

# Kenneth J. Fyke Award Program Guidelines

These guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services’ Kenneth J. Fyke Award program. The Kenneth J. Fyke 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 Kenneth J. Fyke’s contributions to Canada’s healthcare system: Kenneth J. Fyke was one of Canada’s healthcare pioneers and a world authority on healthcare management. His unique approach to healthcare focused on health service integration and regionalization and was quickly adopted across Canada. He was made chair of Canadian Blood Services in 1998 where he expanded on his contributions to health policy and administration. Kenneth J. Fyke was committed to excellence in health services and policy.

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

In order to honour the contributions of Kenneth J. Fyke to Canada’s healthcare system, the Kenneth J. Fyke Award has been established in his name. The objective of the Canadian Blood Services Kenneth J. Fyke Award program is to support health services and policy research in order **to promote the development of evidence-based Canadian practices and policies in blood transfusion, blood stem cell transplantation, and organ and tissue donation and transplantation for the benefit of Canadian patients.**

The Kenneth J. Fyke Award Competition will support one (1) health services or policy research project with up to \$100,000 for a period of one year. For the current competition, the following priorities have been identified:

- Improving our understanding of, and/or optimizing, utilization of blood, blood products and/or alternatives, or transplantable products (organs and tissues) at a system or patient level;

- Health economics approaches to evaluate the cost-effectiveness of current or new measures in supporting a safe and sustainable transfusion or transplantation system (e.g., with an emphasis on emerging interventions such as gene therapy); and
- Fostering pan-Canadian collaboration in health care.

The Kenneth J. Fyke Award Program competition is held on a biennial basis.

## II. Eligibility

- **Applicant:** The Applicant must be a Canadian researcher affiliated with a Canadian academic program related to health services or health policy or transfusion medicine, stem cell transplantation, or organ/tissue donation and transplantation medicine as a faculty member. The Applicant is responsible for submitting the 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 health services or health policy, 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 \$100,000 for one year.
  - Funds cannot be used for salary support for investigators (i.e., individuals who are eligible to apply for operating funds from the federal agencies).
  - 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 is permissible; however, the maximum that can be spent on equipment over the one-year grant funding period is \$8,500 (exclusive of applicable taxes). Small equipment including electronic devices comprising communication, computer, or audiovisual devices may be purchased using these funds. Canadian Blood Services assumes ownership of all items purchased with Kenneth J. Fyke Award funds.
- Funds cannot be used towards equipment maintenance or service contracts.
- Kenneth J. Fyke Award funds may be used for the payment of contracted services on a fee for service basis (e.g., statistical support).
- Kenneth J. Fyke 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

- Complete the Canadian Blood Services Kenneth J. Fyke 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 Kenneth J. Fyke 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.** 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
Relevance	40%	<ul style="list-style-type: none"><li>• Does the project address the objective of the award and identified priorities for this competition? How significant is the issue that is being addressed? What is the anticipated impact of the project deliverable(s)?</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>

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<b>Merit/Feasibility</b>	60%	<ul style="list-style-type: none"> <li>• Is the project proposal well-conceived and justified? Are the project activities, milestones and deliverables aligned with the purpose of the project? Is the budget adequate and aligned with funding criteria?</li> <li>• How likely will the project plan be successfully executed within the one-year term of the grant? Do the project team members' skills and backgrounds support the project's objectives?</li> <li>• 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?</li> </ul>
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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.
- Successful applicants will be given an Acceptance of Research Funding form to be signed and completed by the Awardees and their institutions. Following the return of the completed Acceptance of Research Funding form, the Awardee will be issued a Transfer of Funds Agreement to facilitate the funds transferring to the institution paid.
- Information on successful applications will be posted on the Canadian Blood Services website.

## **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 Kenneth J. Fyke Award should begin within six (6) months of April 1 2023.

## **DURATION OF AWARD**

The duration of a Kenneth J. Fyke Award is one (1) year.

## **CONDITIONS OF FUNDING**

The Awardee must respect any limitations placed on the use of Kenneth J. Fyke 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 Kenneth J. Fyke Award recipient requires the prior approval of Canadian Blood Services. Revisions must be submitted to Canadian Blood Services (see Section VI).

Funding for the Canadian Blood Services competitive funding programs, including for the Kenneth J. Fyke Award program, is provided by the federal government (Health Canada) and the provincial and territorial ministries of health. Should Canadian Blood Services funding 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**

Kenneth J. Fyke Award program funding may be used for the payment (salary and benefits, where applicable) of research staff (e.g., research assistants, technicians, etc.), the payment (stipend and benefits, where applicable) of research trainees (e.g., post-doctoral fellows, graduate students, or 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 over the one-year grant funding period is \$8,500 (exclusive of applicable taxes). Small equipment including electronic devices comprising communication, computer, or audiovisual devices may be purchased using these funds. Canadian Blood Services assumes ownership of all items purchased with Kenneth J. Fyke Award funds. Funds cannot be used towards equipment maintenance or service contracts. Kenneth J. Fyke Award program funding may also be used for the payment of contracted services on a fee for service basis (e.g., statistical support), but under no circumstances may a Principal Investigator, Co-Investigator, or Collaborator be personally remunerated.

## **PROGRESS REPORT**

One final progress report is due within 1 month of Award end date. Additional progress reports may 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 Kenneth J. Fyke Award must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the Kenneth J. Fyke 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 Award funds will be through the 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 no-cost budget extensions 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.