

Terms of Reference for MI4 Co-Funding Support for Grants

1. Background and Description of Co-Funding Opportunity

The overarching goal of MI4 is to bring together investigators from across the McGill community and its partners to foster interdisciplinary research. With a re-focussing of its scope in 2022, MI4 supports efforts to discover, develop and implement innovative solutions for **microbial threats** to human health across the lifespan. MI4 was created to bring together investigators from across the McGill community, spanning the downtown campus, Macdonald campus, the McGill academic hospitals and their affiliated research institutes.

The MI4 research program is centred on three broad thematic areas:

1. Pandemic Threats
2. Antimicrobial Resistance
3. Microbes that Shape Human Health

One component of the MI4 Strategic Plan is to enable investigators from the McGill community to apply for funding opportunities that require co-funding support. To this end, an envelope of up to \$2 million over 5 years has been earmarked to support this initiative. Researchers from within the McGill community are invited to submit applications for MI4 Co-Funding Support following the conditions and guidelines described in this document.

2. Funding Opportunities Eligible for MI4 Co-Funding

Applications should be led, or include a substantial contribution by researchers from within the McGill community. The following types of applications are eligible for co-funding.

2.1. Funding opportunities requiring co-funding as part of the application

2.2. Funding opportunities in which co-funding is an evaluation criteria

The availability of co-funding as an evaluation criteria must be clearly stated within the funding opportunity description.

2.3. Philanthropic opportunities in which matching funding is required

Philanthropic opportunities should be communicated to University Advancement, or the appropriate McGill Hospital Foundation, who will submit requests for co-funding directly to MI4.

3. Funding Opportunities Not Eligible for MI4 Co-Funding

- Grants and contracts that have already been awarded.
- Applications to competitions that do not require funding, or in which co-funding is not a specific evaluation criterion.

4. Amount of Co-Funding

- MI4 funds are intended to support research conducted by McGill community researchers. Therefore, MI4 will provide up to 25% of total project costs for researchers from the McGill community.

- For large-scale projects led solely by researchers from the McGill community, support of up to 25% of total project costs for all investigators will be considered, if appropriately justified in the application for co-funding support.

5. Submission Deadline

Applications are accepted year-round on a first come first serve basis, but must be received at least 10 business days prior to the funding opportunity deadline.

6. Co-Funding Support Application – Required Content

Provide each section as shown below, respecting the required page length per section.

6.1. Cover Letter (1 page max)

- Description of funding opportunity
- Identification of relevant MI4 theme
- Lead Investigator(s): department, location, email
- Total MI4 co-funding budget requested (must not exceed 25% of total projects)

6.2 Summary of Grant Proposal (1 page max)

- Short scientific lay summary of proposed initiative
- Justification of fit with MI4 mandate
- Site of research and list of McGill community investigators

6.3 Complete Budget Summary (No page limit)

Provide a summary budget for the entire funding period. Clearly identify the following:

- Total project costs (including support agency contribution and all proposed co-funding including MI4 request).
- For multi-institutional projects, indicate the McGill and/or McGill affiliated institutions total project costs.

6.4 Copy of the full Call for Proposals for the Funding Opportunity (No page limit)

Highlight requirements for co-funding within the call for proposals.

7. Submission Format and Procedure

The free form document must adhere to the following format:

- Page size: 8½ x 11 inches
- Margins: no less than 2.54 cm (1 inch) on all sides
- Font: Times New Roman (no smaller than 12 pts) or Arial (no smaller than 11 pts)
- Header: include the names of the co-PIs
- Assemble the forms into a PDF package with bookmarks; each page to be consecutively numbered.

- Submit the application in PDF format by email to grantsmcgilli4.med@mcgill.ca, copying admincoordmcgilli4.med@mcgill.ca and mi4programmgr.med@mcgill.ca.

8. Application Review

8.1 Assessment Criteria

Applications will be evaluated according the following assessment criteria:

- Conformity with the eligibility criteria and submission format and procedure.
- Availability of financial resources. Co-funding commitments will be awarded on a first-come, first serve basis.
- Alignment with MI4 mandate and themes.

8.2 Review Process

Applications will be subject to review by the MI4 Director, co-Director, and Program Manager to validate the required elements in the submission package and eligibility of the application.

9. Approval Agreement

MI4 will contact co-PIs with a co-funding decision within 10 business days following receipt of the complete application. The funding decision will comprise one of the following formats:

- Approved “as is”.
- Provisional approval pending clarification.
- Not approved.

All MI4 co-funding is contingent on success in the primary funding competition. In the event of a successful application, a fund release agreement will be sent to the awarded PI(s) outlining the terms and conditions of the award. Awardees are asked to sign and return the award agreement as a proof that they accept the award and its terms. Documentation of appropriate biohazard, radioactive, animal use and ethics approvals will be required for the release of funds, if applicable.

10. Reporting Requirements and Evaluation of Progress

All approved co-funding awards will be required to provide an annual progress report. If annual reporting is required by the funding agency, a copy of this report is acceptable. If no annual reporting is required, a short template for scientific and financial reporting will be provided.

11. Additional Information

If additional information is required in order to complete a MI4 Co-Funding Support application, please contact admincoordmcgilli4.med@mcgill.ca. Generally, a response will be provided within one business day.