



2020
NEUROENDOCRINE TUMOUR (NET)
RESEARCH GRANT
APPLICATION

2020 NEUROENDOCRINE TUMOUR RESEARCH GRANT

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1. INTRODUCTION / BACKGROUND

The Canadian Neuroendocrine Tumour Society (CNETS) is committed to improving the quality of life and survival for NET patients across Canada. To deliver on this vision, CNETS has been supporting NET-research since 2011, initially through a partnership-based approach and since 2016 through our independent Research Funding Framework. This is the fifth year in which we are offering research grants across Canada for NET research based on our framework.

The NET patient community has continually demonstrated a strong commitment to supporting CNETS fundraising efforts. Our goal is to leverage this commitment by encouraging local NET patients to direct their fundraising efforts towards specific high-priority projects. The proceeds are pooled with contributions from CNETS and NET Centres to fund select research initiatives. By championing causes that will have a direct and meaningful impact on their own lives and the lives of other NET patients, we believe that this approach will be highly inspirational and motivational. It will also enable us to fund a greater number of research initiatives, that are more ambitious.

CNETS is pleased to announce the **2020 Neuroendocrine Tumour Research Grant competition to provide grant-in-aid for three (3) projects up to a maximum of \$40,000 per project.** One of these three grants-in-aid will be funded with the generous support from "The Daniels Constellation Fund for Neuroendocrine Cancer Research" through efforts led by Bailey Daniels and her team. The research focus for this grant announcement was determined through a widespread consultation with the NET patient community, and the input from CNETS Scientific and Medical Advisory Board (SMAB).

The eligible applicants must be working at the Canadian hospitals and research centers that treat NET patients. The funding support could be requested for items directly related to the execution of the project, such as the cost of clinical trial or pre-clinical research project, the scholarship or fellowship support for a clinical or fundamental research fellow. The preference will be given to projects that could have a direct and meaningful impact on the lives NET patients. Multi-centric applications are eligible if the focus of the project is aimed at benefitting Canadian NET patients. The onus is on the applicant to justify the request in terms of its relevance to the therapy of Canadian NET patients by these selected approaches.

We recognize that the grant-in-aid from CNETS may fund only part of the total cost of a project. Hence the applicants are strongly encouraged to leverage the CNETS grant to raise matching and more funds from other sources to conduct a strong project that has direct relevance to the theme of this grant cycle. Nonetheless, the projects that could be conducted with CNETS funding alone will also be welcome as all the projects will be judged on the merit and feasibility. For the projects with leveraged funding, the applicants must present a reasonable evidence of having secured or made plans to secure the remaining funds to successfully execute the entire project. To judge the merit and feasibility of the project, the applicant must provide a complete description and the global budget of the entire project with an expected use of the grant-in-aid amount received from CNETS.

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The applicants may explore the option of securing the additional funding for the project from a wide range of sources, such as local, regional and national health authorities, granting agencies, pharmaceutical companies, hospital and private foundations, provided the results of work supported by this grant would be made publicly available and not be subject to unduly restrictive clauses that would hinder the progress of research for causes and cures for NETs. In addition, CNETS would also be happy to assess the possibility of collaboration with the potential applicants and their Institutions to launch a specific fund-raising drive with a goal to secure the required funding for their project.

The project may be of maximum duration of two years and successful projects would remain eligible for renewal of funding in future competitions, subject to availability of funds and relevant productivity from the previously funded project. CNETS may redistribute proceeds from different fundraising efforts across Canada to ensure that all successful projects receive fair and adequate support from its fundraising efforts.

To maintain the timely execution of the project, the successful applicants must complete all administrative formalities with CNETS within **six months** of notification of results; after which the grant offer will be withdrawn by CNETS.

2. IMPORTANT DATES

Call for Applications: **December 1ST, 2020**

Application Deadline: **April 15th, 2021**

Anticipated Notice of Decision: **June 1st, 2021**

Funding Validity Date: **2 years starting from July 1st, 2021**

3. CONTACT INFORMATION

Any questions may be directed to: **CNETS**

Phone: 416-628-3189 or 1-844-628-6788 or by Email at: info@cnets.ca

4. ELIGIBILITY

The Nominated Principal Applicant **must** be an independent researcher with a clinical or an academic or research appointment at an eligible institution, such as a Government-recognized Canadian hospital, Institution or a University where NET patients are treated or where there is active NET-related research program.

The co-applicants may be from other Canadian or non-Canadian Institutes as long as the project is focused on NET-related work to be carried out at the Canadian Institution. The co-applicants can be an independent

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researcher, a knowledge user or a clinical or research fellow for whom the stipend is requested in the grant application.

ELIGIBILITY CRITERIA

Relevance of the application to the focused area of Neuroendocrine Tumour (NET) research.

The eligible project must involve a clinical trial or a clinical or fundamental research project (including animal or cellular models) to examine issues relevant for the understanding of the origin and development of Neuroendocrine tumors (NETs), their diagnosis and treatment.

The onus is on the applicant to justify the request in terms of its relevance to the diagnosis and therapy for NET patients by these selected approaches.

5. GENERAL GUIDELINES & APPLICATION FORM DETAILS

Agreement to protection of CNETS from the legal liability regarding issues related to the work supported by this grant:

The applicants and their institutions bear complete responsibility for seeking all ethical committee approvals for the clinical or animal studies and follow the requisite guidelines for a safe conduct of studies. CNETS requires the applicants to provide ethical committee approval certificates for human or animal studies prior to release of funds and reserves the right to require the applicant to provide all the supporting documents that were submitted to seek these approvals.

The applicants and their institutions by signing on the signature page of the application agree not to hold CNETS legally or morally liable for any type of adverse consequences due to conduct of the clinical trial or research and the follow-up of these research studies. It is entirely the legal responsibility of the applicants and their institutions to take all the required steps to ensure the safety and security of human subjects or experimental animals involved in the study supported by CNETS.

For the studies involving clinical trials, the applicant and the host institutions must also agree to include a line item in the patient consent form that the patients agree not to hold CNETS legally or morally liable for any damages or claims for any type of consequences that may occur due to their participation in the clinical trial supported by CNETS.

Allowable costs:

(A) Items Eligible for support: Laboratory supplies and reagents for the project; Stipends, scholarship or fellowship for the students and clinical or research fellows working on the project; Travel to present and

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promote the work conducted with CNETS grants, etc.

(B) Items Not Eligible for support: Salaries of principal applicants, honorarium to clinicians, purchase of equipment, salaries or compensation for sabbatical leaves and living expenses, telecommunications equipment or user-fees, etc.

Funding of the grant will be allocated to the host institution (University or the Hospital) and it is the responsibility of the institution to ensure that grant money is used for allowable expenses. In case of doubt, please contact CNETS to determine the allowable expenses.

Filling out of the application form:

For most administrative items, please use the box area provided in the form, except for specified sections for which the documents may be prepared in other software and converted to PDF prior to attachment in appropriate places in the form. It is permitted to attach PDF of the "CIHR-Biosketch" version of the Canadian Common CV for all applicants and co-applicants (<https://ccv-cvc.ca/indexresearcher-eng.frm>) in lieu of filling out 5-page CV (page 14) and the grant history (pages 20-21) for each investigator. Nonetheless, a copy of the scientific abstract of all currently held or applied for financial support from other sources must be provided in the appendix, as described on page 21.

Specifications for any added document:

- Instructions for specific sections will also include maximum number of pages allowed for the section.
- Any document (other than Canadian Common CV) attached to the application must follow the following general instructions:

"A maximum of (specified) pages, single-spaced, with no more than 6 lines per inch. **MARGINS:** A minimum one-inch (1"; 2.54 cm) margin all around (all four sides). **FONT:** *Times New Roman* is the only acceptable font with the character size measured in points (pt) must be no smaller than 12 pt. Condensed type is unacceptable.

HEADER and FOOTER: Ensure your last name followed by your first name appears in the top right-hand corner of each added page with name of the section (example: Main Proposal Text) and page number in the footer section of each page.

Please note that any attempt to override these rules could lead to a rejection of your submitted application, prior to its scientific evaluation.

Submission of the Final Application package:

The complete application package must be e-mailed to: info@cnets.ca by 5:00 p.m. EST on April 15th, 2021.

Any questions may be directed to: **CNETS**

Phone: 416-628-3189 or 1-844-628-6788 or by Email at: info@cnets.ca

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6. REVIEW PROCESS AND EVALUATION

STAGE ONE – Screening, Submission and Approval

All applications will be considered confidential and will be screened to ensure all documents required for complete submissions are enclosed. Incomplete applications will not be considered. The applicants may be asked to provide additional information about the project that is relevant for proper assessment of the application. All the completed applications received prior to the deadline of submission will be subjected to the evaluation process.

STAGE TWO – SMAB / BOARD Evaluation and Approval Process

Members of the Scientific and Medical Advisory Board (SMAB), as chosen by the CNETS board of directors, will be responsible for evaluation of the applications. They may seek external reviewers to help with the assessment process. All conflict-of-interest guidelines will be observed to ensure an unbiased merit-based review of all the applicants. Although members of SMAB are not excluded from eligibility to apply for this grant, if they do so, they will automatically be excluded from the review, adjudication and approval processes of the grants and be subject to the conflict-of-interest guidelines.

The SMAB will submit their recommendations for funding to the Board of CNETS, which reserves the right to take a final decision on the approval of grants. All applicants will receive a letter of decision from the CNETS along with a brief note on the deliberations of the evaluation committee. Any written report of the experts submitted to SMAB may also be provided to the applicants after redaction to ensure the anonymity of reviewers. Please note that the SMAB and its external experts will follow the process of triage after a preliminary review of all the applications; and only the applications selected after this triage process will be subjected to the full review process.

STAGE THREE – Release of Funds to Successful Applications

CNETS will not grant final approval to a research project until all the required information has been received, more specifically the evidence of availability of residual funds required for the project. These additional documents (if applicable) must be submitted during re-submission. When appropriate, the applicants are encouraged to collaborate with CNETS to raise the funds locally for their approved project. Note that CNETS will follow its policy of equitable fund distribution across the country with any surplus funds available from any of its local campaigns across the country.

Once a grant has been offered, the Grantee has six (6) months to sign the Agreement. Thirty Thousand Dollars (\$30,000) will be paid upon signing the Agreement. Ten Thousand Dollars (\$10,000) will be paid upon submission and acceptance of the Recipient's final report due to CNETS no later than 31st December 2023.



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STAGE FOUR – Reporting Responsibility of the Grant Recipients

Grantees must provide an annual report at the end of year 1 and a final report at the completion of year 2. The report must include description of the outcome of the project, list of presentations and publications derived from the CNETS grant-supported project, a proof of acknowledgement of the CNETS grant in the publications and presentation at meetings and in other modes of communication. Final installment of the grant will be released only after submission of the final report of the grant at the end of the grant period. All recipients are encouraged to submit any update on the productivity from the CNETS grant supported research at any time after the submission of final report.

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7. 2020 APPLICATION FORM

Identification and administrative section requiring names all applicants, designations with affiliations, name of the host institute and host supervisor (for fellowship applicants).

| MAIN APPLICANT / RESEARCHER | | | | |
|---------------------------------------|---------|--------------|------------|---|
| Last Name: | | | | |
| First Name: | | Gender: | M | F |
| Occupational Title: | | Title: | | |
| Host Supervisor: | | | | |
| Institution / Hospital / Clinic Name: | | | | |
| Department: | | | | |
| Address: | | | | |
| Address 2: | | | | |
| City: | | Postal Code: | | |
| Province: | | Fax: | | |
| Email: | | | Telephone: | |
| Main Language: | English | French | | |

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| ADDRESS FOR DISTRIBUTION OF FUNDS | | | |
|-----------------------------------|--|--------------|--|
| Name of Financial Officer: | | | |
| Institution Name: | | | |
| Department Name: | | | |
| Mailing Address: | | | |
| City: | | Postal Code: | |
| Province: | | Fax: | |
| Email: | | Telephone: | |

| CO-APPLICANTS | | |
|--|--------------------|-------------|
| <p>Please indicate the names of Co-Applicants (if any) and their occupational title and affiliation. All Co-Applicants must fill in and sign the signature page.</p> | | |
| Name of the Co-Applicant | Occupational Title | Affiliation |
| | | |
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Total amount of grant requested from CNETS for the entire duration of the project:

This amount needs to be entered on the Budget Sheet.

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RESEARCH PROJECT TITLE (Brief and descriptive) (50 words / 300 characters)

| |
|--|
| |
|--|

CLASSIFICATION OF PROPOSED RESEARCH

Please indicate which research category best applies to your project **(check one box only)**

- Clinical Trial
 Basic Science
 Clinical Science
 Mechanism / Biomarkers
 Imaging
 Chemotherapy
 Radiotherapy
 Other – Please explain below

| |
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ETHICS APPROVALS

Please indicate any approval status from ethics committees (clinical or animal studies).

Limit answer to the space provided (80 words / 550 characters)

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RELEVANCE TO CNETS MISSION AND RESEARCH PRIORITIES

Clearly describe how the proposed research responds to the needs and objectives defined in CNETS research priorities.

Limit answer to space provided (90 words / 600 characters)

LAY SUMMARY OF INTENDED RESEARCH FOR PUBLICATION

Name of Researcher:

Department:

Institution:

Title of project:

This section is essentially a summary of your research proposal in lay terms:
(to be understood by those that are not in biomedical research).

Limit answer to space provided (170 words / 1000 characters)

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| SCIENTIFIC ABSTRACT OF INTENDED RESEARCH | |
|--|---------------------|
| Indicate the average number of hours PER MONTH that you intend to devote to the project described in THIS grant application: | _____ hours / month |
| <p>State the objectives of the research program and summarize the scientific approach, highlighting the expected significance of the work.</p> <p>Limit answer to space provided (500 words / 3000 characters).</p> | |
| | |

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DESCRIPTION OF PROPOSED RESEARCH – MAIN PROPOSAL TEXT

PRESENT THE PROPOSED RESEARCH PROJECT EXACTLY AS DESCRIBED BELOW:

“A maximum of **4 pages (excluding references)**, single-spaced, with no more than 6 lines per inch. **MARGINS:** A minimum one-inch (1"; 2.54 cm) margin all around (all four sides). **FONT:** *Times New Roman* is the only acceptable font with the character size measured in points (pt) must be no smaller than 12 pt. Condensed type is unacceptable.

HEADER and FOOTER: Ensure your last name followed by your first name appears in the top right-hand corner of each added page with name of the section (example: Main Proposal Text) and page number in the footer section of each page.

Please note: If these rules are not followed precisely, it could lead to an automatic rejection of your submitted application, prior to its scientific evaluation.

Pay particular attention to the following areas:

- Objectives: The objectives of the project must be defined in terms of both the short and long-term significance and the future use of the project results.
- Review of literature: Review the recent literature pertinent to the proposed project and list references.
- Methodology: Describe the proposed experimental or theoretical approach, the rationale for its choice and the methods and procedures to be used, showing awareness of the complexities involved and making reference to the budget as appropriate. Describe how the data will be collected and analyzed. If the proposed project can be perceived as a repetition or a confirmation of results already published, make sure to describe the additional impact of your results.
- Ethics Approvals: Please note: If your project involves human subjects, animals or biohazards requiring containment, please attach the certificates for research.
- Research personnel: Provide information on the pertinent experience of the applicant, co-investigator(s) and other research personnel in the area of the proposed project.
- Group notes: For group applications, indicate the expected contributions of each group member (including graduate students, postdoctoral fellows and technical personnel) to the research project.

Please add the reference list in this section, after the description of the proposed project. The references are not counted in the 4-page limit for the project description.

TABLES AND FIGURES (if needed)

A maximum of one (1) page of preliminary data presented as figures and/or tables can be included. This too is not counted in the 4-page limit of the project description
Include a Header with Title: “Tables & Figures”, last name and first name of Researcher.

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CV – PUBLICATIONS AND ABRIDGED CURRICULUM VITAE

**** The main applicant and all co-applicant(s) must submit their CV either as a Canadian Common CV (CIHR Biosketch version as downloaded from CCV - with no page limit) or created as described below: ****

For each applicant, please create and attach a single CV document and a maximum of 5 pages, composed of the following sections:

EDUCATION: Begin with baccalaureate or other initial university education and include postdoctoral training.

ACADEMIC, RESEARCH AND INDUSTRIAL EXPERIENCE: Concluding with current position, list, in chronological order, previous employment, experience, and honors.

PUBLICATIONS: List, in chronological order, your publication titles and COMPLETE references for all publications during the past five years and for earlier publications if pertinent to this application.

INTERRUPTION: Give explanations for all interruptions of scientific work (maternity leave, illness, moves, etc.)

The last name followed by the first name of the applicant must appear in the top right-hand corner of each applicant's single document.

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HOST INSTITUTE SUPPORT

Please describe the mechanism by which the host institute will be able to support the project described in the application (be it research, or a fellow or a clinical study).

Limit answer to the space provided (500 words / 3000 characters)

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SUPPORT FOR FELLOW (Clinical or Basic Research)

If the request is for the support a Fellow, the Supervisor must describe the facilities and suitable training environment.

The application must be accompanied by a CV of both the proposed Fellow and the Supervisor focused on highlighting the need for training or ability to provide the training requested.

Limit answer to the space provided (500 words / 3000 characters)

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TIMELINES

Please describe the timeline for the project, measurable landmark criteria for execution of the project and expected outcome.

Limit answer to space provided (225 words / 1450 characters)

FUTURE PLANS

If the request is for the support a Fellow, please describe the future plan for the Fellow or vision of follow-up after the proposed study.

Limit answer to space provided (150 words / 1000 characters)

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BUDGET SUMMARY

Please read general instructions on **PAGE 6, on allowable costs**, along with examples of admissible and inadmissible budget items.

Indicate, in Canadian dollars, the total financial requirements for the entire project, including funds requested from CNETS and other sources. Specify the amount of funds requested from CNETS within the global budget for each year of the grant. The CNETS grant is limited to \$40,000 and must be used within the first two (2) years of the project.

Stipends paid from an operating grant for a clinical or a research fellow or postdoctoral trainee or a graduate student must follow the guidelines set by the host institution. The guidelines ensure equity within the research group and academic unit.

AMOUNT REQUESTED

| | Budget requested from CNETS | Total Budget of the project |
|---|-----------------------------|-----------------------------|
| 1. Salaries of Students, post-Docs, Clinical or Research and post-doctoral fellow | | |
| 2. Salaries of research staff (research assistant, technician) | | |
| 3. Research supplies and incidentals | | |
| 4. Other expenses, specify | | |
| | | |
| Total cost for the project | | |

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BUDGET - Details of Proposed Budget Expenditures

Please provide the details for the entire budget of the project including proposed budget from CNETS and from other sources. Explain the use of CNETS budget within each of these items (as applicable).

All budget items, including salaries and stipends, must be justified in terms of the objectives and milestones of the project. There is no page limit for this section. Prepare the document with standard specifications of the page-margins, font, etc. For every item in the budget, provide a complete breakdown of the amounts requested for the project. Where there are subprojects, clearly itemize the budgetary requirement for each one.

Regarding salaries, give the persons' names, if known, or the position, the categories of employment and the proposed salaries. Indicate the expected contributions of each person to the proposed research. Also, include but do not necessarily limit to, publication fees, costs of sample analysis and user fees. **The CNETS grant is limited to \$40,000 / project.** Final installment of the grant will be released only after submission of the final report of the grant at the end of the grant period.

Limit answer to the space provided (375 words / 2000 characters)

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CURRENT AND APPLIED FOR FINANCIAL SUPPORT FROM ALL OTHER SOURCES

Each applicant and co-applicant must list all sources of research support currently held or applied for, including but not limited to, grants and contracts. In this section, do not list grants for which tenure is finished. Those submitting CIHR-Academic version of the Canadian Common CV for each applicant and co-applicant do not need to fill out the pages 21-22.

Include, as appendix A, a copy of the scientific abstract of all sources of research support.

Indicate the number of hours per month of time committed, or expected to be committed, to each of the research projects listed in this section.

| Name of applicant & co-applicants | Organization, type of support, title of project | Commitment in hours per months | Amount per year (\$) | Financial support held or applied | Years of tenure yy - yy |
|-----------------------------------|---|--------------------------------|----------------------|-----------------------------------|-------------------------|
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If needed insert additional "Financial Support from all Other Sources" pages after this one.



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| PREVIOUSLY HELD FINANCIAL SUPPORT FROM THE PAST 5 YEARS | | | |
|---|---|----------------------|-------------------------|
| <p>Each applicant and co-applicant must list all sources of research support previously held, including but not limited to, grants and contracts. Those submitting CIHR-Academic version of the Canadian Common CV for each applicant and co-applicant do not need to fill out the pages 21-22.</p> | | | |
| Name of applicant & co-applicants | Organization, type of support, title of project | Amount per year (\$) | Years of tenure yy - yy |
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| <p>If needed insert additional "Previously Held Financial Support from the Past 5 years" pages after this one.</p> | | | |

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SIGNATURES AND LEGAL DISCLAIMER

The applicant hereby declares that he/she has no financial interest in the marketing of any of the drugs or agents in the study.

Agreement to protection of CNETS from the legal liability regarding issues related to the work supported by this grant:

The applicants and their institutions bear complete responsibility for seeking all ethical committee approvals for clinical or animal studies and follow requisite guidelines for safe conduct of studies. CNETS requires submission of ethical committee approval certificates for human or animal studies and reserves the right to require the applicant to provide all the documents that were submitted to seek these approvals.

The applicants and their institutions by signing on the signature page of the application agree not to hold CNETS legally or morally liable for any type of adverse consequences due to conduct of the clinical trial or research and the follow-up of this research studies. It is entirely the legal responsibility of the applicants and their institutions that all the required steps to ensure safety and security if human subjects or experimental animals involved in the study supported by CNETS.

In addition, for the clinical trials, the applicant and the host institutions also must agree to include a line item in the patient consent form that the patients agree not to hold CNETS legally or morally liable for any damages or claims for any type of consequences that may occur due to their participation in the clinical trial supported by CNETS.

APPLICANTS AND CO-APPLICANTS – Print Name, Signature & Date

| | |
|-------------------------|-------|
| Name: Signature: | Date: |
| Name: Signature: | Date: |

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| APPLICANTS AND CO-APPLICANTS – Print Name, Signature & Date | |
|---|-------|
| Name: Signature: | Date: |
| Name: Signature: | Date: |
| Name: Signature: | Date: |

| INSTITUTIONAL REPRESENTATIVES (All Institutes implicated in the project with the Applicants) | |
|--|-------|
| Name: Signature: | Date: |
| Name: Signature: | Date: |
| Name: Signature: | Date: |

Please complete this form and send one copy of it, together with other documents, electronically to: info@cnets.ca