PEDIATRIC ONCOLOGY GROUP OF ONTARIO

Research Grant

Application Instructions

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General Instructions

- All applications must be typed. Text must be single-spaced with font size no smaller than 12-point (Times New Roman) with one-inch margins.
- Please submit only **one single PDF** document containing all completed components of the application.
- Completed applications must be emailed to **research@pogo.ca** by **5:00 p.m. EST, December 15, 2026** use **"POGO Research Grant"** as the subject line. Hardcopy applications are not required.
- Please indicate which category(ies) your grant application is for:

☐ Health System Performance and Quality Improvement in Pediatric Oncology

☐ Improving Cancer Care and Outcomes for Indigenous Children, Youth and Families

☐ Mental Health Care for Children with Cancer and their Families Across the Care Continuum (diagnosis, treatment, survivorship and bereavement)

☐ Pediatric Oncology Survivorship Care

☐ Symptom Management and Supportive Care in Pediatric Oncology

☐ Transitions in Oncology Care from Pediatric to Adult Healthcare Services

Application Checklist:

Ensure you have completed and included all components of the application before submitting.

1. **Applicant Signature Page** (form on page 3)
   - **Note:** signatures can be electronic or scanned from a signed copy, multiple pages can be included if required.

2. **Institution Signature Page** (form on page 4)

3. **REB Approval** (If already obtained and applicable)

4. **Research Proposal** (as per the guidelines on page 5)

5. **Budget Summary** (form on page 6)

6. **Budget Justification**

7. **Curriculum Vitae** for principal applicant and co-applicants in Canadian Common CV CIHR Biosketch format

1. Applicant Signature Page

Title of research project: _____

Applicant	First and Last Name	Project Role	Signature
Primary Applicant			
Institution:			
Applicant 2			
Institution:			
Applicant 3			
Institution:			
Applicant 4			
Institution:			
Applicant 5			
Institution:			
Applicant 6			
Institution:			
Applicant 7			
Institution:			
Applicant 8			
Institution:			
Applicant 9			
Institution:			
Applicant 10			
Institution:			

*** If there are additional applicants, please use a second page and include their signatures. Attach the page to the application.**

2. Institution Signature Page

By providing your written or electronic signature below, you are certifying that:

- The proposal submitted as a part of this application is the original work of the applicant(s);
- All instructions for completion have been met;
- To the best of your knowledge, that the application is both accurate and complete; and
- This application has been thoroughly reviewed and has obtained the approval of the Supervisor, the Department Head at the proposed Host Institution, and any other individuals (as required by the Host Institution).

Please sign the following:

Department Head Signature (host institution)	Department Head Name (typed)	Date
Other Signatures (As required by the host institution)	Names of Signatories (typed)	Date

Please use as many fields as is necessary in order to capture all required signatures.

3. Curriculum Vitae

Append a **CIHR Biosketch CV** generated from the Canadian Common CV (https://ccv-cvc.ca/) for the **principal applicant** (and all **co-principal** a**pplicants**) to the end of the grant application form. CVs from team members who are not principal applicants are not required.

4. Research Ethics Board Approval

Please note if Research Ethics Board (REB) approval is required from the Host Institution:

☐ Yes ☐ No

If yes, what is the REB status at the Host Institution?

☐ Approved (please attach) ☐ Submitted ☐ In preparation

5. Research Proposal

1. The research proposal must not exceed four (4) pages (note formatting instructions), not including references, or any supporting figures or diagrams.
   Note:
   - Reviewers are not required to read any supporting material.
   - When scientific merit is considered comparable, preference will be given to projects that include investigators and patients from more than one pediatric oncology program in Ontario.
2. Text must be single-spaced with font size no smaller than 12-point (Times New Roman) with one-inch margins.
3. Please append your proposal to the end of the grant application form, before CVs.
4. Using headers, include the following information in the research proposal. Applications that do not address all of the relevant information below will be considered incomplete.

   - **Lay summary** *(max one-third of page*): Using the following subject headers, please provide a brief explanation of the proposed work in simple, easy-to-understand, non-technical language, aimed at an eighth grade reading level.
     - Project Summary
     - Previous Research *(What has been done already?)*
     - Project Description *(What is being studied and how will the study be conducted?)*
     - Impact and Relevance Statement *(How will the study help?)*
   - **Scientific abstract** *(max two-thirds of page*)
   - **Background**
   - **Goals/objectives of the proposed research**
   - **Statement of relevance of how the proposed project aligns with one or more of the categories listed on page 2.**
   - **A brief description of the proposed methodology**
   - **Primary data analysis**
     - Sample size
     - Participant recruitment
     - Control group
     - Statistical analyses
   - **Secondary data analysis** (if appropriate)
     - Sample Size
     - Data required
     - Statistical analyses
     - Note: If applicable, please address any measures in place to maintain patient confidentiality and data security
     - Where applicable, append any measurement tools or other relevant documents
   - **A brief description of each applicant's role and how their role is related to the project**
   - **Knowledge translation plan**, if applicable

6. Summary of Proposed Budget

Please be sure to include all costs for the project. Total should not exceed $75,000.*

Personnel	$
Materials	$
Use of Research Equipment and Software	$
Travel for Data Collection and Presenting Related Scholarly Work	$
Subsistence (lodging and meals) for Data Collection and Presenting Related Scholarly Work	$
Overhead Costs (including: photocopying, supplies, and other expenses)	$
TOTAL	**$** 0

The grant may be used to support research personnel, minor equipment, databases, supplies, participant honorariums, and travel essential to conduct the research. Applicants requesting funds for minor equipment and/or software need to clearly justify the need for the equipment and/or software to the success of the proposed project. The funding may not be used to support recruitment costs.

If the funds provided to the applicants exceed the amount required, all unspent funds must be returned to POGO. Where applicable, prior to the release of funds, the research team will be required to provide a copy of the project's research ethics board approval.

Please attach a budget justification **(not exceeding 2 pages, single-spaced with font size no smaller than 12-point (Times New Roman) with one inch margins)** detailing how the funds will be expended.

Include subheadings as outlined in budget summary:

Personnel: If known, specify the name(s) and qualifications of personnel. The cost of employment benefits should be estimated to the extent that they would be incurred by the prospective researcher.

With the exception of applicants who are research coordinators, trainees, assistants, or technicians, applicants may not receive salary support, stipend, or honorarium from this grant.

Materials: Provide details.

Use of Research Equipment and Software: POGO Research does not provide funding for laptop/computers.

Travel for Data Collection and Presenting Related Scholarly Work: Indicate purpose, destination, and duration of visits and modes of transportation, giving details of fares. Please use reimbursement rates established by the institution being paid, noting that all travel needs be at economy rates.

Subsistence for Data Collection and Presenting Related Scholarly Work: Indicate purpose, destination, and duration of visit(s) noting the details of subsistence. Please note that subsistence will be covered at rates that are considered reasonable and standard as set by the institution being paid.

Partial Support (if applicable): Indicate how partial funding could be beneficial to your proposed research project. If only partial funding is available, please indicate which part(s) of the budget could be reduced.

Please detail any in-kind support.

Overhead Costs: Overhead costs should not exceed 20% of total budget requested and may include items such as photocopying, supplies and other expenses. Provide details.

Please provide a brief explanation of how the grant will benefit the overall success, timeliness, and/or implementation of the proposed project.

**including Overhead Costs*