

BloodTechNet Award Program Guidelines

These Guidelines describe the requirements for the Canadian Blood Services BloodTechNet Award Program. The Award terms and conditions may be altered without notice. Applicants should always refer to the latest edition of the Guidelines.

I. General Program Information and Priorities

Canadian Blood Services is a not-for-profit charitable organization. Regulated by Health Canada as a biologics manufacturer and primarily funded by the provincial and territorial ministries of health, Canadian Blood Services operates with a national scope, infrastructure and governance that make it unique within Canadian healthcare. In the domain of blood, plasma and stem cells, we provide services for patients on behalf of all provincial and territorial governments except Quebec. The national transplant registry for interprovincial organ sharing and related programs reaches into all provinces and territories as a biological lifeline for Canadians. Canadian Blood Services facilitates the creation, translation, and application of new knowledge to support a safe, effective, and responsive system of blood and related biologics for Canada.

The objective of the BloodTechNet Award Program is to facilitate the development of innovative educational projects that network the transfusion, cellular therapy and transplantation communities in Canada. To achieve this objective, the Program supports projects delivering educational tools and resources that support the development of skills, knowledge and expertise of health professionals in these communities. The BloodTechNet Award Program supports the Canadian Blood Services' goal of mobilizing knowledge to promote excellence in transfusion and transplantation medicine. Examples of resources developed by previous BloodTechNet awardees can be found [online](#).

The total budget available for the 2022 BloodTechNet Award Program competition is \$50,000. The number of awards funded will depend on the requested budgets and the recommendations of the review committee.

II. Eligibility

- **Applicant:** The Applicant must be a health professional belonging to the transfusion, cellular therapy and/or transplantation communities in Canada. The BloodTechNet Award Program is targeted towards medical lab technologists, nurses and physicians. The Applicant is responsible for submitting the application, delivering the project as approved, and for reporting on the project to Canadian Blood Services.

- **Team composition:** There is no restriction on the number of team members; however, all team members must have a defined role in the project, and their expertise must be aligned with their proposed contributions to the project.
- The project must have a clear plan with defined educational goals and deliverables that will be completed within the **one-year term of the award**.
- While not mandatory, priority will be given to projects that are collaborative in nature and, when relevant, include team members from a variety of health-care professions, departments, organizations and/or jurisdictions. Applicants are encouraged to propose collaborations with Canadian Blood Services and can contact centreforinnovation@blood.ca for help identifying potential collaborations.
- **Budget:** The budget must be aligned with the proposed activities. Projects of varying ranges will be equally considered; however, the project budget must not exceed \$50,000 for one year.
 - Funds may be used for the purchase of expendable materials and supplies, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), contract services, and knowledge dissemination activities (e.g., publication costs).
 - Funds cannot be used for salary support or for stipend support.
 - BloodTechNet Award funds are only to be used towards the direct costs of the project; no funding is to be used for indirect costs (e.g., institutional overhead).

III. Application Process and Evaluation

- Complete the BloodTechNet Award Program Application Form as per the Instructions in the Application Form.
- The Application Package (Application Form) must be submitted to Canadian Blood Services at centreforinnovation@blood.ca by the competition deadline as per the Instructions in the Application Form. **No applications, updates, or additional materials will be accepted after the deadline date.**
- The duly received BloodTechNet Award Program Application Package constitutes an agreement to adhere to the conditions governing the Award.
- Canadian Blood Services will acknowledge receipt of the Application Package by email. **It is the responsibility of the Applicant to ensure the Application Form has been received by Canadian Blood Services.** Contact centreforinnovation@blood.ca if your Application Package is not acknowledged.
- Canadian Blood Services will convene a peer review committee to review applications and make funding recommendations. In assessing the merit of the applications, the following equally weighted criteria are considered:

| Criterion | Description |
|---|---|
| Relevance | Does the proposal tackle a new learning need or one that has not been adequately addressed in the past? How significant is the issue that is being addressed? Which health professionals will benefit? What is the anticipated impact of the benefit? |
| Proposal quality and feasibility | Is the project proposal well-conceived and justified? Are the purpose, context, and approach aligned and coherent? Are the project activities, milestones and deliverables aligned with the purpose of the project? Is the budget adequate and aligned with funding criteria? How likely will the project plan be successfully executed within the one-year term of the award? To what extent are considerations related to sex and gender-based analysis+ been considered and described? If they have not been considered, has an explanation been provided? |
| Collaboration | Do the project team members' skills and backgrounds support the project's objectives? Does the project team include diverse health care professions, departments, organizations and/or jurisdictions? |
| Knowledge mobilization | Is there a well articulated, effective, and feasible plan for knowledge mobilization? Does this plan align with the projected project outputs? |

- In the case of applications judged to have equal merit, priority will be first given to applicants who have not previously received BloodTechNet Award Program funding.
- Canadian Blood Services will inform applicants of the competition outcomes within four (4) months of the application deadline.
- Information on successful applications will be posted on the Canadian Blood Services website.
- Successful applicants will be provided an Acceptance of Funding form to be signed and completed by the applicant and the institution at which the project will take place. Following the return of the completed Acceptance of Funding form, applicants will be provided with a Transfer of Funds Agreement to facilitate the funds transferring to the project institution (if applicable).

IV. General Terms and Conditions of the Award

These Guidelines (the "Guidelines"), including the terms and conditions of the Award, may be altered by Canadian Blood Services without notice. Awardees and their institutions shall comply with the latest edition of the Guidelines.

AWARDEE AND INSTITUTION RESPONSIBILITY

The Awardee and its Institution must complete an acceptance of funding form and a transfer of funds agreement prior to the initiation of the award. The Awardee's institution must agree to administer the Award in accordance with the terms and conditions of the Award as per the Guidelines.

The Awardee, its institution, and the Project Team will comply with all applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the project.

START DATE

The BloodTechNet Award should begin within three (3) months of April 1 2023.

DURATION OF THE AWARD

The duration of a Canadian Blood Services BloodTechNet Award is one (1) year.

CONDITIONS OF FUNDING

The Awardee must respect any limitations placed on the use of the BloodTechNet Award funds as outlined in the formal notification of decision.

The Awardee must ensure that any project involving humans includes a protocol that is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and that appropriate records are maintained. The Awardee will provide such records to Canadian Blood Services upon request.

The Awardee must immediately notify Canadian Blood Services (see Section VI) of their inability, for any reason to carry out or complete the project for which the Award was received. Any change in the project plan or in the location of tenure of the BloodTechNet Award recipient requires the prior approval of Canadian Blood Services. Revisions must be submitted to Canadian Blood Services (see Section VI).

Funding for Canadian Blood Services competitive programs, including the BloodTechNet Award, is provided by the federal government (Health Canada) and the provincial and territorial ministries of health. Should Canadian Blood Services funding levels become unavailable or decrease due to unforeseen circumstances, Canadian Blood Services reserves the right to reduce, defer or cancel funding of awards received through this funding opportunity.

USE OF FUNDS

BloodTechNet Award funding may be used for the purchase of expendable materials and supplies, project team collaborative and networking activities (e.g., team meetings, conference calls, travel), and knowledge dissemination activities (e.g., publication costs). Funding can also be used for the payment of contracted services on a fee for service basis.

Canadian Blood Services supports only the direct costs of the project. No funding is to be used for indirect costs (e.g., institutional overhead). Funds cannot be used for salary support or for stipend support.

PROGRESS REPORT

One final Progress Report is due within 1 month of the Award end date that includes a description of how professionals will access the learning product developed by the project. Additional progress reports may also be requested during the tenure of the Award. A progress report template will be provided.

Materials submitted to Canadian Blood Services may be shared at the discretion of Canadian Blood Services. Awardees shall ensure that any materials submitted to Canadian Blood Services do not infringe third party intellectual property rights and comply with appropriate copyright and academic authorship standards.

DISSEMINATION AND PUBLICATIONS

Any publications, reports or public presentations resulting from work conducted during the tenure of a Canadian Blood Services BloodTechNet Award must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the BloodTechNet Award Program will be provided.

The Awardee may be asked to participate in a webinar to present the project and its outcomes to Canadian Blood Services.

OFFICIAL LANGUAGES

Where appropriate, the Awardee should deliver their services, programs, projects, or activities in both official languages.

RECORDS

The Awardee and its institution must keep all records, information, databases, reports, financial information, costs and expenditures, and all other documentation related to the project for a period of six (6) years from the end of the Period of Award.

Canadian Blood Services and/or its funders shall have the right to: (i) monitor and review project through site visits or other means, and (ii) conduct inspections of financial records or audit the Awardee and institution to confirm compliance with these Guidelines and the appropriate use of funds. Canadian Blood Services shall have the right to share copies of reviews, evaluations, and audit reports with its funders.

The Auditor General of Canada also reserves the right to conduct an inquiry into the Project Team's use of funds. The Awardee, Institution, and Project Team shall cooperate with Canadian Blood Services, its funders and/or the Auditor General of Canada and their representatives or

agents in connection with such a review, audit, or inquiry, and shall grant access to its documents, records and premises as required for purposes of any such review, audit or inquiry. The results of an inquiry by the Auditor General of Canada may be reported to Parliament in a report of the Auditor General.

V. Financial Administration of Award Funds

Financial administration of the Award funds will be through Canadian Blood Services' competitive funding programs' secretariat. The Canadian Blood Services' competitive funding programs' secretariat will instruct Canadian Blood Services' Finance Services to transfer the approved funds to the Awardee's institution, subject to the terms of a transfer of funds agreement completed by the Awardee and its institution. The Awardee and its institution are responsible for administering the funds according to the guidelines and for financial reporting on expenditures using Form 300 or equivalent to Canadian Blood Services.

Awardees are expected to exercise appropriate stewardship over the financial resources entrusted to them from Canadian Blood Services. In no circumstances shall the total disbursement exceed the funds available for each award. Expenditures exceeding the Award will be neither assumed nor reimbursed by Canadian Blood Services. The Awardee and its institution will return to Canadian Blood Services any funds to which it is not entitled, including payments made in error and paid costs that are not eligible for reimbursement.

Requests for a no-cost budget extension to extend resources must be made in writing to Canadian Blood Services (See Section VI) three (3) months before the end of the grant. Unspent funds remaining at the end of the project must be returned to Canadian Blood Services.

VI. Contact and Enquiries

Enquiries should be addressed to centreforinnovation@blood.ca or 613-739-2564.