**RENEWAL APPLICATION FORM FOR THE SUPPORT OF A
COMMON INFRASTRUCTURE**

VISION HEALTH RESEARCH NETWORK

2023-2024 Competition

INSTRUCTIONS

Deadline for submission: **October 15 2023***

*Should this date falls on a Friday or Saturday, the candidates will have until Sunday night to send their application.

Goal
The goal of the Common Infrastructures program is to provide resources and tools for researchers of the Vision Health Research Network (VHRN) that they could not otherwise afford, in an effort to promote vision research in Quebec.

Impact of the program
The VHRN common infrastructures have become essential to several laboratories of the Network. Their impact is undeniable in terms of number and quality of scientific articles published in peer-reviewed journals, presentations at provincial, national and international conferences, and research funds. Research based on the use of these infrastructures has, on several occasions, strategically influence knowledge transfer and implementation of new practices. For instance, the VHRN Database Visual Impairment & Rehabilitation has notably influenced policy for low vision care in Quebec. The Common Infrastructures program is by far considered as being the most useful and most efficient of the VHRN programs and we intend for it to remain so.

Eligible infrastructures
The types of infrastructures currently allowed are listed below. For funding of other types of infrastructure, please consult with the executive committee of the Network.
- Cell, tissue or other biological material database
- Genetic databases
- Clinical databases
- Registries
- Common technical platforms
- Tools to measure visual function (development and validation of questionnaires, etc.)

Equipment, even for multiple users, is not typically the type of infrastructure supported by the Network. An exception could be made for the maintenance and/or development of an apparatus to be used by a very large number of researchers, members of the Network. This program does not covered user fees (usually covered by operating grants).

The Network will not fund an infrastructure that will benefit only a small group of researchers or a single team. The common infrastructure must benefit several researchers from several teams, and ideally from several institutions to be supported by the Network. The common infrastructure must be readily available to all Network members upon request. See **Appendix 1** for Common infrastructures eligible for renewal.

Ethics
In the case of a clinical registry, clinical database, genetic material, or tissue bank, the endorsement by the Ethics committee of the institution responsible for the bank or the registry is a mandatory prerequisite to any access and/or use of this data bank or registry.

Evaluation Criteria
Applications for common infrastructures maintenance funding will be evaluated according to the same performance criteria as those established by the FRQS for the evaluation of its Thematic Networks. These same criteria are also specified at the top of each section of this form, as well as in the VHRN Scientific Report form.

Amount and duration of grants
The financial support of a common infrastructure is granted for one year. The maximum budget for an infrastructure is **$ 30,000**. Occasionally, on demonstration of a particularly high performance, this amount may rise. In any cases, the amount will depend on the availability of funds. Funding is renewable upon completion of a renewal application, which include a scientific report.

Documents to submit
The application must be submitted **as single PDF document followed by the updated Excel document:**
1) The 'RENEWAL FOR THE SUPPORT OF A COMMON INFRASTRUCTURE'' form duly completed;
2) Letters of support when applicable (certificate of partnership);
3) **Common CV** of the researcher who manages the infrastructure (FRQS format) and **detailed contributions**;
4) Partial financial report (**only** expenses made after **March 31st 2023** if there is an over of **more than 25%** of the total annual funds in the financial report initially submitted to the FRQS). This report may include anticipated expenses for until to the **end of December 2023**.
5) Update the customized **Excel file** (previously sent to each IF manager).

Commitment
1) It is mandatory to mention support from the Vision Health Research Network in any publication or presentation resulting from the use of an infrastructure funded by the Network. The manager of an infrastructure funded by the Network (i.e. who endorses the application) is responsible to ensure compliance of this rule by each of the users of that infrastructure. Acknowledging the VHRN is free and it is a useful tool to demonstrate the impact of the VHRN.
2) Research resulting from the use of this infrastructure must be presented at the Annual Meeting.

Scientific Report
For all funded common infrastructures, a scientific report including scientific impacts and leverage effects must be completed **at the end** of the grant (Progress Report sections). In the case of a renewal, this report will be **included** in the **Renewal application form** ("Progress report" section). These reports will be used integrally in the Network's Annual Report and Network renewal application.

Financial report
For any VHRN funded project, a financial report must be submitted to the FRQS (portals - FRQnet) at the end of the financial year (**Mach 31st**) following the grant year. The directives concerning the transmission of this report will be communicated to the infrastructure manager. As mentioned by the FRQS in their Network Management Guide, at the end of the grant period, the unexpended amounts will have to be returned.

Number of grants: dependent on the availability of funds (total of nine (9) infrastructures).

Please submit your application to: reseau.vision@ircm.qc.ca

For additional information, please contact:

Vision Health Research Network
Teleworking: 438-825-1425
reseau.vision@ircm.qc.ca
visionnetwork.ca

Réseau thématique soutenu par le

Fonds de recherche Santé
Québec ✚✚

RENEWAL APPLICATION FOR THE SUPPORT OF A
COMMON INFRASTRUCTURE

VISION HEALTH RESEARCH NETWORK

GRANT YEAR 2023-2024

Form

Deadline for submission: **October 15 2023***

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PERIOD COVERED BY THE RENEWAL

September 1st 2022 – September 30 2023

SECTION 1: IDENTIFICATION

TITLE OF THE COMMON INFRASTRUCTURE (English and French):

SHORT TITLE OF THE COMMON INFRASTRUCTURE (maximum 35 characters, English and French)

Manager of the infrastructure (must be a faculty member of a recognized Quebec university or a permanent member of a clinical ophthalmology unit of a university hospital.)

LAST NAME, First name and titles:

Main affiliation:

Address:

Email:

Phone number:

Statement and signature of the person responsible for the Infrastructure:
As the manager of the Infrastructure mentioned above, I declare that, in the case of a clinical, genetic or human tissue register or database, no data will be transferred or used without the prior consent of the ethics committee of the institution of the researcher who will use them;
As the manager in charge of the Infrastructure mentioned above, I declare that contributors and users have been advised of their inclusion in this report.
_____
Name   **Signature**   **date**

SECTION 2: ADMINISTRATIVE INFORMATION

Complete information of the Finance Director or the representative who will manage the grant

LAST NAME, first name:

Email:

Phone number:

Institution's name (to which the cheque will be payable to)

Complete address where the cheque must be sent:
(office number, civic number, street name, city, postal code)

Fund number (if available):

SECTION 3: CONTACT INFORMATION

Contact information to whom requests to use the infrastructure data should be directed.

LAST NAME, first name:

Email:

Phone number:

Institution's name:

SECTION 4: SUGGESTION OF POTENTIAL EVALUATORS (5 names)

The evaluators must not have published with you with the researcher outside Quebec during the last five years.
Include: LAST NAME, first name, titles, affiliation, email, phone, expertise.

SECTION 5: INFRASTRUCTURE DESCRIPTION (maximum 1 page)

- Describe the infrastructure: (**1**) **nature and mission of the infrastructure**, (**2**) **type of data** or biological material, type of studied parameters, number of patients, etc.
- Describe (**3**) **how this infrastructure is the managed** and describe its (**4**) **accessibility** to the members of the Network.
- Describe the (**5**) **the management of the ethic aspect.**

PROGRESS REPORT SECTION

SECTION 6: PROJECTS and IMPACTS UPDATES

Wishing to facilitate the monitoring of **activities** and their **impac**t while insuring to meet the requirements of to FRQS requests in terms of performance assessment, please **complete the Excel file** according to the following procedure:

Put in bold the names of the researchers of the Network.

TAB « Liste des projets »
Add every new projects associated with the use of your infrastructure (title, starting/ending date, responsible, affiliation, email). If this is not your first renewal, this tab also includes the list of all projects that were initially registered from the last renewal. Indicate if these are completed (enter an end date). Do not remove ended projects.

TAB « Retombées »
Enter the impacts related to each project registered earlier in the first tab (see scroll down list of your projects) and complete all information regarding the instruction for each type of impact (*Journal article (committee by pairs), Book chapter, Oral/Poster communication – provincial/national/international conference, Leverage effect*). Each row corresponds to a type of impact.

For your information:
  Publications (*article and book chapter*): Title, DOI and if the article has been published, submitted or accepted for publication.
  Communications: Title, authors, name of the conference, place, year
  Leverage effect: Describe the leverage effects (subsidies, public or private investments, partnership with the biopharmaceutical industry or others) resulting from the use of this infrastructure. Specify the title of the grant, the authors, the granting agency (scroll down list)*, the start and end dates and the amounts per year. Briefly explain how the VHRN facilitated the grant. If this is an "in kind" partnership, describe it and estimate the amount.

*TAB « Liste_Org. Subventionnaire »
This tab contains a large majority of granting agencies If your organization is not listed here, you must add it to the list in this tab. Once added, the organization will appear in the choices available in the scroll down list.

Please indicate if the **VHRN was acknowledged** for this impact.

Reminder: It is essential that the researchers thank the VHRN, and / or the Antoine-Turmel Foundation (FAT) when applicable, in each of the publications and presentations to which the funding of the VHRN or the FAT contributed (directly or indirectly). If this has not been done, the FRQS will not consider these articles and summaries in the Network's evaluation, which will have the effect of reducing the pass mark and possibly the amount of funds allocated.

See customized Excel file

NOTES:
- Do not modify column's title
- Do not add additional columns

PROGRESS REPORT SECTION

SECTION 7: SCIENTIFIC RESULTS (maximum 2 pages)

Describe the scientific discoveries ensued from the use of this common infrastructure since **September 1st 2022**. Please make the content of your text accessible to a researcher who is not in your field.

<mark>**PROGRESS REPORT SECTION**</mark>

SECTION 8: PERFORMANCE (maximum 4 pages, excluding this page)

Describe the relevance, strategic nature and impact of this infrastructure since **September 1st 2022**.

Do not repeat the information in the scientific results section.
Include only information relevant to the infrastructure.

Renewal applications will be assessed following the FRQS performance criteria established for the evaluation of their Thematic Networks, as listed below.

Please answer to all following items when applicable).

1.   Development of new strategic and structuring initiatives
2.   National and international visibility
3.   Contribute to enhancing research excellence and competitiveness in Quebec
4.   Biotechnology development
5.   Added value for VHRN members and the scientific community
6.   Added value for the target population (new treatment, new personalized health care, new practice or new care policy)
7.   Contribution to the goal of sustainable health
8.   Development of cross-sector projects and poles of excellence
9.   Training of the next generation
10.   Promotion of clinical research
11.   Innovation potential
12.   Knowledge transfer, valorization, and public communications activities
13.   Free access to the results
14.   Highlight success stories

SECTION 9: SCIENTIFIC PROGRAM AND BUDGET (maximum 2 pages)

Describe the strategic and structuring nature of the infrastructure for the upcoming year. Detail the amount requested from the VHRN for the next year.

Appendix 1

2023-2024 LIST OF VHRN COMMON INFRASTRUCTURES ELIGIBLE FOR RENEWAL
01_ COVER REGISTRY (**M.-J. AUBIN**) 02_QUEBEC RETINA BIOBANK (**A. DIRANI**) 03_DRUSEN/DMLA DATABASE (**A. JOHNSON**) 04_scGenAP (**J.S. JOYAL**) 05_ PATIENT REGISTRY FOR IRDS (**R. KOENEKOOP**) 06_UVEAL MELANOMA DATABASE (**S. LANDREVILLE**) 07_OCULAR TISSUES BANK (**S. PROULX**) 08_CORNEA BANK (**M.-C. ROBERT**) 09_ORVIS (**W. WITTICH**)