

Attachment #4

Contract Funding Criteria and Process

Prepared by NCEOE Working Group

Introduction

Working Group Membership

Members of the working group include Sarah Miller, Munira Lalji, Mae Burrows, Sue Milburn-Hopwood, Heather Logan and Hans Krueger.

Working Group Purpose

The purpose of the working group is to prepare draft contract funding criteria as well as a proposed process for the distribution of designated National Committee on Environmental and Occupational Exposures (NCEOE) funds to appropriate organizations. ***These criteria and process are recommendations only.*** They will be provided to the CPAC transition team to assist in their work in developing criteria and processes for all CPAC committees.

Mission Statement (Mandate of the PPAG)

- Reduce the incidence of preventable cancers in Canada, and ultimately reduce morbidity and mortality from this disease.
- Play a leadership role in promoting major change in the cancer control and health care paradigms, whereby primary prevention/health promotion obtains the appropriate increased priority and resource allocation, and this increase is sustained in the future.

Group Eligibility

The following organizations may apply for contracts:

- Charitable organization or foundation registered as a charity by the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization. The incorporated organization or registered charity must authorize the application and accept responsibility for any approved contract
- A First Nation
- A Métis or other Aboriginal community
- A collaborative of two or more organizations that are working together to achieve a common goal. The collaborative must include at least one eligible member. The eligible member normally acts as the lead applicant and accepts responsibility for any approved contract
- If your organization does not fit the above criteria but has a developed accountability structure and a history of work in the NCEOE priority areas (see

'Project Eligibility' below), please call to discuss your eligibility (see 'Application Process' below).

Applications will not be accepted from:

- Individuals
- Private foundations

Project Eligibility

- Proposed projects / programs must be related to the specific goals and strategic direction of the NCEOE
- The NCEOE believes that action is currently necessary in the following six priority areas:
 - i. To raise the profile of the primary prevention of environmental and occupational exposures as a priority issue within provincial cancer control agencies/programs.
 - ii. To disclose the presence, use and release of classified carcinogens, as a necessary prerequisite to primary prevention in workplaces, the environment and the home.
 - iii. To develop further legislation, regulation and policy, as required for reducing exposure to environmental and occupational carcinogens.
 - iv. To focus efforts nationally and provincially more specifically on primary prevention of exposures to occupational and environmental carcinogens.
 - v. To establish the elimination, when possible, and minimization of exposure at all times for Group 1 and 2A carcinogens (as classified by the International Agency for Research on Cancer) as an objective for primary stakeholders and governments.
 - vi. To exploit opportunities for inter-sectoral collaboration in order to maximize our effectiveness and focus activity on strategies for the primary prevention of exposures to occupational and environmental carcinogens.

Activities and Expenses That Are Not Eligible For Funding

- Retroactive funding, or for any project expenses to be incurred prior to the funding decision date
- Debt retirement or reserves, mortgage pay-downs
- Purchase of land, buildings or vehicles
- Fund-raising activities
- Sabbatical leaves, student exchanges
- Support for academic or dissertation research
- Computer labs
- Endowment grants

Application Process

Follow these 6 steps:

- i. Find out if your project or idea fits the PPAGs overall mandate.
- ii. Find out if your project or idea fits the goals and objectives of the NCEO.
- iii. Be sure your group is eligible.
- iv. Contact us by phone (xxx.xxx.xxxx), fax (xxx.xxx.xxxx), or email ().

When you contact us, very briefly describe your project or idea; and tell us about your group. We encourage you to explore ideas with us.

After you first contact us, we will let you know if we want to continue the application process; and why or why not.

- v. If you are invited to continue, we will ask you to send a 2-page letter. Your letter should:
 - o Say how your project fits in with NCEO priority areas;
 - o Outline the main activities and budget, including a general work plan with timelines;
 - o Identify the results you expect;
 - o Give an outline of your group's purpose; and
 - o Provide a copy of your latest annual financial statement.

After we review your letter, we will let you know if we want to continue the application process; and why or why not.

- vi. If you continue, we will ask for a detailed, formal proposal. We will provide you with an outline to write your proposal.

Proposals will be evaluated and ranked by the NCEO with input from independent reviewers. The following criteria will be used in the ranking process:

- The project is closely aligned with the goals and strategic direction of the NCEO
- Demonstration that the group's previous activities incorporate a best practices approach ('best practices' as defined by the May 2006 NCEO Best Practices report or an update thereof)
- Demonstrated history / track record of implementing similar projects, including capacity and expertise
- Preference will be given to projects whereby the funding (co-funding) benefits more than one organization
- The project is interdisciplinary and involves multiple levels of policy-making
- There are tangible outcomes associated with the project

Expectations of Contract Recipients

- All contract recipients are required to report on the work for which they receive funding. The Letter of Agreement will specify when reports are due.
- Applicants who receive contracts with a duration of one year or less must submit a Final Report at the end of the contract.
- For multi-year contracts, a Progress Report must be submitted at the end of each year with a Final Report due at the end of the contract.
- Progress and Final Reports must be submitted using the current reporting forms.
- Failure to submit a Progress Report on time will delay release of the next installment of a contract.
- Failure to submit a Final Report may have an impact on the ability of an organization to receive future funding.
- NCEO staff review all reports and may request further information if they have questions or concerns.
- The primary contact person at NCEO will be identified in the Letter of Agreement. This NCEO contact will be able to provide contract recipients with support and guidance throughout the duration of a contract.
- Organizations that receive contracts are expected to keep their contact informed of changes that affect their projects.

Conflict of Interest

Members of the NCEO may apply for funds, either directly or through organizations that they are involved with.

However, no member of the NCEO with an actual or potential conflict of interest may participate in the review of an application. All such individuals must declare any potential conflict of interest to the Chair immediately upon receipt of the related application.

For further clarity, individuals are in a conflict of interest when they:

- Serve as board or staff members of applicant organizations
- Have immediate family members as board or staff members of the applicant organization
- They or their immediate family members have been employed by or done business with the applicant organizations in the past five (5) years
- Have collaborated, published or been a co-applicant, within the last five (5) years, with any applicant named in a project
- Are or have been a close personal friend or relative of the applicant
- Have had long standing or serious scientific or personal differences with the applicant
- For some other reason believe they cannot in good faith provide an objective review of the application.

If any of these circumstances apply, the individual must not be involved in assessing, evaluating or commenting on the application. During the portion of any meeting to evaluate the application, the individual must leave the room, without comment, before discussion of the application commences.