry association that supports and represents the life sciences community of BC through leadership, facilitation of investment and partnering, advocacy, and promotion of our world-class science and industry.

- **National Research Council of Canada – Concierge:** https://www.nrc-cnrc.gc.ca/eng/irap/concierge/index.html Concierge is a Government of Canada program that provides a single access point where small and medium-sized enterprises (SMEs) can find high-quality, timely advice to help them innovate and accelerate their growth.

- **Centre for International Governance Innovation – Foundations of IP Strategy:** https://mooc.cigionline.org/ This webpage outlines the basic principles relating to the protection and strategic uses of intellectual property for competitive advantage.

- **Canadian Intellectual Patent Office – IP for Business:** https://www.canada.ca/en/services/business/ip.html The Canadian Intellectual Patent Office provides a wealth of tools, such as seminars, training and information resources on the subject of IP tailored or businesses and innovators.

- **Concept Foundation – IP Handbook of Best Practices:** http://www.iphandbook.org/handbook/ A comprehensive online handbook that provides substantive discussion and analysis on how to put IP to work.

- **SFU Innovates:** http://innovates.vpr.sfu.ca/ SFU Innovates is a university-wide strategy that builds on our dynamic culture and seeks to strengthen SFU's commitment to innovation and entrepreneurship. It helps students and researchers mobilize their ideas for positive social and economic impact.

- **SFU Industry Engagement Office:** https://www.sfu.ca/ie.html
  The Industry Engagement Office assists SFU innovators in assessing the patentability and market potential of new technologies and research innovations in order to mobilize this knowledge and benefit our communities, society and the economy.

- **UBC University-Industry Liaison Office:** https://uilo.ubc.ca/
  The UILO enables research collaboration and innovation partnerships between UBC researchers and industry, government and non-profit organizations.

- **Vancouver Coastal Health Research Institute Intellectual Property:**
  https://www.vchri.ca/services/intellectual-property
  A resource and information webpage for VCHRI researchers interested in partnerships with industry, commercialization, distribution and dissemination of their research outputs.

- **University of Northern British Columbia Office of Research:**
  https://www.unbc.ca/research/about-office-research
  The Office of Research provides support to faculty, students, and partners of UNBC for technology transfer and commercialization of research discoveries, and assisting with the development of research partnerships with local, provincial, national, and international agencies and industry collaborators.

- **BCIT – Technology Commercialization:** https://www.bcit.ca/appliedresearch/techtransfer/
  The Applied Research Liaison Office (ARLO) is a support group for researchers at BCIT and the liaison for industry participating in technology transfer of BCIT technology. It provides services for IP protection, licensing, technology and market assessments and industry liaison.

- **UVic Technology Transfer:**
  https://www.uvic.ca/research/partner/faculty-staff/services/technologytransfer/index.php
  The Industry Liaison Office helps UVic faculty members, researchers and inventors maximize the potential of their discoveries through technology licensing, IP management and commercialization.

20. Contact Information

For questions regarding the application and submission process, please contact:

Andrew Biagtan
Coordinator, Research Competitions
I2C@msfhr.org

For information about the MSFHR ApplyNet system or help with login information, please contact:

MSFHR Help Desk
604.714.6609
helpdesk@msfhr.org

Appendix A - Eligible Expenses

The I2C award provides funds for salary contributions, inclusive of benefits, to the award recipient or to designated individuals directly related to the conduct of the award recipient's research and commercialization activities. The award can also be used to defray costs incurred for research and development activities directly related to the implementation of the proposed project as described in the application. All expenses must be listed in the budget section of the application with appropriate justification.

The bulk of the proposed research and commercialization activities must be conducted in BC. However, realizing that some projects may require expertise or services that can only be provided out-of-province, up to **25 percent** of the proposed total budget can involve expenses incurred outside of BC. If out-of-province expenses are proposed, applicants must make a case as to why these cannot be incurred within the province, as part of the budget justification.

Funds may not be used to directly compensate a private company. Indirect costs and overhead expenses are ineligible.

Human Resources

Eligible Expenses

- Salary and/or benefits of the award recipient.
- Salary and/or benefits of personnel who provide teaching or clinical duty (patient care and/or treatment) relief to enable the award recipient to maintain protected time.
- Stipends of students, post-doctoral fellows, research assistants, and technicians directly involved in the research and commercialization activities of the award recipient as described in the I2C Full Application.

Non-Eligible Expenses

- Costs relating to staff hiring or training.
- Salaries paid at consultancy rates or in excess of fair market value within the not-for-profit sector.
- Payments to primary applicant, co-applicant(s) and/or collaborators as consulting fees or honoraria (over and above the individual's normal salary).
- Secretarial support.

Services and Supplies

Eligible Expenses

- Materials and supplies directly related to the scientific or technical work necessary for advancing the IP towards commercialization (e.g., design or formulation refinement, scale-up, target validation, field studies, efficacy or safety trials, beta testing, prototype building, etc.).
- Patenting and licensing fees.
- Consulting fees for IP protection strategy, business planning, market surveys, etc.
- Costs related to regulatory affairs[15].
- Business mentoring by experiences entrepreneurs.
- Market investigations.
- Communication and networking costs.

Ineligible Expenses

- Costs for the purchase or maintenance of equipment (e.g., computers, overhead projectors, printers/faxes, etc.).
- General administrative and facility operating costs inherent in managing human resources, finances, supplies, laundry, etc. (normally funded by the host institution).
- Renting/leasing costs for accommodation and/or furniture for support office(s).
- Costs of operating the facilities: heating, ventilation, air conditioning, water, electricity, cleaning, etc.
- Purchase of alcohol.
- Other expenses already funded by another grant (MSFHR-funded or otherwise), (e.g., publication costs, open access fees, etc).

Travel

Eligible Expenses

- Travel and accommodation for commercialization activities and collaborative purposes integral to the advancement of the proposed research and/or commercialization plan(s), (e.g., expenses associated with creating a partnership).
- Travel and accommodation for invited collaborator(s) if integral to the advancement of the commercialization plan.

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[15] Activities or processes associated with the protection of public health through the control of safety and efficacy of products in areas including pharmaceuticals, veterinary medicines, medical devices, pesticides, agrochemicals, cosmetics and complementary medicines.

Note: When travelling by air, individuals must obtain the most economical airfare which, in most cases, is economy class. First or business class air travel may <u>only</u> be authorized in specific circumstances where warranted (e.g., such as where the in-flight travel time exceeds five hours), and if allowed by the host institution's financial policies and approved by MSFHR and the appropriate financial officer at the host institution.

Ineligible Expenses

- Travel unrelated to commercialization activities.
- Passport and immigration fees.
- Reimbursement for costs resulting from a stopover requested for reasons unrelated to the primary purpose of travel.
- Reimbursement for airfare purchased with personal frequent flyer points.

All items not specified should be deemed as non-eligible expenses unless prior approval from MSFHR is received. If the applicant can demonstrate the added value and make a case for an item identified as an ineligible expense, then MSFHR will evaluate the merit of the argument. **Such a case must be made before the expense is incurred.**

Appendix B – Host Institution Selection

Please follow the instructions below to ensure you are choosing the correct host institution. If you have any questions, please connect with the respective contact listed or you can contact MSFHR.

Location of research project	Instructions to applicants on selection of host institution	Contact
Health Authorities		
First Nations Health Authority (FNHA)	If your research project is being conducted at FNHA, please select FNHA as your host.	**Amanda Ward** Director, Research & Knowledge Exchange amanda.ward@fnha.ca
Fraser Health (FH)	If your research project is being conducted at FH, please select FH as your host.	**Kate Keetch** Director, Evaluation & Research Services kate.keetch@fraserhealth.ca
Interior Health	If your research project is being conducted at Interior Health, please select Interior Health as your host.	**Kim Peake** Research Navigation & Community Facilitation Lead kim.peake@interiorhealth.ca
Island Health	If your research project is being conducted at Island Health, please select Island Health as your host.	**Annie Moore** Research Education & Grant Facilitator isabel.moore@viha.ca
Northern Health (NH)	If your research project is being conducted at NH, please select NH as your host.	**Tanis Hampe** Regional Director, Quality & Innovation tanis.hampe@northernhealth.ca
Provincial Health Services Authority (PHSA)/BC Cancer	If your research project is being conducted at PHSA or its associated sites other than BC Cancer and your paymaster is PHSA, select PHSA as your host and the appropriate site as your Location of Research. Note: Details regarding specific IP underdevelopment may impact identification of the host institution. If you have questions, contact your local research manager.	For applicants from BC Children's and other PHSA programs not listed below: **Nur Eisma** Research Manager, UBC ORS/BC Children's Hospital Research Institute neisma@bcchr.ubc.ca For BC Cancer applicants: **Karen Hagan** Grants Officer khagan@bccancer.bc.ca

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	If your research project is being conducted at BC Cancer and your paymaster is PHSA, select BC Cancer as your host and BC Cancer as your Location of Research. If your research project is being conducted at PHSA or its associated sites (including BC Cancer) and your paymaster is UBC, select UBC as your host and PHSA or one of its associated sites (including BC Cancer) as your Location of Research.	For BC Women's applicants: **Kathryn Dewar** Senior Research Manager kdewar@cw.bc.ca For BCCDC applicants: **Priscilla Vuong** Research Manager priscilla.vuong@bccdc.ca For BCMHSUS applicants: **Deborah Ross** Provincial Director, Strategic Initiatives deborah.ross@phsa.ca For BC Renal applicants: **Dr. Adeera Levin** Executive Director alevin@providencehealth.bc.ca cc: **Pam Sewell** Executive Assistant psewell@providencehealth.bc.ca
Vancouver Coastal Health (VCH)	If your research project is being conducted at VCH and your paymaster is VCH, please select VCH as your host. If your research project is being conducted at VCH and your paymaster is UBC, select UBC as your host.	**Susan O'Neil** Manager, Research Awards VCHRI Office of Research Services susan.oneil@ors.ubc.ca
Universities and Institutes of Technology		
British Columbia Institute of Technology (BCIT)	If your research project is being conducted at BCIT, please select BCIT as your host.	**Stefan Joseph** Program Head, Applied Research Liaison Office stefan_joseph@bcit.ca **Shan Satoglu** Program Head, Healthcare Management BCIT School of Health Sciences shan_satoglu@bcit.ca
Kwantlen Polytechnic University (KPU)	If your research project is being conducted at KPU, please select KPU as your host.	**Cathy Parlee** Research Services Coordinator & Research Facilitator catherine.parlee@kpu.ca

Royal Roads University (RRU)	If your research project is being conducted at RRU, please select RRU as your host.	**Deborah Zornes** Director, Research Services deborah.zornes@royalroads.ca
Simon Fraser University (SFU)	If your research project is being conducted at SFU, please select SFU as your host.	**Primary: Gabriella Por** Officer, Research Grants gabriella_por@sfu.ca **Secondary: Yuzhu Liu** Coordinator, Research Services ors@sfu.ca
Thompson Rivers University (TRU)	If your research project is being conducted at TRU, please select TRU as your host.	**Troy Fuller** Director, Research & Graduate Studies tfuller@tru.ca **Anita Sharma** Manager, Research Services ansharma@tru.ca
Trinity Western University (TWU)	If your research project is being conducted at TWU, please select TWU as your host.	**Eve Stringham-Durovic** Vice-Provost, Research & Graduate Studies stringha@twu.ca **Richard Chandra** Director, Research Services richard.chandra@twu.ca **Sue Funk** Officer, Research Grants sue.funk@twu.ca
University of British Columbia (UBC)	If your research project is being conducted at UBC and your paymaster is UBC, please select UBC as your host. If your research project is being conducted at UBC and your paymaster is a health authority, please select the health authority as your host.	**Yvonne Ng** Manager, Research Awards yvonne.ng@ors.ubc.ca **Bryan Wong** (Faculty of Medicine only) Officer, Grant Applications bryan.wong@ubc.ca
University of Northern British Columbia (UNBC)	If your research project is being conducted at UNBC, please select UNBC as your host.	**Nicole Balliet** Officer, Research Project nicole.balliet@unbc.ca

University of the Fraser Valley (UFV)	If your research project is being conducted at UFV, please select UFV as your host.	**Jerri-Lynne Cameron** Director, Research Services and Industry Engagement jerri-lynne.cameron@ufv.ca **Garry Fehr** AVP, Research, Engagement & Graduate Studies garry.fehr@ufv.ca **Kelly Tracey** Officer, Grants & Contracts kelly.tracey@ufv.ca
University of Victoria (UVic)	If your research project is being conducted at UVic, please select UVic as your host.	**Nicole Kitson** Officer, Senior Grants grants@uvic.ca
Vancouver Island University (VIU)	If your research project is being conducted at VIU, please select VIU as your host.	**Shelley Lumsden** Manager, Research Services Scholarship, Research, and Creative Activity Office shelley.lumsden@viu.ca **Roisin Mulligan** Grant Facilitator Scholarship, Research, and Creative Activity roisin.mulligan@viu.ca