



# James Kreppner Award Program Guidelines

These guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services’ James Kreppner Award program. The James Kreppner Award program terms and conditions may be altered without notice. Applicants should always refer to the latest edition of the Guidelines.

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**An award to honour James Kreppner’s contributions to Canada’s blood system: James Kreppner was a lawyer and patients’ rights advocate, a longtime volunteer and member of the Canadian Hemophilia Society, and a member of the Canadian Blood Services’ Board of Directors. James Kreppner was committed to blood safety.**

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## 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 makes 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. Through our research, development and education activities, we facilitate the creation, translation, and application of new knowledge to support a safe, effective, and responsive system of blood and related biologics for Canada.

In order to honour the contributions of James Kreppner to Canada’s blood system, the James Kreppner Award has been established in his name. The objective of the Canadian Blood Services James Kreppner Award Program is to support legal and bioethics research relevant to Canadian Blood Services’ priorities, as outlined below.

The James Kreppner Award Program competition will support one (1) legal and/or bioethical research project with up to \$50,000 for a period of one year. The James Kreppner Award Program competition is held on an annual basis.

Research priorities for the James Kreppner Award include the legal, regulatory and/or ethical aspects of (a) donation, collection, storage, and use of blood, blood products, and novel uses of hematopoietic stem cells; and (b) organ and tissue donation and transplantation. While relevant applications from all eligible researchers are encouraged, the following high research priority areas have been identified and research proposals addressing these will be prioritized:

- Issues relevant to novel uses of hematopoietic stem cells (e.g., regulatory, consent, use, not-for-profit / for-profit partnerships, intellectual property and risk);



- Issues relevant to the use of new technologies in healthcare (e.g., AI, robotics, machine learning, genomics);
- Issues relevant to long-term storage of biological samples (e.g., cord blood banking, autologous and allogeneic blood stem cell collections, consent for novel uses of biological samples not previously disclosed);
- Issues related to the allocation of scarce health care resources (e.g., blood, blood-derived products, organs), including a review from a diversity, equity and inclusion perspective; and
- Issues relevant to the use of personal information, pseudonymized information and deidentified information for secondary purposes (e.g., data analytics).

## II. Eligibility

- **Applicant:** The Applicant must be a legal or bioethics researcher affiliated with a Canadian academic program as a faculty member. Consideration may also be given to an applicant who is a health sciences researcher affiliated with a Canadian academic program as a faculty member who can demonstrate that their experience and/or research team composition is appropriate to conduct a legal and/or bioethics research project. The Applicant is responsible for submitting the Letter of Intent, the full application, delivering the project as approved, and reporting on project progress to Canadian Blood Services. Priority will be given to applicants that are not (at the time of application) employees of/or contracted to Canadian Blood Services, in the case of equally ranked applications.
- **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 clearly required to adequately address the project goals.
- While not mandatory, priority will be given to projects that are collaborative in nature and, when relevant, include team members from different disciplines: for example, teams including subject matter experts in transfusion, blood stem cell transplantation or organ/tissue transplantation, and in legal and/or bioethics research, as appropriate. Applicants are encouraged to identify research collaborations with Canadian Blood Services.
- The project must have a clear plan with defined goals and deliverables that will be completed within the one-year term of the award and that are aligned with the research priorities outlined in Section I.
- **Budget:** The proposed project budget must not exceed \$50,000 for one year.
  - Funds may be used for salary support for the Applicant. A letter of support must be provided by the academic institution, indicating the institution's commitment to provide research and office facilities (as required) and to protect the Applicant's time.

- Funds may be used for trainee stipends, research staff salaries (e.g., research assistants), 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).
- The purchase of small items of equipment, including electronic devices is permissible; however, the maximum that can be spent on equipment is \$8,500 (exclusive of applicable taxes). Funds cannot be used for maintenance or service contracts for equipment.
- James Kreppner Award funds may be used for the payment of contracted services on a fee for service basis (e.g., statistical support).
- James Kreppner Award funds are only to be used towards the direct costs of research; no funding is to be used for indirect costs (e.g., institutional overhead)

### **III. Application Process and Evaluation**

The application process for the James Kreppner Award Program is comprised of two phases: Letter of Intent and Application.

#### **i) Letter of Intent Phase**

- Complete a Canadian Blood Services James Kreppner Award Letter of Intent (LOI) as per the Instructions in the LOI.
- Submit the LOI by email to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) on or before the deadline. **No LOIs will be accepted after the deadline.**
- Canadian Blood Services will acknowledge receipt of the LOI by email. **It is the responsibility of the applicant to ensure the LOI has been received by Canadian Blood Services.** Please contact [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) if your LOI is not acknowledged.
- Canadian Blood Services will perform a review of the LOI to determine if the proposed application addresses James Kreppner Award Program objective and research priorities (see Section I) and to assess if basic eligibility criteria have been met (see Section II). The information provided in the LOI will be used to determine the expertise required to review applications.
- The administrative and relevance review will be performed within twenty (20) business days of the LOI deadline.
- Canadian Blood Services will contact all applicants and provide the full Application Form to those that are determined to be relevant and that meet the basic eligibility criteria. Feedback on the proposed project will be provided to the applicants at this stage to further ensure eligibility and the relevance of the project to the research priorities.

Applicants must submit a LOI in order to receive the full Application Form.

## ii) Application Phase

This application phase is relevant to Applicants who have been invited to submit a full application. **Unsolicited full applications will not be accepted.**

- Complete the Canadian Blood Services James Kreppner Award Program Application Form and prepare the supporting documents for the Application Package, as per the Instructions in the Application Form.
- The Application Package (Application Form and supporting documents) must be submitted by email to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) on or before the competition deadline as per the Instructions in the Application Form. **No applications or additional material will be accepted after the deadline.**
- The duly received James Kreppner 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 Package has been received by Canadian Blood Services.** Please contact [centreforinnovation@blood.ca](mailto: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 applications, the following criteria are considered:

| Criterion                | Weight | Description  |
|--------------------------|--------|--|
| <b>Relevance</b>         | 40%    | <ul style="list-style-type: none"> <li>• Is the project aligned with the objective of the award?</li> <li>• Will the project produce new data and concepts, and advance the state of knowledge in one of the identified research priorities? How significant is the issue that is being addressed? Do the objectives respond to identified needs?</li> <li>• Does the project present a defined knowledge translation strategy to accelerate the uptake of the study findings or of existing knowledge by the knowledge user group?</li> </ul> |
| <b>Merit/Feasibility</b> | 60%    | <ul style="list-style-type: none"> <li>• Are the overall strategy, methodology, and analyses appropriate to accomplish the specific objectives of the project?</li> <li>• Is the project proposal well-conceived and justified?</li> <li>• Do the project team members' skills and backgrounds support the project's objectives?</li> <li>• How likely will the project plan be successfully executed within the one-year term of the Award? Does the proposal identify potential challenges and appropriate mitigation strategies?</li> </ul> |

- Have project considerations related to sex and gender-based analysis+ been considered and described and if they have not been considered, has an explanation been provided? Is the budget adequate and aligned with funding criteria?

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- The peer review committee recommendations will be used to make funding decisions, subject to final approval by a Canadian Blood Services' executive responsible for the competitive funding programs.
  - 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 given an Acceptance of Research Funding form to be signed and completed by the applicant and their institution. Following the return of the completed Acceptance of Research Funding form, applicants will be issued a Transfer of Funds Agreement to facilitate the funds transferring to the institution paid.
  - Successful applications may also be considered for financial support from Mitacs with Canadian Blood Services as the partner. Applicants will be contacted directly by Canadian Blood Services to coordinate a Mitacs submission.

## **IV. General Terms and Conditions of the Award**

These 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's institution must agree to provide adequate research facilities and 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 James Kreppner Award should begin within 6 months of April 1, 2023.

### **DURATION OF AWARD**

The duration of a James Kreppner Award is one (1) year.

## **CONDITIONS OF FUNDING**

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

The Awardee must ensure that any research project involving humans includes a research 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 research for which the Award was received. Any change in the research plan or in the location of tenure of the James Kreppner 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 funding programs, including for the James Kreppner Award Program, 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 grants received through this funding opportunity.

## **USE OF FUNDS**

James Kreppner Award funding may be used for salary support for the Awardee and for the payment (salary and benefits, where applicable) of research staff (e.g., research assistants), the payment (salary and benefits, where applicable) of research trainees (e.g., postdoctoral fellows, graduate students, summer students), 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). The purchase of small items of equipment is permissible; however, the maximum that can be spent on equipment is \$8,500 (exclusive of applicable taxes). Small equipment including electronic devices comprising communication, computer, or audio-visual devices may be purchased using these funds but will remain the property of Canadian Blood Services.

Canadian Blood Services supports only the direct costs of research. No funding is to be used for indirect costs (e.g., institutional overhead).

## **PROGRESS REPORT**

Applicants are responsible and accountable for project management and results. Canadian Blood Services will also have an active role in reviewing project progress and providing advice

and feedback to project teams on an ongoing basis. This approach encompasses a number of features as follows:

- Applicants will be required to submit progress reports to Canadian Blood Services.
- Applicants will be invited to attend regular meetings with Canadian Blood Services to discuss project progress.
- Applicants will be required to submit a final report to Canadian Blood Services within one month of the project end date.

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 James Kreppner Award must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the James Kreppner Award program will be provided.

## **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, institution, and Project Team, 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 his/her 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 grant funds will be through Canadian Blood Services' competitive funding programs' secretariat. The 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 the 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](mailto:centreforinnovation@blood.ca) or by phone at (613) 739-2496.