

National First Nations Environmental Contaminants Program (NFNECP)



Funding Application Guide

Prepared by:
NFNECP Secretariat



Health
Canada

Santé
Canada



The purpose of this document is to provide standard requirements for the application process that will ensure the accountability and scientific merit of research proposals. Only proposals that are fully in compliance with the requirements of this Guide are eligible for NFNECP funding from Health Canada. Please be aware that, as the NFNECP involves a competitive proposal selection process, only the best of eligible proposals received will be funded.

NOTE: This Funding Application Guide replaces all previous editions. You should read the entire Funding Application Guide carefully before developing your proposal.

An electronic version of this guide can be found at: www.environmentalcontaminents.ca



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ACRONYMS:

F.A.G. – Funding Application Guide
FNUniv – First Nations University of Canada
AFN – Assembly of First Nations
RMS – Research and Monitoring Section
REB – Research Ethics Board
EHRD - Environmental Health and Research Division
FNIHB - First Nations and Inuit Health Branch



NFNECP PROPOSAL SUBMISSION CHECKLIST

- ****Please review the following checklist before submitting proposals to ensure that all criteria are met and all necessary components are included.**

The proposal package must be received by the First Nations University of Canada NFNECP Program coordinator no later than **11:59 p.m., Pacific Time, November 15th, 2011.**

Proposals may be submitted electronically via email before this deadline; however the electronic submission MUST ALSO be followed by the submission of a hard copy sent via Canada Post, courier, or fax. Please note that proposals that are submitted exclusively by courier or Canada Post must be postmarked by November 15th 2011.

Proposals arriving after the deadline will not be eligible for further consideration.

- Your proposal package must include the following:

<ul style="list-style-type: none"> ○ One electronic copy of the proposal (MS Word format is preferred), written in accordance with the 2012-2013 proposal format included in this guide (see Proposal Template – page 6). This may be included via email or on a media storage device included with your proposal package. 	
<ul style="list-style-type: none"> ○ One paper copy of the proposal, written in accordance with the 2012-2013 proposal format included in this guide (see Proposal Template – page 6) 	
<ul style="list-style-type: none"> ○ Contact information for the primary contact of the project (See Appendix B) 	
<ul style="list-style-type: none"> ○ Proposals must clearly identify the community that is intended to be the financial recipient (there can only be one), and a BAND COUNCIL RESOLUTION signed by a mandated authority (Chief, Council member, Band Administrator, Band Manager, Executive Director, etc.) must be provided by this community 	
<ul style="list-style-type: none"> ○ Letters of Support or Band Council Resolution signed by a mandated authority (Chief, Council member, Band Administrator, Band Manager, Executive Director, etc.) must be provided for each additional participating community. 	
<ul style="list-style-type: none"> ○ Detailed Budget Information (Appendix A) 	



Other things that must be addressed:

- The First Nation applying for funding falls under the geographic scope of the NFNECP and is located below the 60th parallel.
- The proposal addresses a priority research area as identified in the Call for Research Proposals (page 5)
- The Project Meets Mandatory Criteria:
 - The research and its design are appropriate for consideration under the NFNECP – please carefully review pages 13, 14 and 15 to ensure the project meets mandatory criteria



INTRODUCTION

What is National First Nations Environmental Contaminants Program?

The National First Nations Program (NFNECP) provides funding for community-based research projects on environmental contaminants on First Nations communities, south of 60°. The NFNECP is administered by the First Nations University of Canada, and guided by a Steering Committee, which is made up of First Nations representatives from across Canada. Data Analysis and Program Support of the Environmental Health Research Division of Health Canada provides the funding. The Assembly of First Nations (AFN) supports the Program as a “Program Champion” and sits on the Steering Committee.

What is community-based research?

Community-based research has a number of characteristics that distinguish it from “conventional research practices.” Some key features of community-based research include (but are not limited to):

- Communities identify and decide on the nature of the research topic.
- Research is relevant and beneficial to the community.
- Traditional Knowledge is incorporated into the research. The research process recognizes and uses the expertise and knowledge of community members—especially Elders.
- The research is driven by values of empowerment, capacity building and social change within the community.
- Research and results are accessible and understandable to all community members.

Who is eligible to apply to the NFNECP?

Any First Nations community on reserve south of 60° that is interested in conducting research on environmental contaminants issues.

****Projects must include a partnership of at least two communities.**

Bonus Points: To encourage and foster new participation in the program bonus points are granted.



CALL FOR PROPOSALS

The National First Nations Environmental Contaminants Program is accepting funding proposals starting June 30, 2011. The deadline for complete proposal submissions is **November 15th, 2011 11:59 p.m., Pacific Time**. Proposal packages must include all required components and each component is to be complete. Letters of intent will not be accepted in lieu of proposals.

The current focus of the Program is to address high-priority issues in First Nations communities where people are concerned about exposure to environmental contaminants. Projects must address one or more of the three NFNECP research priority areas:

- 1) Research on direct impacts/effects of environmental contaminants on human health
- 2) Time trends of human exposure to environmental contaminants in traditional territories
- 3) Developing baseline human bio-monitoring data on First Nations exposure to persistent organic pollutants and heavy metals

Please note that Band Council Resolutions and Letters of Support are required with all proposal submissions. For more information see the Mandatory Criteria Section in the Selection Matrix (page 13)

Review Process:

All proposals will be subject to an external and internal scientific peer review in addition to being reviewed by the NFNECP Selection Committee according to the Selection Matrix in this Guide. The Selection Committee will recommend successful proposals for funding to the Environmental Research Division, FNIHB, Health Canada. The Selection Committee is composed of First Nations regional representatives who have scientific and community expertise. The decision of the Environmental Health Research Division concerning funding will be based on the Selection Committee recommendations, the relative ranking of each proposal, and available funding. Once the selection process has fully concluded, the First Nations University of Canada NFNECP Coordinator will provide qualitative feedback to all applicants and notify them of their relative standing. **Successful projects will be funded for one year only.**

The average funding amount of previous NFNECP projects was between \$50,000 to \$150,000.

All projects funded by Health Canada that have a **human health research component** (e.g. surveys, questionnaires, human biological sampling etc.) are required to submit an application to the Health Canada Research Ethics Board (REB) for review and approval prior to the commencement of the human health research component of the project. Please refer to the guide for the "Ethical Review of Research Involving Humans" for more information on the Health Canada Research Ethics Board.

Health Canada Research Ethics Board Website:

<http://www.hc-sc.gc.ca/sr-sr/pubs/advice-avis/reb-cer/index-eng.php>

Health Survey Templates:

<http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/consent/index-eng.php#form>

**Please note that you are not required to submit an REB application with your proposal. Projects that are approved for funding will be informed when a REB application is required.



PROPOSAL TEMPLATE

Submissions MUST follow this template for submitting a research proposal for the National First Nations Environmental Contaminants Program (NFNECP) in order to be reviewed. An electronic version of this template can be accessed on the NFNECP website:

<http://www.environmentalcontaminants.ca>

IMPORTANT:

- The research must pass all elements of the Mandatory Criteria before it can move onto further stages of evaluation (See Selection Matrix Page 13)
- Each major section should be started on a separate page.

TITLE PAGE

The title page should include:

- Title of the project
- Date
- Lead contact of the project
- List of participating First Nations communities
- Total funding amount requested from the NFNECP
- The NFNECP priority research area that best describes your project (indicate one or more of the following):
 - Direct impacts of environmental contaminants on human health
 - Trends of human exposure to environmental contaminants
 - Biomonitoring (e.g.: sampling hair, blood or other human tissue)
- You may also want to include any logos or graphics that represent the communities or organizations involved.



TABLE OF CONTENTS

- Project Team, Affiliate Partners, Executive Summary, Background, Rationale, Progress to Date, Objectives of the Study, Proposed Work, Sample Archive and Data Management, Capacity Building and Training, Local Knowledge, Communications, Related Projects, Deliverables, Literature Cited, Appendices (Budget Information and Contact Information)

PROJECT TEAM

- Provide a brief (1 paragraph) bio/introduction for each key team member, including:
 - ✓ Name
 - ✓ Background/qualifications/expertise /list of relevant publications
 - ✓ Title/role for the project (e.g.: project leader/principal investigator, community/project coordinator, technician, etc,)
 - ✓ Contact information template must be included (see Appendix B): mailing address, telephone/fax, and email
- Identify the individual who would be the primary contact for the project; formal correspondence on the status of the NFNECP application process will be directed to this individual.

AFFILIATE PARTNERS

- Provide a list of all First Nation communities that will be directly participating in the project
- Also identify the departments, agencies, Aboriginal groups, communities and other clients/partners, with corresponding contacts, that are involved in the project Please ensure that you have their permission to include their organizations/names in the proposal.



EXECUTIVE SUMMARY

This should include:

- A plain language description of the proposed project that briefly outlines the research questions, objectives, and methodologies. **The summary should not exceed one page.**

BACKGROUND

- A brief history on why this research is important to your community and the participating communities. This could include oral histories of the areas involved.

RATIONALE/JUSTIFICATION FOR THE RESEARCH PROJECT

- Describe the project's rationale in relation to the applicable priority area in terms of the research question being addressed.
- Describe how the project has national relevance (i.e.: state why the research will be of value to First Nations across the country and how the research involves collaboration of First Nations peoples and communities). It should not be more than one or two paragraphs.

PROGRESS TO DATE (if applicable)

- Describe the results of the work completed to date so that the project can be properly and fully evaluated in context.

OBJECTIVES OF THE STUDY

- Detailed description of the main issues that are being looked at/for e.g. project goal
- The specific issues that are being looked at/for. These must be measurable, either qualitatively or quantitatively and form a guide to the research methodology, data analysis and presentation of results.



PROPOSED WORK

This should be very detailed as it is your guide on how the study will be done.

Please Include:

- The type of research study
- The study location (where the research is going to be conducted)
- Study Population (who will be included in the study)
- What types of activities will be done
- Detailed activity timeline
- Data Collection
- Sample Sizes
- Data Analysis (provide the laboratory to be used)
- Possible constraints

SAMPLE ARCHIVE AND DATA MANAGEMENT

- Describe how the community plans to use and store the data.

The integrity and long-term stability of sample archive and data management is very important to the success of the research undertaken as a part of the NFNECP. Therefore, it is necessary for the applicant to describe their plans with respect to these fundamental project elements. This is also a critical requirement for projects requiring Research Ethics Board approval (more information can be found at the Health Canada Research Ethics Board in the manual for Ethical Review of Research Involving Humans from <http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/index-eng.php>).

CAPACITY-BUILDING AND TRAINING

- Explain how the project contributes to capacity building, uses expertise within the First Nation communities, and/or provides local training opportunities for the First Nation communities involved in the project. Project team **MUST** provide details on how the researcher(s) will foster capacity building within the local First Nation communities.



LOCAL KNOWLEDGE

- Explain how the proposed project will incorporate local TRADITIONAL knowledge.

COMMUNICATIONS

Project Communications

- Develop a communications strategy/plan for the project. Describe in detail the communication activities that are planned as part of the proposed project (e.g. scheduled monthly/weekly status meetings, who will report to whom, etc.)

Transfer of Knowledge

- How the project results and progress will be delivered or presented to the communities.
- Include knowledge translation from a First Nations perspective to community members as a key aspect of your communications plan (e.g.: community updates, posters and other media targeting community members and non-scientific audience, etc.).

RELATED PROJECTS (if applicable)

- Describe any other similar projects that have been undertaken by other communities/organizations (e.g. the Regional First Nations Environmental Contaminants Program, Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Network Environments for Aboriginal Health Research, etc.)



DELIVERABLES

- Identify deliverables for the project. As a minimum the following will be required:
 - ❖ 1 interim financial activity report due November 15, 2012 (template to be provided by Health Canada).
 - ❖ 1 final financial report due June 30, 2013 (template to be provided by Health Canada)
 - ❖ 1 final project report due June 30, 2013, which includes a one to two page plain language summary of their findings to Health Canada and First Nations University of Canada for public dissemination (template of the final report to be provided by Health Canada).

Other deliverables to consider could include:

- Conference/workshop presentations
- Manuals or guiding documents
- Posters
- Public dissemination reports and articles
- Items for communication initiatives
- Community information dissemination meetings

LITERATURE CITED/BIBLIOGRAPHY

- Include reference to any documents, publications, or 3rd party information that was used in the development of your proposal.

APPENDICES

Budget (See appendix A)

- Provide detailed budget information for the specific year for which funding is being requested by using the Budget Tables in Appendix A. Table 1 is for the general project budget and for the portion of the project that will be funded directly by the NFNECP. Please identify funding sources and any in-kind contributions from sources other than the NFNECP in Table 2.
- Refer to the NFNECP website (www.environmentalcontaminants.ca) for more information and Appendices of an example budget.

Contact Information

- Please complete the contact information template provided in Appendix B

Résumés/Detailed Team Profile

- Provide résumés or detailed profiles of team members identified in the “Project Team Members” section on page 7 (résumés are not to exceed three pages).



CRITERIA FOR REVIEW OF PROPOSALS

The evaluation process for each NFNECP proposal involves:

1. Mandatory Criteria Review

(Health Canada & FNUniv)

- Proposals are first screened to determine whether they meet all required MANDATORY CRITERIA. Those meeting all criteria will pass onto the next stage for further evaluation.

2. Scientific Peer Review

(Scientific Peer Reviewers)

- The reviewers assess the suitability of the study design and the scientific methods of the proposal.

3. Rated Criteria Review

(National Selection Committee -Members have both scientific and community based expertise)

- Determines the relative rankings of the proposals and makes recommendations to Health Canada on proposals to be funded.



SELECTION MATRIX

This is the Selection Matrix for the **National First Nations Environmental Contaminants Program** projects. It shows you explicitly how your proposal will be evaluated. The first section contains the Mandatory Criteria. Your proposal must include all of these elements before it passes to the next stage of evaluation.

Mandatory Criteria

Section	Description	Requirement Met
1.	<i>Mandatory Criteria</i>	
1.1	Partnership between two or more First Nation communities	
1.1.1	Research focuses on two or more First Nation communities.	
1.1.2	Evidence of political, community, or executive support must be provided for each participating community in the form of a resolution or a letter of support signed by a mandated authority (Band Manager, Health Director, Executive Director, Chief or Councillor). Tribal council(s) and regional organizations may apply on behalf of two or more First Nations. However, letters of support should also be provided for each of the First Nations included in the project. The letter/resolution must refer to the NFNECP, the name of the project, and the year.	
1.1.3	IMPORTANT: The First Nation community that is to be the financial recipient (there can be only one) must clearly be identified in the proposal. This community is to provide a BAND/TRIBAL COUNCIL RESOLUTION. No other document will be accepted. The resolution must refer to the NFNECP, the name of the project, and the year.	

Note: As the NFNECP is a community-based program, funding is provided directly to First Nation communities.

A non-profit First Nations organization such as a Tribal Council may serve as the financial recipient for the project, but only with the expressed written support of ALL participating communities (a tribal council resolution) regardless of their individual direct or indirect involvement in the project.



Mandatory Criteria (Continued)

Section	Description	Requirement Met
1.2	<p>Type of human health research</p> <p>Your project MUST address one or more of the three NFNECP research priority areas in the year of the research project:</p> <ol style="list-style-type: none"> 1. Research on direct impacts/effects of environmental contaminants on human health 2. Time trends of human exposure to environmental contaminants in traditional territories 3. Developing baseline human biomonitoring data on First Nations exposure to persistent organic pollutants, heavy metals, other chemical contaminants, exposure to sources of radiation (including both ionizing and non-ionizing radiation; e.g. EMF, UVB, etc.) <p>The three research priority areas above emphasize the Program's focus on human health and exposure to environmental contaminants of a chemical nature</p> <p>**As the study design of each project is carefully reviewed to determine whether it is appropriate for consideration under the NFNECP, please ensure that your proposal fully addresses the following):</p>	
1.2.1	<p>Human Health Focus: Proposal must involve clearly-defined human health measurement methodologies. For example:</p> <ul style="list-style-type: none"> • Assessing contaminant levels through human tissue sampling (e.g.: hair, blood, urine sampling) • Health survey • Eating pattern survey • Nutritional assessment • Neuropsychological assessment • Neurological assessment 	



	<ul style="list-style-type: none"> • Epidemiological study • Examination of secondary health data such as hospitalization records, nursing station records, etc. • Other – please describe research methodology 	
1.2.2	Contaminant: Proposal clearly identifies persistent organic pollutant(s), heavy metal(s), or other chemical environmental contaminant(s) of interest and radiation.	
1.2.3	Project committed to engaging an accredited laboratory for the specific analysis (Has to be verified directly with project proponents by the reviewer).	
1.2.4	<p>Linkage – Project must focus on the link between health of First Nations people, the identified environmental contaminant(s) of interest, and environmental component, e.g.:</p> <ul style="list-style-type: none"> • Identification of immediate source, origin, and pathway(s) of exposure • Determination of short term and/or long term health impacts from exposure • Assessment of socio-cultural and economic impacts of exposure • Risk assessment • Baseline human tissue data • Baseline environmental data • Development of fish and wild game consumption guidelines • Development of educational material for First Nation communities concerning the identified environmental contaminant(s) of interest and human health considerations 	
1.2.5	Proposal involves research, analysis, and is NOT seeking funding to compliment an existing environmental monitoring program.	



Rated Criteria

Section	Description	Rating
2.	Rated Criteria	
2.1	<p>Community-based research:</p> <ul style="list-style-type: none"> • Research objectives correspond to community-defined research priorities/environmental health concerns /25 • Use of both traditional and conventional scientific knowledge, where there is consent /25 • Community-based researchers & community-based project coordinators /25 • The extent of community participation in bringing community perspective to define the project question(s), purpose and meaning for the First Nations community. /20 • Overall level of community engagement (i.e.: number of community members on research team, involvement of community members before, during, and after project, involvement of students/youth, consultation with Elders, etc.) /40 	
2.2	<p>Scientific merit:</p> <p>Study design is suitable to achieve project objectives (e.g. adequate sample size, appropriate methodology, etc.) /20</p> <p>Principal investigator is clearly identified and possesses relevant recognized credentials, expertise, and experience. Research team (as a whole) appears capable of achieving project objectives. /10</p>	
2.3	<p>Impact Merit</p> <ul style="list-style-type: none"> • Research capacity building in First Nations communities /50 • Proposal includes a description of how the project may be applied or be of value in a broader context /20 • Project includes a communications strategy and provisions for sharing results and project experience with other First Nation communities /15 • The project includes community participation in the development of the community narrative at the end of the project to summarize the results of the project and its influence on the participating First Nations community's worldview (meaning for the community). /35 • Widespread applicability of methods and results for other First Nation communities /15 	
TOTAL		/300



Section	Description	Rating
3.	Rated Criteria – Proposal Merit	
3.1	Clarity of proposal: <ul style="list-style-type: none"> • Overall clarity, cohesion, readability of proposal /15 • Clearly and adequately defined research objectives /15 • Clearly and adequately described methodology /15 • Clearly and adequately described activities /15 	
3.2	Time frame is feasible for the completion of the project	/20
3.3	Preparation <ul style="list-style-type: none"> • A literature review is included with the proposal /20 • Project includes a project plan, time line, and/or project management considerations/ methodologies /20 • Sufficient detail provided in each of the proposal template sections /20 	
3.5	Budget: <ul style="list-style-type: none"> • Budget & resource requirements are realistic and appropriate for the project /20 • In-kind contributions (funds, time, resources) from First Nation community/(ies), Tribal Councils, and other First Nation groups, organizations, etc. /20 • In-kind contributions (time, resources) from non-First Nation partners, researchers, or collaborators /10 • Co-funding from grants, contributions, foundations, charities, and other external funding sources /10 	
3.6	Project has national relevance <ul style="list-style-type: none"> • Addresses health problems/issues/concerns important and common to First Nations across Canada with respect to human health concerns in relation to environmental contaminants 	Criteria will be used to rank projects of similar scoring values.
TOTAL		/200



Science Peer Review

Description	Rating
<p>Scientific suitability of research team</p> <ul style="list-style-type: none"> • Principal investigator has the following qualities to successfully lead the project team through the research: <ul style="list-style-type: none"> ○ relevant academic credentials, /10 ○ relevant experience /15 ○ relevant expertise/knowledge /15 ○ relevant publications /5 • Project avoids on-going monitoring, duplication or research that may have already occurred (project demonstrates novelty or how it complements existing data/ information /research) /10 • Other team members have sufficient knowledge and skills to contribute to the success of the project. It is favourable if training is included for team members that require specialized knowledge to enhance their contribution to the research /10 	
<p>Methodology:</p> <ul style="list-style-type: none"> • Clarity of objectives /20 • Sound/proven methodology /20 • Suitability of proposal design for meeting the objectives (e.g. sample size, analysis strategy, targeted contaminant(s) of concern, sampling methods, etc.) /20 • Methodology(ies) described in sufficient detail and clarity /25 	
<p>Appropriate time frame (Can the project results be delivered within the time frame specified in the proposal and within the NFNECP's operating cycle?)</p>	/15
<p>Appropriateness of budget (e.g. charges for sample analysis, equipment costs, scientific personnel remuneration, etc.)</p>	/15
<p>Overall clarity and organization of proposal</p>	/20
<p>TOTAL Science Peer Review</p>	/200



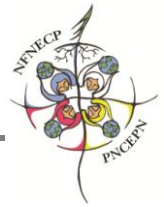
Written Assessment: Internal and external science peer reviewers are asked to provide a brief written qualitative assessment (maximum of 500 words) of the proposal, including an assessment of the importance of the proposed project with respect to the priority areas identified in the NFNECP Call for Proposals. The results of this assessment are shared with the Selection Committee and applicants.

NFNECP PROGRAM MANAGEMENT REVIEW CRITERIA

Rated Criteria results (NFNECP Selection Committee)	≤ 500
Science Peer Review results	≤ 200
Bonus points are awarded when project involves First Nation communities that have not participated in the NFNECP before (prorated)	≤ 300
GRAND TOTAL	/1000

TIMELINE FOR THE NFNECP REVIEW PROCESS:

All applicants will be notified whether they are recommended or not recommended for funding in January 2012.



WHERE TO SEND YOUR COMPLETED PROPOSAL

Once completed, send your proposal to:

FIRST NATIONS
UNIVERSITY
OF CANADA



National First Nations Environmental Contaminants Program Coordinator
First Nations University of Canada
Department of Interdisciplinary Programs

1 First Nations Way
Regina, SK Canada
S4S 7K2

If you have any questions concerning the NFNECP, the Call for Proposals, the eligibility of your proposal idea, or this Funding Application Guide, please contact the NFNECP Program Coordinator.

Tel: (306) 790-5950 ext: 3330
Fax: (306) 790-5993

E-mail: NFNECP@fnuniv.ca



APPENDIX A – BUDGET TABLES

Please use the following table formats for your budget. You may customize the table to include more information; however, the following section headings must be included as a minimum.

Table 1: Detailed Budget Information for NFNECP Project Funding

Expenditure Category* (Add other categories as applicable)	Requested Amounts	Notes
1. Salaries and Wages (for project personnel)		
2. Equipment and Facilities (e.g. office space rental, field gear, etc.)		
3. Travel (includes field costs)		
4. Professional Fees (e.g. contracts)		
5. Operating Costs (e.g. office supplies, publications, phone, fax, mail, administration fees, etc.)		
6. Other Costs (e.g. lab costs)		
TOTAL FUNDING REQUESTED FROM NFNECP		



Table 2: Other Funding Sources – Detailed Budget Information

Expenditure Category* (Add other categories as applicable)	Requested Amounts	Notes
1. Associated Support (including in-kind)		
a) Salaries		
b) Equipment and Facilities		
c) Operating Funds (in-house resources)		
2. Other Project Funding Sources (Provide as much detail as possible)		
Total In-Kind Contributions and Other Funding Sources		
Grand Total Project Value (= Total Estimated Costs for Associated Support and Other Project Funding Sources + Total Funding Requested from NFNECP)		



APPENDIX B – CONTACT INFORMATION TEMPLATE

Please add more pages if required as this is a template that can be expanded upon.

<p style="text-align: center;">Project Leader</p> <p>Name:</p> <p>Title:</p> <p>Address: Post Office Box</p> <p>Email address:</p> <p>Phone Number:</p> <p>Fax Number:</p>	<p style="text-align: center;">Co-Investigator/Project Team Member</p> <p>Name:</p> <p>Title:</p> <p>Address: Post Office Box</p> <p>Email address:</p> <p>Phone Number:</p> <p>Fax Number:</p>
<p style="text-align: center;">Co-Investigator/Project Team Member (if applicable)</p> <p>Name:</p> <p>Title:</p> <p>Address: Post Office Box</p> <p>Email address:</p> <p>Phone Number:</p> <p>Fax Number:</p>	<p style="text-align: center;">Co-Investigator/Project Team Member (if applicable)</p> <p>Name:</p> <p>Title:</p> <p>Address: Post Office Box</p> <p>Email address:</p> <p>Phone Number:</p> <p>Fax Number:</p>

Please note: Only those team members that are listed will be contacted by mail when the letters of decisions are mailed.