



**AAMAC**  
**ACAAM**

Aplastic Anemia & Myelodysplasia  
Association of Canada  
Association canadienne de l'anémie  
aplasique et de la myélodysplasie

## **AAMAC: Grant Application Guidelines & Information Package**

[For use by prospective grant recipients]

### **Background**

Aplastic Anemia & Myelodysplasia Association of Canada (AAMAC) is a leading funder of research in bone marrow failure diseases in Canada. Our volunteer-run organization supports patients and caregivers across the country who are living with aplastic anemia (AA), myelodysplastic syndrome (also called MDS or myelodysplasia) and/or paroxysmal nocturnal hemoglobinuria (PNH).

AAMAC funds research associated with AA, PNH or MDS and offers grants for medical research and education-related projects. Relevant research topics include, but are not limited to:

- Research leading to improvements in Quality of Life, e.g. treatment options and guidelines, chelation, changes in clinical practice;
- Research to determine, in greater detail, biomarkers such as cytogenetic abnormalities;
- Research on tailoring treatment to patients;
- Improved transplant outcomes in bone marrow failure;
- New registries if they lead to improved knowledge, etc.;
- Research leading to treatment advances in AA, MDS, or PNH.

### **Mission**

To provide a seamless support network for every Canadian patient, family member, friend, and concerned healthcare provider dealing with AA, MDS and/or PNH.

### **Vision**

To support all Canadians and their families and friends through the diagnostic, treatment and remission stages of these diseases.

### **Researcher Eligibility**

To be eligible to apply, you must:

- Be affiliated with a reputable healthcare institution \* (e.g., an academic centre or hospital)

*or*

- Be working on a publicly funded research project

AAMAC is interested in funding research from basic to clinical sciences including the potential to impact prevention, diagnosis, risk-stratification, treatment, or complications from transplantation for AA, MDS, PNH and associated diseases.

Priority will be given to programs based on the following:

- Their innovative nature to create a rich research training and mentoring environment;
- The researcher's previous experience in AA, MDS, and PNH
- Encourage student mobility, as appropriate, between different Canadian universities, between the universities and potential workplaces or among participating Canadian and international institutions, thus promoting international awareness;
- Their ongoing commitment to equity, diversity, and inclusion strategies.

### **Review Process**

The reviewers consist of members of AAMAC's Medical and Scientific Advisory Committee as well as ad hoc reviewers (e.g., AAMAC board members, relevant subject matter experts at Canadian or foreign institutions).

The names of the reviewers that reviewed a grant will not be revealed to maintain the integrity of the process.

Grants are awarded based on:

- The scientific quality of the research plan;
- The relevance of the research to AAMAC's mission and vision;
- Quality of the research site/institution;
- Qualifications of the mentor(s);
- How likely it is for the research's goals to be accomplished with the allotted funding;
- Translatability-how soon will the findings benefit patients;

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\* reputable healthcare institutions include but are not limited to public or private funded hospitals, public or private academic institutions, and registered clinical research organizations.

## **Application Process**

**We welcome all that meet the applicant and project eligibility requirements to submit an application for an AAMAC grant.**

Applications are accepted on a rolling/ongoing basis.

### **Letter of Intent (LOI):**

All applicants must submit a letter of intent including the following information:

- Introduction & Overview of Research;
- Evidence Gap (Statement of Need);
- Description of Methodology and/or study design;
- Description of Research Site, Materials & Personnel Needed;
- Budget Details;
- Conflicts of interest.

Format: The LOI should be no more than three pages, with 11 point font and 1.5 line spacing.

## **After Grant application awarded/accepted**

### **Use of funds:**

Grants in the amount of up to \$50,000.00/annum for a term of 3 years will be awarded to successful applicants. Grant funds may be used only to support the direct costs of research and indirect costs of up to 10% of the grant. Direct costs of research refer to costs directly related to the proposed research, which include cost for disposables and consumable supplies, and training for researchers directly involved with the project. Indirect cost refer to the administrative cost incurred by the institution to support research, and are not directly related to the research proposal. Such costs may include operating costs of the research facility, HR/payroll costs, and legal fees.

#### *Non-allowable use of funds*

Grant funds may not be used for:

- Purchase of permanent equipment
- Repair or service contract costs for institutional equipment
- The construction or renovation of facilities

- Furniture
- Salaries of collaborators at other institutions
- Honoraria
- Membership dues
- Subscriptions
- Books or journals

#### *Allowable use of funds*

Grant funds may be used for:

- Salary for the principal investigator and for scientific personnel directly engaged in the research project at the principal investigator's institution;
- Consumable supplies;
- Disposables;
- Animals necessary to fulfil the project's specific aims;
- Travel necessary to conduct research, support training, or present the results of the research at appropriate scientific or medical meetings sponsored by non-profit associations. NOTE: travel funded by this grant must be completed during the funding period.

#### **Grant payments:**

Cheques are made payable to the grantee's institution. **No funds will be released before receipt by AAMAC of a signed copy of the Research Grant Agreement.** Additionally, AAMAC reserves the right to withhold payments for failure to meet the foundation's supporting requirements outlined in this review document and the grant agreement.

#### **Expenditures beyond the grant period:**

Expenditures may NOT be made against a grant after its expiration date except with prior authorization in writing from AAMAC at [cindyanthony@aamac.ca](mailto:cindyanthony@aamac.ca).

#### *Exceptions*

- Unspent funds may, under exceptional circumstances, be used for an approved period of time. The grantee must request, in writing, such an extension of the use of grant funds. The **request email** must include:
  - Amount of unspent funds;
  - How those funds will be used during the extension period;
  - Detailed justification satisfactory to AAMAC and its Medical and Scientific Advisory Committee.

\*\* Such a request must be made no later than two weeks after the termination date of the award. \*\*

### **Change in Status**

Should the principal investigator change or the institution withdraw from the project at any time during the process (pre or post grant payment), AAMAC must be made aware and authorize the continued use of grant funds in writing 3 weeks in advance. Notices should be sent to [cindyanthony@aamac.ca](mailto:cindyanthony@aamac.ca).

### **Cancellation of Grant**

Should a grantee decide to not keep the award, they must make AAMAC aware in writing 3 weeks in advance. Notices should be sent to [cindyanthony@aamac.ca](mailto:cindyanthony@aamac.ca).

AAMAC has the right to halt an award should the circumstances render the grantee unqualified and/or unable to perform under the terms and conditions of this document. These include the loss of a license, conviction of a crime in relation to research or clinical activities, or withdrawal of insurance. Funding can also be withdrawn should a grantee fail to provide a progress report by the agreed-upon date.

### **Reports**

Principal Investigators are responsible for managing expenditures on their grants and for working with administrators of sponsored accounts and ensure that over-expenditures do not occur.

Reprints of any publication written by the grant recipient and relating to the work performed during the award period must be included.

### **Publications and Oral Presentations**

All manuscripts on findings produced with aid from the grant must be submitted to AAMAC prior to publication. Recipients must cite support from AAMAC in all published work and in all oral presentations that relate to these findings. For a period of 5 years post-award, the grantee is responsible for forwarding to AAMAC, a copy of published material directly resulting from the funded work. AAMAC will perform a yearly follow-up with all grantees to establish a record of funded publications and additional funding awarded since the receipt of an AAMAC grant. Grantees are strongly encouraged to publish material on open-source venues, when possible, to allow patients the greatest access possible to findings funded through their donations.

## **Ethical Considerations:**

### **The Use of Human and/or Animal Tissues, Organs**

All Applicants must submit evidence of approval from a Research Ethics Board (REB), and their institution's Animal Care & Use Committee.

For projects involving humans, informed consent forms from each individual must be obtained by the applicant.

All documents showing evidence of adherence to the research ethics guidelines set in place by the corresponding jurisdiction's governing body must also be submitted.

**Conflict of Interest:** Any real or potential conflict of interest on the part of the grantee or any collaborators/mentors in relation to the project must be declared. It is expected that AAMAC grantees will observe the highest ethical standards while conducting research. Please see Conflict of Interest Policy for more details.

THE TERMS OF THIS POLICY ARE SUBJECT TO REVISION OR ALTERATION AT ANY TIME.

**Inquiries:** Cindy Anthony, Executive Director. Phone: 1-888-840-0039

Email: [cindyanthony@aamac.ca](mailto:cindyanthony@aamac.ca)