



# Campus Alberta Neuroscience

## Team Formation Program GUIDELINES

### PROGRAM DESCRIPTION

This program is designed to support the **establishment** and **expansion** of cross-campus collaborations and teams. The program supports meetings of neuroscience and mental health research groups from the University of Alberta, University of Calgary and University of Lethbridge. The Team Formation Program offers reimbursement of up to \$2,500 in travel and meeting costs (within Alberta) to bring team members together to develop productive collaborations in neuroscience and mental health research and/or translation.

### ELIGIBILITY CRITERIA

- Available to academics from the affiliated institutions (University of Alberta, University of Calgary, University of Lethbridge), who hold a full-time, continuing faculty appointment and are a member of Campus Alberta Neuroscience (CAN). CAN membership details are available at [albertaneuro.ca/membership](http://albertaneuro.ca/membership)
- **To qualify for this program each meeting must:**
  - Include a minimum of 3 investigators from **a minimum of 2 affiliated Alberta universities**
  - At least one investigator from each institution must hold a full-time, continuing faculty appointment
  - Focus on the development of a specific neuroscience or mental health collaboration
  - Result in a plan/proposal to collaborate in research and/or translation
- Applicants must not have any outstanding final reports from other awarded CAN programs

### TERMS AND VALUE

Campus Alberta Neuroscience will reimburse travel, accommodation and related meeting expenses in compliance with [University of Calgary Hospitality and Travel Expenses Policy](#) to a maximum of \$2,500.

### HOW TO APPLY

Applications are accepted year round. The program is currently open-call with no internal deadline.

A complete application consists of:

- Team Formation Application Form
- Biosketches (using the Campus Alberta Neuroscience template available online) from each of the Alberta applicants, including relevant current funding and publications (last five years)

The Team Formation Application Form requires a description of:

- The **collaborative opportunity** that will be explored
- Each participant's **proposed role** in the collaboration
- The **plan/proposal for collaborative neuroscience or mental health research and/or translation** that will be developed through the collaborative meeting
- **An estimate of costs** for the collaborative meeting

*The complete application package, including all necessary components described above, must be submitted electronically, at least 15 business days before the event/visit, to [albertaneuro@ucalgary.ca](mailto:albertaneuro@ucalgary.ca) with the subject line **Team Formation Support Program Application***

## ADJUDICATION

- The CAN Review Committee will review all complete applications. Decisions will be based on satisfying the eligibility and adjudication criteria and the potential for the team to create positive impacts in neuroscience or mental health research, education and translation
- The Review Committee will provide comments to the applicant and a recommendation for funding to CAN

## ADJUDICATION CRITERIA

- Proposed team and project has a specific and relevant focus for research and/or translation in neuroscience and/or mental health
- Proposed research and/or translation plan has potential to make significant contributions to the fields of neuroscience and/or mental health
- Proposed team has potential to strengthen linkages among Alberta neuroscience and mental health researchers through increased collaboration and connection across campuses

## ADMINISTRATION OF AWARD

- Applicants will be notified of the decision in writing by Campus Alberta Neuroscience
- The notice of decision normally takes 10 business days to consider following submission of the application. All decisions are final and cannot be appealed
- The number of applications funded is dependent upon the availability of funds
- Payment is dependent on compliance with program guidelines and final deliverables

## REPORTING REQUIREMENTS AND DELIVERABLES

- A brief **Team Formation Program Report** (available on the Campus Alberta Neuroscience website) describing the meeting and its outcomes must be completed and sent to [albertaneuro@ucalgary.ca](mailto:albertaneuro@ucalgary.ca) within 60 days following the completion of the meeting.
- Members are not eligible to apply for future CAN programs if final reports from previous awards are outstanding
- Trainees, supervisors and others involved in the funded project are expected to acknowledge the Campus Alberta Neuroscience Team Formation Program in any research activity, including abstracts and publications, and in the dissemination of information, including conference proceedings and seminar announcements, resulting from this award

## TRAVEL AND EXPENSE CLAIM REIMBURSEMENT PROCEDURE

Information regarding the process for submitting expense claims and receiving reimbursement can be found at [www.albertaneuro.ca](http://www.albertaneuro.ca). Please note that the process may differ slightly depending on the applicant's home institution.

## QUESTIONS

If you are interested in applying to this program and require further information, please contact Campus Alberta Neuroscience at (403) 220-2422 or [albertaneuro@ucalgary.ca](mailto:albertaneuro@ucalgary.ca).



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