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***GUIDELINES FOR SUBMISSION OF  
FULL PROJECT APPLICATION (COMPETITION 2011-2012)  
DEADLINE: FEBRUARY 15<sup>TH</sup>, 2012***

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## 1) SCOPE OF THE PROGRAM

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The CQDM funding program is aimed at developing innovative technologies or tools that can facilitate the discovery or the development of new drugs.

CQDM's program does not intend to fund research on new drugs for specific therapeutic segments. Instead, it is meant to finance the development of new technologies that will have the power to enable the discovery process across several therapeutic fields.

This program covers all fields directly related to drug research and also all research areas that could bring new tools for biopharmaceutical research (for example, engineering, nanotechnologies, medical devices, diagnostics, translational medicine, imaging, etc.).

To be eligible for CQDM funds, research must be performed in Quebec within one of the following organizations:

- Universities or affiliated research institutions, hospitals or academic research institutions;
- Small and medium-sized enterprises (SMEs) from the private sector established in Quebec (organizations in the field of life sciences, biotechnologies, biopharmaceuticals, medical devices, diagnostics, engineering, imaging or others, or contract research organizations (CROs)). Please note that multinational pharmaceutical companies are not eligible for CQDM's funding and cannot be considered as private collaborators in this program;
- Not-for-profit organizations established in Quebec with important research activities.

Although not mandatory, projects involving strong collaborations between academic and private (SMEs, Biotechs/CROs) organizations are of great importance for CQDM. Therefore, public/private partnerships will be prioritized in the selection process. The proposals can be led either by an academic institution or a private organization.

The CQDM program encourages creativity, multidisciplinary and collaborative efforts between public (universities, hospital, research centre) and private (SMEs, Biotechs/CROs) organizations.

## 2) RESEARCH AGENDA

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As the priority of the CQDM funding program is to bring solutions to the most urgent needs of biopharmaceutical research, a strong emphasis will be put on novel and potentially transformative next-generation technologies with an immediate and strong impact on the drug discovery or development process.

The research agenda of the 2011-2012 competition is broad and covers all therapeutic fields and all research areas that could bring new tools for biopharmaceutical research, such as engineering, nanotechnologies, medical devices, diagnostics, translational medicine and imaging. A list of examples of the research projects that can be funded by CQDM is provided on our Website at [www.cqdm.org](http://www.cqdm.org).

### 3) FUNDING SPECIFICS

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#### **Duration**

Maximum 3 years

#### **Total amount**

\$1,000,000-\$2,000,000 (over 3 years). Please note that the amount requested must be well justified and it will be taken into account in the final selection of the projects.

#### **Eligible costs**

Eligible costs are defined as reasonable costs for items that directly support the objectives of the project. Budget must not include items for which funding has been already approved from other sources, unless the proposal includes co-funding. If this is the case, this must be discussed with CQDM beforehand (contact information: [mazzi@cqdm.org](mailto:mazzi@cqdm.org)).

- Salary of research personnel necessary for the project (students, post-doctoral fellows, technical/professional assistants);
- Material and laboratory supplies necessary for the realisation of the project
- Travelling expenses (field work, collaborations, conferences);
- Intellectual property costs (patent application, maintenance fees during the funding period);
- Administrative costs (overheads), up to 15% of the eligible research expenses.

#### **Non eligible costs**

- Equipment or facilities (purchase or rental);
- Salary of the principal investigator and co-investigators.

#### **Payment schedule**

Quarterly disbursements subject to milestone achievement and satisfactory follow-ups (quarterly financial reports and 6 month period scientific progress reports).

#### 4) LICENSING AND IP POLICY

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- Pre-existing intellectual property necessary for carrying out the proposed project must be free of all encumbrances.
- Intellectual property generated under this funding program will belong to the inventors and their affiliated research entities.
- A non-exclusive license option (royalty-free) will be granted to the CQDM industrial sponsors (the global organizations and their affiliates) for the use of the results for R&D purposes only. If background IP is needed to use the results, a non-exclusive license option to use the background IP will be also granted to the CQDM industrial sponsors. A financial consideration for the use of the background IP will be negotiated between CQDM industrial sponsors and the research entities. CQDM industrial sponsors will have no rights to commercialize the results or the background IP.
- The main conditions of the end-user license option will be included in the research agreement to be signed before the beginning of the project.

#### 5) TIMETABLE

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Deadline to submit full proposals	February 15 <sup>th</sup> , 2012
Final selection announcement	April 25 <sup>th</sup> , 2012
Signature of the research agreement	July 23 <sup>rd</sup> , 2012
Funding release & beginning of the projects	September 1 <sup>st</sup> , 2012

#### 6) SUBMISSION PROCEDURE FOR FULL APPLICATION

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1. An electronic version must be submitted on CQDM's secure site **before February 15<sup>th</sup>, 2012, at 5:00 PM** ([://cqdm.firmex.com](http://cqdm.firmex.com)). Applicants must contact Lise Beauchemin at [@cqdm.org](mailto:@cqdm.org) before **February 10<sup>th</sup>, 2012 at 5:00 PM** to obtain their username and password.

The electronic version includes:

- The signed application form in PDF format. The file must be identified as follow: *Last name of PI\_application*.
- Updated and complete common Canadian CV (FRQS format) of the principal investigator (PI) and all the co-investigators. The file must be identified as follow: *Last name of PI\_Last name of co-investigator\_CV*. Investigators working in a private company may provide a standard CV.

Please remove all the security features on the PDF version of the documents.

2. The original version must be sent to Lise Beauchemin **before February 17<sup>th</sup>, 2012** to the CQDM address (2, Place du Commerce, Montreal, Quebec H3E 1A1 and includes:
  - The original application form signed by the PI and all co-investigators.
  - The signed letters of endorsement:
- Please provide the duly completed and signed letters of endorsement from the affiliated institution (private organization, university and/or research institution) of the PI. A letter of endorsement is also necessary from the affiliated institution of the co-investigators who receive CQDM funding as listed under section 1 of the application form. **Only the original** of each document is required.
  - If the applicant is affiliated to a University, include Form 1.0 signed by the Vice-Principal Research or the Vice-Chancellor Research
  - If the applicant is affiliated to a research institution, include Form 2.0 signed by the director of the institution and Form 1.0 signed by the Vice-Principal Research or the Vice-Chancellor Research of the affiliated University (if applicable)
  - If the applicant is affiliated to a private organization, include Form 3.0 signed by the authorized officer of the company

PLEASE NOTE THAT THE FINAL LIST OF ALL THE INVESTIGATORS INVOLVED IN THE PROJECT AND THE SUMMARY OF THE PROJECT NEED TO BE SENT ELECTRONICALLY TO CQDM (at [lbeauchemin@cqdm.org](mailto:lbeauchemin@cqdm.org)) BEFORE JANUARY 20<sup>TH</sup>, 2012 (5:00 PM).

Whenever possible, CQDM may provide the applicant groups with some support for the identification of the milestones, deliverables, Go/no Go decision points as well as for the preparation of the budget. A CQDM representative will contact the PI to discuss this specific aspect.

## 7) REVIEW AND DECISION PROCESS

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### ***Scientific evaluation***

The scientific excellence, the applicability and the feasibility of the project will be evaluated by an international peer review committee coordinated by the Fonds de recherche du Québec – Santé (FRQS). The members of this committee will be chosen for their specific scientific and/or industrial expertise in the field of the submitted projects. The committee will make recommendations to CQDM Board of directors which will take the final decision of the research projects to be funded.

### ***Risk analysis***

In addition, CQDM will conduct a risk analysis in order to assess any potential risk that may jeopardize the successful achievement of the research project. This evaluation will take place before the final selection of the project in the form of a site visit and/or a meeting with the PI and the main co-investigators. The results of the risk analysis will not have an impact on the scientific evaluation, but may influence the final decision of the CQDM Board of directors.

### ***Evaluation criteria***

The following criteria will be used for the evaluation of the applications:

- scientific excellence
- creativity and innovation
- clear deliverables, milestones and schedule
- feasibility of the project (deliverables, timetable, human and financial resources)
- capacity to generate applicable deliverables at the end of the project
- potential of applications in drug research:
  - direct impact on drug discovery or drug development
  - capacity to address important unmet needs
- track record of the participants
- multidisciplinary and multi-organizational aspects of the research

As the CQDM funding program is meant to bring solutions to the most urgent needs of the biopharmaceutical drug research industry, a strong emphasis will be put on the capacity to generate applicable results (after the funding period) with an immediate impact on the drug discovery or development process in the biopharmaceutical industry.

Although not mandatory, projects involving strong collaborations between multidisciplinary research teams from both the academic and private (biotech/CRO) sectors will be prioritized. A strong collaborative effort implies that all parties contribute to the project in bringing complementary expertise or human resources necessary for the completion of the project. The proposal can be led either by an academic institution or a private organization. Please

note that multinational pharmaceutical companies cannot be considered as eligible private collaborators in this program.

Given that the CQDM funding program implies large scale projects oriented towards applicable results that will require significant multidisciplinary resources, the project management aspect will also be important in the evaluation.

## **8) CONDITIONS FOR CQDM'S FUNDING**

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To obtain CQDM funding, a research agreement needs to be signed between CQDM and all the research entities involved in the project within 3 months following the final selection announcement (before July 23<sup>rd</sup>, 2012).

The research agreement will include, without limitations, the following aspects:

- A clear description of the project including main steps, milestones, deliverables and the role of each investigator.
- A detailed budget and payment schedule (quarterly) including the portion that will be allocated to each research entity.
- A commitment from all the research entities and the investigators involved in the project to perform the research.
- Thee main general terms and conditions of a licence option in favour of the CQDM industrial sponsors for the use of the results generated by the project (and background IP, if necessary) for research and development purposes.
- Basic representations and warranties by the research entities including the required rights, consents and/or approval to perform the research project.
- Disclosure and publication requirements.
- Confidentiality obligations.

## 9) DEFINITIONS

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### *Principal investigator*

The principal investigator (PI) is a researcher with a strong expertise in line with the research proposal, who leads a research team and holds a professor/researcher position in a university, a research institution or part of the senior management of a private organization. The PI initiates and conducts the whole project. The PI is responsible, together with the project manager under his supervision, for the successful completion of the project, and more specifically for the achievement of each critical step, milestone and deliverable. The PI also oversees budget issues with the financial officer of the research entity and manages the funds of the project. Only one PI is allowed per project.

### *Co-investigator*

The co-investigator leads a research team and holds a professor/researcher position in a university or research institution or is part of the senior management of a private organization. The co-investigator, together with his research team, contributes to the project by bringing expertise, human resources or specific materials necessary for the completion of the project. The co-investigator may be responsible for the execution of several parts of the project.

### *Project manager*

The project manager, under the supervision of the principal investigator, is the person accountable for accomplishing the stated project objectives. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which is cost, time, and scope. This individual seldom participates directly in the activities that produce the end result, but rather strives to maintain the progress and productive mutual interaction of various parties in such a way that the overall risk of failure is reduced. The tools, knowledge and techniques for managing projects include work breakdown structures, critical path analysis, Gantt charts and budget frameworks.

### *Research entity*

A research entity is a university, research institution, research centre, private organization or any other organization which employs the PI or the co-investigator and where the research (as a whole or in part) will be conducted. The research entity may provide infrastructure, facilities, equipment or human resources for the completion of the proposed project. The research entity may hold some rights on the IP generated in its organization.

### *Milestone*

A milestone marks the completion of a phase in the project. A milestone may also identify an important decision or the derivation of a critical piece of information which outlines or affects the future of the project. Milestones allow the identification of the critical path of the project. They are valuable in following the progression of the project and determining whether or not the project is on schedule.

### *Deliverable*

A deliverable is a tangible or intangible product achieved during or at the end of the proposed research project. For example, a deliverable can be a document, method, marker, model, software, instrument or any other tool that may be used to enable the drug discovery/development process. The deliverables should be defined by their specific use and impact on biopharmaceutical research.

## **CONTACT INFORMATION**

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### **For further information, please contact:**

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