Terms of Reference: MI4 Co-Funding Support for Meetings

1. Background and Description of Co-Funding Opportunity

The overarching goal of the McGill Interdisciplinary Initiative in Infection and Immunity (MI4) is to foster interdisciplinary research to discover, develop and implement innovative solutions for infectious and immune threats to human health. 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 four themes:

1. Antimicrobial Resistance
2. Emerging and Re-emerging Diseases
3. Infections in Vulnerable Populations
4. Diseases of Altered Immunity

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 four MI4 themes, and that meet the terms and conditions described in this document.

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 four MI4 research themes.
- 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 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 $5,000, which must be justified in the application for co-funding support.

A total funding envelope of $25,000 per year is available for MI4 Co-Funding Support for Meetings.

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 profit or revenue generating.

**Budget (1 page max)**

Provide a summary budget that clearly identify 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, copying admincoordmcgilli4.med@mcgill.ca and 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 co-PIs 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. Generally, a response will be provided within one business day.