**BloodTechNet Award Program**

**Application Form**

# Overview

Applicants are advised to review the Canadian Blood Services’ BloodTechNet Award Program Guidelines to ensure alignment of their applications with the program objectives and eligibility criteria.

The complete application package must be delivered to Canadian Blood Services

**by 11:59 PM November 30, 2018**

# Instructions

It is the applicant’s responsibility to ensure that the complete Application Package is delivered by the application deadline. **No applications or additional material will be accepted after this deadline. Late or incomplete applications will not be considered.**

All documents must be delivered **by email to** [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca).

The submitted Application Package must include the following documents:

1. **Completed Application Form:** Ensure that all fields are complete, including signatures, before submitting the application. **Page and word count limitations must be adhered to**. Sections of the application that exceed the identified limits will not be considered.

# Section A: General Information

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| --- | --- | --- | --- | --- |
| **PROJECT TITLE** | | | | |
|  | | | |
| **APPLICANT** | | | | |
| Family Name: | |  | | |
| Given Name(s): | |  | | |
| Position: | |  | | |
| Institution/Organization: | |  | | |
| Mailing Address: | |  | | |
| Phone: | |  | | |
| Email: | |  | | |
| **INSTITUTION** | | | | |
| Institution/Organization where project will be conducted: | | | |  |
| Institution/Organization that will administer the funds (Institution Paid): | | | |  |
| **AGREEMENT** | | | | |
| The undersigned acknowledge that the enclosed application for funding from Canadian Blood Services represents a project for which the applicant was responsible for the proposal development. If funded, the applicant will assume primary responsibility for the implementation and performance of the proposed project.  The undersigned agree that the general conditions governing the BloodTechNet Award Program, as set out in the Guidelines, are accepted by the applicant on behalf of the project team and the Institution Paid. | | | | |
| Primary Applicant | | | Authorized Official from the Institution Paid | |
| Name:  Date: | | | Name:  Date: | |

# Section B: Project Proposal

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| **PROJECT SUMMARY** |
| Provide a summary (200 words max.), in **lay terms**, of the proposed project, highlighting project objectives and deliverables and describing how the project is aligned with the Program’s objectives, including identified priorities. If the project is approved, **this summary may be published on Canadian Blood Services’ website.** |
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| **PROJECT DESCRIPTION** |
| **In two (2) pages maximum** (including tables and figures):   1. Describe the issue being addressed by the proposed project, as well as its significance and any relevant background information; 2. Outline the proposed methodology, clearly demonstrating the integration of project members’ expertise towards achieving the goals of the project; 3. Provide an anticipated schedule of key activities and milestones (Gantt Chart); 4. Detail the key deliverables anticipated by the end of the funding period, including the proposed plan for dissemination; and 5. Identify challenges that may hinder your project’s success and ways you may mitigate these.   A list of selected references may be included **in addition** to the two (2) page limit. |
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| **PROJECT IMPACT** |
| Describe, **in 200 words maximum**, how the team will measure the impact of the educational tool(s) that will be developed through the proposed project. For example, identify metrics that will be collected to evaluate how the educational tools may be used. |
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# Section C: Project Team

In the table below, list all proposed project team members that have been identified to work on the proposed project.

|  |  |  |
| --- | --- | --- |
| **Name** | **Position and Institution/Organization** | **Email** |
| 1. **Applicant:** |  |  |
| Role in project: | | |
| 2. |  |  |
| Role in project: | | |
| 3. |  |  |
| Role in project: | | |
| 4. |  |  |
| Role in project: | | |

*Insert rows as required.*

# Section D: Budget

Outline the budget requested and provide justification that the requested resources are appropriate to support the project as described in the application. Review the ‘Use of Funds’ in the program Guidelines to become familiar with the eligible and non-eligible expenses under this program.

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| --- | --- |
| **BUDGET OVERVIEW** | |
|  | Funds Requested |
| Expendable materials and supplies |  |
| Services |  |
| Equipment (maximum $8500) |  |
| Travel |  |
| Publication costs |  |
| Other (must be described in the budget description) |  |
| **TOTAL** |  |

|  |
| --- |
| **BUDGET DETAILS** |
| **In seven (7) pages maximum,** provide a detailed justification for all budget item requested. In kind contributions to the project must be identified. |
|  |

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| --- | --- |
| **REAL OR PERCEIVED BUDGETARY OVERLAP** | |
| **In the space provided below**, supply details of any overlap with existing or proposed funding. Use this space to dispel any uncertainties that could arise in the minds of reviewers as to whether you are already funded, in whole or in part, for the proposed work. | |
| Source: |  |
| Amount: |  |
| Comment as to overlap/lack of overlap: |  |
| Source: |  |
| Amount: |  |
| Comment as to overlap/lack of overlap: |  |

*Insert rows as required.*