

## Terms of Reference: MI4 Co-Funding Support for Meetings

### 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 Investigators from all sites within the McGill community are eligible to apply for MI4 co-funding to support meetings and events that are within the scope of one of the three MI4 themes, and that meet the terms and conditions described in this document. Kindly note that all meetings to be considered for funding **must take place** on related McGill campuses (downtown and MacDonald) or the McGill academic hospitals and their affiliated research institutes.

### 2. Eligibility Criteria

To be eligible to apply for MI4 Co-Funding Support for Meetings, the applicant must demonstrate that each of the following criteria are met:

- The entity hosting the meeting and the individual applying for co-funding support must be members of McGill University and/or one of its affiliated research institutes.
- The meeting must be of demonstrable relevance to at least one of the three MI4 research themes.
- The meeting must fund novel gatherings with a goal of creating new, interdisciplinary research teams. We will not fund annual meetings or established departmental meetings.
- The entity hosting the meeting must have already secured funding to cover the cost of the meeting, aside from the amount requested from MI4.
- The meeting must not be for profit or revenue generating.

### 3. Amount of Co-Funding

MI4 will consider providing co-funding support of up to 25% of total meeting costs, not exceeding \$2,500, which must be justified in the application for co-funding support.

### 4. Eligible Costs

The following costs are eligible for MI4 Co-Funding Support for Meetings:

- Venue rental
- Equipment rental

- Materials and supplies (consumables)
- Travel
- Catering

All funds must be spent in compliance with McGill policies as well as the Tri-Agency Financial Administration Guide (TAFAG) (<https://www.mcgill.ca/research/ran-welcome/tri-agency-administration>).

## 5. Application Template

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

### Narrative (1 page max)

1. Name of meeting
2. Name of McGill entity hosting the meeting
3. Applicant: name, department, location, email
4. Description of meeting:
  - Date, location, attendees, topics to be covered (include agenda as an annex if available), meeting goal.
5. Justification of fit with MI4 mandate and identification of relevant MI4 theme(s)
6. Total MI4 co-funding requested
7. A statement confirming that the meeting is not for profit or revenue generating.

### Budget (1 page max)

Provide a summary budget that clearly identifies the following:

- 100% of meeting costs (including proposed MI4 co-funding and funding from all other sources).
- Identification of which budget items the applicant requests for MI4 to support.

## 6. Application Format and Procedure

Applications must adhere to the following formatting guidelines:

- One document total, submitted in PDF 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)

## 7. Instructions for Submitting Applications

Submit applications in PDF format by email to [grantsmcgilli4.med@mcgill.ca](mailto:grantsmcgilli4.med@mcgill.ca), copying [admincooordmcgilli4.med@mcgill.ca](mailto:admincooordmcgilli4.med@mcgill.ca) and [mi4programmgr.med@mcgill.ca](mailto:mi4programmgr.med@mcgill.ca).

## 8. Submission Deadline

Applications are accepted on a rolling basis.

## 9. Application Review

### *9.1 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.

### *9.2 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.
- MI4 will contact applicants with a co-funding decision within 10 business days following receipt of the complete application.

## 10. Reporting

All approved co-funding awards will be required to provide a one page report summarizing the meeting and its results and include photos and testimonials. The report must be submitted to MI4 no later than one month after the date of the meeting.

## 11. Additional Information

If additional information is required in order to complete an application, please contact [admincoordmcgilli4.med@mcgill.ca](mailto:admincoordmcgilli4.med@mcgill.ca). Generally, a response will be provided within one business day.