

**Tips for completion of the LRCP Catalyst Grant application form:**

1. DO NOT submit a scanned application form. Convert your WORD document to a PDF for submission as one file. Signatures on page 1 of the application can be applied digitally eliminating the need for scanning that page and inserting it into the document.
2. Be sure to include your current Dept. of Oncology status on page 1. This confirms your eligibility to apply for a Catalyst Grant.
3. Please insert your academic departments, accurately, on page 1. Do not include a Division of an academic Dept. Your academic affiliations indicate which resources you may access to thus advancing your research proposal i.e., FLOW, CRU, microscopy, mass-spec.
4. Please describe, accurately, the location of the study i.e., Dept of Physiology & Pharmacology, Western University or LRCP, Clinical Research Unit or Cancer Research Laboratory Program, LRCP
5. Sections 1-4 should be completed within the area provided. There is plenty of room for 250 words, single-spaced in allotted space.
6. Use Section 1-4 to your advantage by emphasizing aspects of your submitted research proposal.
7. Section 6, the Research Proposal, must be double-spaced text of 12 point font, Times New Roman. You can start the proposal on a fresh page so that you can use all of the space with the appropriate 1-inch margins.
8. Section 8, details of the budget, should be completed as fully as possible so that the Reviewers are convinced of the necessity of the proposed expenditure(s) i.e, provide sample number and cost per sample of i.e., RNAseq and the supplier of the service; statistician time – cost/hour, number of hours expected, individual or service.
9. Section 9, Progress Report, is very important to the review process and is seriously considered by the Reviewers because it demonstrates productivity obtained with previous Catalyst Grants. This page can also be used to emphasize the impact of your co-PIs and collaborators to your research progress. Almost a full page is provided so use it to your advantage.