

Project Fee for CanVECTOR Services

Purpose

The purpose of this document is to provide guidance for how to include financial support for CanVECTOR services (“Project Fee”) in your grant budgets when submitting proposals for CanVECTOR-supported research projects to funding agencies, and to describe the Project Fee payment process if your grant receives funding.

Context

The support CanVECTOR provides to its members and to CanVECTOR-supported projects has been a large part of its success as a collaborative research network, and of the research conducted by its researchers. Based on reviewers’ comments from recent grant competitions, it is evident that being a CanVECTOR investigator and submitting a CanVECTOR-supported project is viewed very favourably by reviewers and may provide a significant leg-up on the competition when applying for grants.

CanVECTOR-supported projects are:

- 1) testing research questions that align with CanVECTOR’s mission and are scientifically sound;
- 2) led by CanVECTOR members; and
- 3) conducted at two or more CanVECTOR sites (i.e., multisite research).

Services

CanVECTOR offers 5 general categories of services to clinical investigators for their studies. **See Appendix 1 for a summary of available services.** These include baseline services of *Network Backing and Administrative Resources* that are available to all CanVECTOR-supported projects. Other services are optional, depending on the needs of the study, and include:

- *Patient Partners*
- *Clinical Study Methods & Logistical Support*
- *VERDICT Adjudication Platform*
- *Knowledge Translation*

It is estimated that for a 5-year granting period, the total value of in-kind support provided by CanVECTOR, its structure, and its members to a CanVECTOR-supported project represents an amount of \$75,000.

Rationale for CanVECTOR Project Fee

The CIHR grant that enabled the development and growth of CanVECTOR was for a 5-year term (2015-2020). CanVECTOR achieved remarkable growth and success during this CIHR funding term. CIHR’s intent was for CanVECTOR to secure renewable revenue streams to ensure long-term sustainability beyond 2020, in order to achieve its mission. Based on network-wide strategic planning and priority setting exercises, recommendations from our External Advisory Board and using examples already set by other successful, long-lived national research networks (e.g., CCCTG [Canadian Critical Care Trials Group]), in 2019 our Scientific Steering Committee approved a policy to collect a mandatory project fee to provide support to CanVECTOR for the services it provides to its supported studies.

Project Fee on All CanVECTOR-Supported Projects

As a service provider, CanVECTOR requires that supported studies submitting funding proposals include a contribution (“project fee”) to CanVECTOR as part of their budget. The financial contribution to CanVECTOR should represent 2% of the final agency-approved grant funding for the first \$1,000,000, up to a maximum of \$20,000. For grants exceeding \$1,000,000, the project fee to CanVECTOR will be capped at a maximum amount of \$20,000 per funded grant.

*Note: some studies may require special consideration because their scope, complexity, or duration necessitate additional or customized services that extend beyond the standard services that are typically provided. In these situations, the project fee will be considered on an individual basis and the standard fee may be modified according to service requirements.

See Appendix 2 for the standard contribution breakdown.

The project fee contribution to CanVECTOR is applicable for all CanVECTOR-supported projects/research programs for grants (including governmental and charity-supported opportunities and investigator-initiated, industry funded projects) with requested budgets >\$50,000 (except for CIHR bridge funding and CanVECTOR-led competitions like pilot trials).

Internal Review Process

All projects to be considered for CanVECTOR support must be submitted for an internal administrative review a minimum of two weeks before the application deadline. The grant PI completes the “[Request for CanVECTOR Support](#)” form and submits it to CanVECTOR (info@canvector.ca).

Approved projects will receive a tailored CanVECTOR Letter of Support or Letter of Collaboration from the Network’s Directors, stating the network’s commitment to the project and detailing the services to be provided.

Grant Application Budgets and Budget Justification

Applications with a very brief budget justification section can refer to the CanVECTOR Letter of Support or Collaboration in the budget justification.

Example for a 5-year grant:

CanVECTOR Project Fee \$20,000: \$4,000/year X 5 years for network services and resources (see Letter of Support)

Contact info@canvector.ca to request assistance to include the CanVECTOR Project Fee or CanVECTOR Patient Partner compensation in your grant budget or budget justification.

Payment Process

Invoices will be sent to the Principal Investigator for payment of the project fee. If the requested grant budget is reduced by the funder, the contribution to CanVECTOR will be based on the budget granted by the funding agency.

There are two payment options:

- 1) full amount paid at once (one invoice sent once funds received), or
- 2) installments spread throughout grant funding period (for multi-year studies with a project fee \geq \$2,500).

Appendix 1

Summary of CanVECTOR Services - 2024

CanVECTOR offers 5 general categories of services to clinical investigators for their studies.

A. BASELINE SERVICES (Network Backing and Administrative Resources)

1. Tailored letter of support or collaboration for grant application
2. Support of the study by CanVECTOR leadership and in CanVECTOR materials that highlights the network's commitment to the project
3. Access to CanVECTOR recruiting sites directory and facilitating connections for study site expansion/start-up
4. Study promotion via CanVECTOR communication channels – website, newsletter, social media
5. Scheduling support and access to CanVECTOR's Zoom Pro account for study meetings
6. Opportunity for study team meeting space at the CanVECTOR Annual Conference, based on availability
7. Waived abstract submission fee for study-related poster or oral presentation at CanVECTOR Annual Conference

B. PATIENT PARTNERS

8. Access to trained Patient Partners throughout the study (development to knowledge translation). (Included in the project fee: a total of up to \$1,500 of Patient Partner compensation in Year 1 and up to \$750 per year thereafter. Additional Patient Partner consultation time beyond the included hours will be invoiced according to the [CanVECTOR Patient Partners Compensation Policy](#))
9. Tailored letter of support or collaboration from the participating patient partner(s) or the Patient Partner platform
10. Patient Partner platform support to develop a patient engagement strategy
11. CanVECTOR-developed guidelines and Terms of Reference template for patient engagement
12. CanVECTOR-developed guidelines and templates for Patient Partner compensation and reimbursement
13. CanVECTOR administrative support for Patient Partner compensation and reimbursement (budgeting, tracking, invoicing)

C. CLINICAL STUDY METHODS & LOGISTICAL SUPPORT

14. Formal peer feedback at protocol strengthening exercises
15. Informal peer feedback at regular Clinical Investigator Group (CIG) meetings
16. Discussion of research best practices, logistics, and challenges at regular CIG meetings
17. Support for the use of common data elements (CDEs) for standardization of case report forms (CRFs) and study outcomes
18. Provision of resources for study best practices (e.g., DSMB charter template, incorporation of sex and gender-based analysis, letter template to thank study participants)

D. VERDICT ADJUDICATION PLATFORM

19. Use of CanVECTOR's VERDICT adjudication platform and its College of Adjudicators for adjudicating standardized* thrombosis study outcomes: VTE, bleeding, death
(Included in the project fee: study set-up; user set-up for up to 20 users; team training; ongoing user support for the duration of the study, and, if desired, matching with potential adjudicators from our College of Adjudicators.)
*Optional customization of VERDICT (e.g. modified or new study outcomes) is available on a cost-recovery basis for programming
20. CanVECTOR-developed adjudicator and coordinator training materials
21. CanVECTOR-developed Adjudication Terms of Reference template for creating a study-specific adjudication charter
22. CanVECTOR-developed forms for documenting adjudicator conflicts of interest and confidentiality agreement
23. Clinical Trials platform support to incorporate standardized study outcomes

E. KNOWLEDGE TRANSLATION (KT)

24. Resources for development of a KT plan for a grant application
25. KT Platform support to develop a lay summary of findings with involved patient partners
26. Rating through CLOT+ of the final publication for clinical relevance and newsworthiness. Accepted articles are included in the platform's searchable database and an e-mail alert is sent to registered users
27. Dissemination of results via CanVECTOR communication channels – website, newsletter, social media



Appendix 2

CanVECTOR Standard Project Fee Contribution Breakdown Calculator

Total Grant Budget	Total Project Fee Contribution
\$50,000 to \$1,000,000	2% contribution
Under \$50 000	N/A
\$50 000	\$1 000
\$75 000	\$1 500
\$100 000	\$2 000
\$150 000	\$3 000
\$200 000	\$4 000
\$250 000	\$5 000
\$300 000	\$6 000
\$350 000	\$7 000
\$400 000	\$8 000
\$450 000	\$9 000
\$500 000	\$10 000
\$550 000	\$11 000
\$600 000	\$12 000
\$650 000	\$13 000
\$700 000	\$14 000
\$750 000	\$15 000
\$800 000	\$16 000
\$850 000	\$17 000
\$900 000	\$18 000
\$950 000	\$19 000
\$1 000 000	\$20 000
\$1 000 000 or more	\$20 000