



Technology & Expertise Exchange Program

Policy and Procedures

May 2024

About the Award

The TEEP was established as part of the Canadian Zebrafish Research Community (CZRC) Scientific meeting and incorporated as one of the initiatives part of the CZRC created under the Special Interest Group (SIG) initiative of the International Zebrafish Society (IZFS). **The TEEP seeks to support the exchange of technology and expertise between two laboratories based in Canadian territory.** During the summer/fall 2024 round, the TEEP will fund up to **two (2)** projects with up to \$2,500 per project. The number and/or the amount awarded is conditioned to available funds and might vary from year to year. TEEP reserves the right not to finance any project if they do not meet the program selection criteria

Who can apply

Any laboratory based in the Canadian territory. The group leader of the applying laboratory should be a CZRC member. The TEEP is open to all researchers (clinical, psychosocial, and/or fundamental) in all areas of research, who use zebrafish as a model organism.

The eligibility criteria are as follows:

1. The Principal Applicant must have a research institute appointment at the time of submission at the Scientist-track, Scientist, Associate Scientist, Senior Scientist, Senior Associate Scientist, or Project Investigator level.
2. There must be **one (1)** principal applicant and **one (1)** host laboratory. Funding can only be deployed to the principal applicant.
3. A researcher can only submit **one (1)** proposal per competition as a principal applicant. They may be designated a host laboratory.
4. The main applicant's and the host's laboratories must be based in Canadian territory.
5. Proposals must focus on the exchange of specific technologies and/or expertise to be implemented in the main applicant's research using zebrafish as a model organism.

Application Process

Applications should be a **maximum of three (3)** pages; see below for accepted margins limitation and font. Applicants may organize the presentation of information as they wish, but the application must include:

1. Cover page including: project title, required technology/expertise, name, email and affiliations of the principal applicant, as well as of the host laboratory (one (1) page not included in the total).
2. Project background and rationale.
3. Description of the required technology/expertise and how it fits/is needed in the applicant's research project.
4. Description of the host laboratory's expertise and capacity to train the applicant's trainee.
5. Contribution and impact of the required technology/expertise to the applicant's research.
6. Justification of how the technology/expertise will be acquired and implemented by the applicant's laboratory.
7. References (one (1) page not included in the total).

Applicants must also provide the following documents:

- CV of the principal applicant. Applicants may use their CIHR Biosketch Canadian CV.
- A detailed budget* with justifications (submit flight simulations or any accommodation quotes which justify the proposed budget).

** Eligible expenses are those directly related to the conduct of the proposed research. These include costs for travel and accommodation only.*

Formatting

- Use an Arial font size of 12 points, black type. Do not use condensed/narrow font sizes or type density. Smaller text in tables, charts, figures, and graphs is acceptable as long as it is **comfortably legible** when the page is viewed at 100%.
- Use single-line spacing. Do not use narrow line spacing.
- Page margins should be of 2 cm (3/4 ")

Applications not complying with these guidelines will not be considered.

Expectations

The recipient is expected to present a talk during the CZRC meeting the year after receiving the funds.

Recognition statement

The principal applicant must acknowledge the funding source in presentations, publications, or other media.

Scoring Scale

1. Project	<ul style="list-style-type: none"> • Is the proposal clearly written? • Does the application contain all the required elements? • Does the application fulfill all the eligibility criteria? 	
2. Feasibility	<p>The project must be feasible within the proposed timeline and budget of this grant, and the deliverables must be clearly identified.</p> <ul style="list-style-type: none"> • Is the scientific approach / methodology of the proposal well justified and appropriate, and is it likely to achieve the intended outcomes? • Can the proposal be realistically completed with the allotted funds (max 2,500 CAD)? • Are there contingency plans in place? 	<p>Each category will be assigned a score out of 5 based on the following:</p> <p>Poor (0.0 - 2.9)</p> <p>Fair (3.0 - 3.4)</p> <p>Good (3.5 - 3.9)</p>
3. Collaboration and Expertise	<p>Principal investigators and host laboratories must have the experience and expertise required to successfully carry out the proposed project.</p> <ul style="list-style-type: none"> • Are the necessary skills and backgrounds present to achieve the goals of the proposal? • Does the proposal bring together investigators (researchers and/or clinicians) that demonstrate integrated expertise? 	<p>Excellent (4.0 - 4.4)</p> <p>Outstanding (4.5 - 5)</p>
AVERAGE SCORE		/5.0

Timeline

Proposal submission opens June 15, 2024
Proposal submission closes July 1, 2024
Notice of award September 1, 2024