**AllerGen Commercialization (C) and Knowledge Mobilization (KMb)**

**Multi-Year Strategic Initiative (SI) Program Application Package**

(Max. 3 years/$150,000)

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### MSI PROGRAM OVERVIEW AND GUIDELINES

<table>
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<th><strong>Competition Timeframes</strong></th>
<th>MSI applications are accepted on specific dates scheduled throughout the year. These dates are set by the AllerGen Administrative Centre in consultation with the Research Management Committee and will be posted on the AllerGen website.</th>
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</table>
| **Eligibility to apply**   | AllerGen Investigators are eligible to submit an application if, prior to submission, they have:  
1. signed the NCE [Standard Network Agreement](#);  
2. discussed the scientific merits of their proposal with the appropriate Research Co-Leaders & submitted a completed [Confirmation of Consultation form](#); and  
3. confirmed with AllerGen’s Managing Director the alignment of their proposal with Network priorities & submitted a completed [Confirmation of Consultation form](#).  
*Only after these conditions are met will an application be eligible for submission and review.* |
| **Maximum AllerGen NCE Investment** | The maximum value of each MSI award is $150,000. |
| **Investment timeframe**   | AllerGen will invest in each MSI for up to three years (36 months) per application. |
| **Objective**              | The MSI program focuses on supporting larger-scale, longer-term, high-impact commercialization and/or knowledge mobilization initiatives aligned with AllerGen’s mission and vision and undertaken in partnership with AllerGen stakeholder/end-user organizations.  
AllerGen will consider proposals for projects to be completed within a period of up to three years that include, but are not limited to, at least one of the following objectives:  
  a. Develop a business plan to secure a legacy for AllerGen research investments/teams.  
  b. Contribute to and facilitate the translation, mobilization and application of AllerGen-funded or related research findings to accelerate Canadian innovation, productivity and economic competitiveness and/or improve the quality of life for Canadians living with allergic disease.  
  c. Develop policy frameworks, national strategies, tools, technologies, products, and/or services arising from AllerGen research and/or aligned with AllerGen’s vision and mission. |
| **Review & Evaluation Process** | 1. Proposals must a) be relevant to AllerGen’s mission and mandate; and/or b) relate to the implementation of knowledge mobilization or commercialization strategies or business planning arising from previous AllerGen investments.  
2. Applications will undergo staff review for completeness. Additional information may |
### MSI PROGRAM OVERVIEW AND GUIDELINES

1. Applications will be requested if the information provided is deemed to be insufficient.

2. Complete applications may be forwarded to the appropriate AllerGen advisory committee(s) for review. Recommendations from the advisory committees consulted regarding strengths and weaknesses will be forwarded to the RMC to facilitate investment decisions.

3. The RMC will review all complete applications and determine their eligibility for support, the appropriate level of Network investment, and any associated terms and conditions that must be met prior to the commitment of AllerGen resources.

4. Funding decisions will be communicated to the corresponding Principal Investigator in writing by AllerGen’s Administrative Centre.

5. Review at one stage of the process does not guarantee the application will advance to the next stage, should deficiencies in the application be identified.

| Funding Conditions | This competition is open to Network Investigators affiliated with Canadian universities, post-secondary educational institutions, hospitals, institutes and other organizations that are considered “Network members.” AllerGen has Network agreements in effect with these Network member organizations as they are eligible to hold research funds from the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC), and can hold AllerGen funds in trust for AllerGen Network investigators.

AllerGen funding must be used only for AllerGen-approved projects and initiatives, and in accordance with Tri-Council policies and practices related to environmental assessment, ethics review, as well as with Networks of Centres of Excellence (NCE) and AllerGen policies and procedures.

Partner organization contributions (cash and/or in-kind) from non-NCE sources are required. (This requirement may not apply to proposals solely pursuing objective “a” listed above: the development of a business plan.)

Approved funding is conditional upon adherence to AllerGen’s funding policies, terms and conditions, as well as the terms and conditions of Network participation as set out in the NCE Standard Network Agreement document, including but not limited to the following:

- Receipt of written confirmation in the form of a certificate or letter of approval from the appropriate research ethics board indicating that ethics review and/or an environmental assessment has been obtained, if required.
- Demonstrated progress towards the achievement of relevant conditions and recommendations as defined by the RMC.
- Principal Investigators, Co-Principal Investigators, Co-Investigators, Research Associates, Technical Staff and Highly Qualified Personnel receiving AllerGen funds are required to sign Appendix A of the Standard Network Agreement.
- Successful applicants are required to acknowledge AllerGen NCE Inc. and its partners in any communication or publication related to the Strategic Initiative.
- Host institutions are not allowed to pre-flow AllerGen-awarded funds in advance of receipt of AllerGen cheques.

| Submission | Applications are to be submitted to the attention of the Managing Director and COO, with copies to the Scientific Director and the appropriate Research Co-Leaders. If applications are not copied to all parties, the Managing Director will ensure that this occurs. |
PART I - PROJECT NARRATIVE (Word file – download the template)

The Project Narrative is subdivided into 13 sections and must be no longer than 15 pages in length, double-spaced, minimum 11-point font.

Section 1: Executive Summary (1 page, bullet points accepted):
Provide a brief overview of the proposal in plain language
a) Summarize the rationale for the proposal.
b) State the goals, major activities, and associated deliverables and timeframes (note milestones; i.e., major progress points that must be reached to achieve success), and anticipated project outcomes.
c) Describe the KMb/KT, commercialization, business strategy, model or approach to be used.
d) State investment requested of AllerGen, of partners (cash and in-kind) and the degree to which AllerGen funding is to be leveraged (e.g., 1:1 ratio). *
e) Outline the partnerships involved and partner roles/responsibilities. *
f) Describe the anticipated impacts and associated benefits and beneficiaries of this project. *

Section 2: Rationale
What is the rationale/justification for this proposal?
• Why this investment, why now?
• What is the benefit/value-added of the proposed impact(s)? *
• Who will benefit? Who is the “customer”? *

Section 3: Project Goal(s) and Objectives
a) What is the ultimate goal(s) of the proposed initiative?
b) State the objectives that need to be achieved to realize the ultimate goal(s).

Section 4: Project Activities, Deliverables, Timeframes (use the table in Tab 1, Appendix A [Excel file]; see sample table below)
a) Identify specific activities to be undertaken to achieve objectives.
b) Identify timeframes for completion of each activity, and associated milestones (major progress points).

TAB 1: GOALS, OBJECTIVES, ACTIVITIES, Timelines, Milestones

<table>
<thead>
<tr>
<th>Project Goal 1: Insert goal statement</th>
<th>Objective 1: Insert objectives</th>
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<tbody>
<tr>
<td>Activity 1: Insert major activities</td>
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<td>Activity 2:</td>
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<th>Project Goal 2:</th>
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<td>Activity 1:</td>
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* May not apply to proposals solely pursuing objective “a” listed above: the development of a business plan.
Section 5: Strength of Evidence *
Strength of the evidence/knowledge/information/need for the product/service to be disseminated/distributed:
   a) What is the source and relative strength of the evidence forming the basis for the planned dissemination and/or commercialization activity?

Section 6: Target Audiences/Market/Needs Analysis *
To whom will the evidence/knowledge/information/product be disseminated?
   a) Identify the intended target audiences/market for anticipated outcomes.
      • Provide a sense of the size/scale of the target audience/market
   b) How will your proposed activities address target audience/market needs?
      • (e.g., product development and distribution efforts, market gap/societal need/demand)
   c) What is the anticipated target audience/customer use of information/products/services generated?

Section 7: Means of Dissemination *
   a) How will the information/product be disseminated (modes, means) to target audiences?
      • Describe how user sector contexts and needs have been accounted for
   b) Describe the mechanisms or approaches that will be used to engage target audiences in the initiative to support uptake and/or attract and retain partners, customers.

Section 8: Partnerships *
   a) Identify partners/partnership arrangements.
   b) What role will partners play in (select those that apply): product development; product evaluation; knowledge synthesis; prioritization of messaging; dissemination strategy; dissemination processes; testing and evaluation?
      • Itemize cash and in-kind contributions from partners in Appendix G (Excel file)
      • Preference will be given to proposals that have confirmed partnership support
   c) Explain the use of primary and secondary transfer partners that redistribute knowledge/services/products within existing social, professional, product networks, as applicable.
   d) Explain use of knowledge brokers, business experts, as applicable.

Section 9: Your Team
   a) List your proposed team, its members’ individual roles and expertise (use the table in Tab 2, Appendix B [Excel file]; see sample table below).
   b) Describe how the expertise your team possesses will contribute to the successful execution of the proposed initiative.
   c) Identify additional skills needed to fill expertise gaps on your team, if any, and how you plan to address them.

   TAB 2: Team Summary

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<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Expertise</th>
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Section 10: Impact *
   a) Identify the planned impacts of this project—what will change, who will benefit and how?
   b) Describe how your proposed project contributes to and/or facilitates the development, translation,

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Mobilization and/or policy use of AllerGen-funded or related research to accelerate Canadian innovation, productivity and economic competitiveness, and to improve the lives of Canadians living with asthma, allergy and anaphylaxis.

Section 11: Evaluation
a) By what process and when will you evaluate this initiative?
b) How will the results of the evaluation process provide feedback to future initiatives related to this initiative?

Section 12: Budget Justification
a) Include a detailed budget justification for the funds requested from AllerGen.

Section 13: Tri-Council Compliance Requirements
a) Research Ethics: Indicate whether or not the proposed research involves biohazards, humans, human embryonic stem cells or animals. If it does, AllerGen will require approval by your institutional certification committee prior to the release of funds.
b) Environmental Assessment: Indicate whether or not the proposed research takes place outside an office or laboratory, and/or involves an undertaking as described in NSERC Form 101 Appendix B. If you answer yes to either of the above and your project is selected for funding by AllerGen, you will be required to complete an Environmental Assessment Impact Statement and the Canadian Environmental Assessment Act Pre-Screening Checklist for internal review and approval prior to the release of funds.

PART II: APPENDICES A – G (Excel file – download the template)

Tab 1 - Appendix A - Goals, Objectives, Activities, Timelines, Milestones
On the spreadsheet provided, identify specific activities to be undertaken to achieve the project's objectives; identify timeframes for the completion of each activity, and associated milestones (major progress points).

Tab 2 - Appendix B - Team Summary
On the spreadsheet provided, list your proposed team, its members' individual roles and expertise.

Tab 3 - Appendix C - Investigators
Insert the names of the Principal Investigator (PI), Co-Principal Investigators (Co-PI), and Co-Investigators (Co-I) on the spreadsheet provided. Complete the sections highlighted in green.

Tab 4 - Appendix D - Trainees
On the spreadsheet provided, insert the names of trainees to be involved in the proposed project and their level of study or position. Complete the sections highlighted in green. Involvement of trainees is regarded as a very high priority for AllerGen in its selection of proposals for investment.

Tab 5 - Appendix E - Grants Held or Applied for
On the spreadsheet provided, itemize grants currently held and applied for that are related to the proposal. Complete the sections highlighted in green.

Tab 6 - Appendix F - Budget
Provide a detailed summary of the expenditures of AllerGen NCE Inc. funds, in the budget categories indicated. Complete the sections highlighted in green.
<table>
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<tr>
<th>Tab 7 - Appendix G - Cash and In-kind Contributions from non-AllerGen Sources *</th>
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<tr>
<td>On the spreadsheet provided, itemize cash and in-kind contributions from non-AllerGen sources, held or applied for, relevant to this proposal (e.g., Tri-Council and other federal, provincial, municipal, hospital and international peer-reviewed research grants; academic, public and/or private sector partners). Contributions from non-NCE sources† are required. Complete the sections highlighted in green. AllerGen will pay particularly close attention to the use and leveraging of multiple sources of funding in assessing the application.</td>
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†Tri-Council funds are not considered non-NCE funds.

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