THE MOVEMBER FOUNDATION
2014 CANADIAN MENTAL HEALTH INITIATIVE

REQUEST FOR APPLICATIONS Q & A's

Ref. #	Area	Question	Response
1.	Eligibility	Is this funding only open to national bodies?	We have a strong preference for representation in at least three provinces/territories. This reflects our desire to make a difference at a population level. Projects need to be delivered/implemented across multiple provinces, but not necessarily in a whole province.
2.	Eligibility	Can you elaborate on the requirement of three partners? Do they need to begin at the same time?	The requirement is for the project to be implemented in a minimum of 3 provinces or territories and/or the project team members are located in 3 provinces/territories. It would be expected that the team represents a true collaboration with members involved from the start ie. development of the LOI through to the full application if applicable. If there is a staggered start for partners, the reason for this would need to be fully articulated in the proposal.
3.	Eligibility	For the priority area: "Creating mentally healthy workplaces and workers", how targeted do the proposals need to be on men and health? Some programs and changes we make in the workplaces may in fact benefit both men and women, is that ok or do our proposals need to be specific to men?	Projects need to target men and/or boys. In the case of some settings (eg. workplace, education etc), it may not be feasible or logical to exclude female workers or students. This is ok, as long as it is clear that men and boys are the primary target. Proposals need to demonstrate how the specific needs/requirements of men and boys have been considered and reflected in the project design, development etc. If females are also included in project scope then additional funding sources need to be clearly identified.
4.	Eligibility	Given reaching men through their female partners, family members or colleagues is a proven strategy for influencing men's health behaviour would Movember funding cover these types of strategies?	Projects which involve/target women as key influencers of male mental health (and health behaviours) are within scope for this funding.
5.	Eligibility	Will funding be provided to co-morbidity/dual-diagnosis projects?	We have deliberately taken a very broad definition of mental health problems. We also have a strong emphasis on mental health and wellbeing (without any consideration of diagnosis or illness). This is reflected in goals and priority areas for funding.
6.	Eligibility	Do projects have to support both men and boys or will projects that support either men or boys be considered?	Projects don't have to target both men and boys. It's acceptable for a project to target a particular sub-group of men and boys in Canada. This needs to be clearly stated in your Letter of Intent and application.

7.	Eligibility	Does the lead organisation need to be a research institution?	No. It's up to each applicant to pull together the best possible team to achieve the project goals. e.g. We have received applications where the lead organisations have been private businesses, community organisations, not-for-profits and governmental bodies.
8.	Eligibility	Does Movember have a preference as to whether the lead agency should be a NFP/Non-commercial entity rather than a for profit/ commercial entity?	No, see response to question #7
9.	Eligibility	Will the funding only focus on research projects that produce new knowledge?	We do not wish to provide "top up" funding to existing projects. Expansion of projects to new areas or new provinces / territories may be considered.
10.	Eligibility	Would a service delivery program with an evaluation component be considered?	Yes
11.	Eligibility	We submitted an application to the competition grant round last year. Can we revise our proposal and resubmit?	Yes. Applicants to the 2013 grant round would have received comments from the peer review panel with the purpose of providing feedback on the strengths and weaknesses of their proposal that could guide consideration for future submissions. Resubmissions will need to be modified to fit the LOI parameters as well as align to the strategic objectives and priorities set out in the 2014 RFA.
12.	Eligibility	Can part of funding be used for workforce training in proposed innovative model?	Yes, if it will help to achieve the objectives of the funding.
13.	Eligibility	Would the panel consider a project that targets specific demographic such as boys and men that are athletes, paternal perinatal depression, indigenous men, or men in certain age groups, etc etc.	Yes, as long as there is alignment with our strategic goals, the funding priority areas and the objectives outlined in the RFA documentation.
14.	Eligibility	What is the age bracket for "boys".	We do not have a defined age for this.
15.	Eligibility	Is it possible to have a project that addresses more than one priority area?	Yes, projects may address more than one of the priority areas (Section 4, page 3)
16.	Eligibility	Are organisations able to submit more than one submission?	Yes.

17.	Evaluation	How much focus (and weighting) will there be on the methodological rigour of the research component of each proposal?	Please refer to the evaluation criteria (Section 13.1, page 10) of the RFA document. We would like to receive proposals with a rigorous, evidence-informed methodology, regardless of the type of proposal, ie. Research, evaluation, project implementation, etc. If invited to submit an application in the next round, it will need to include a detailed evaluation plan.
18.	Evaluation	Can you give any details about membership of the review panel? Will the names of the members be disclosed?	The panel will be created specifically for this funding opportunity. The peer review panel (with national and international expertise, including people with direct experienced of mental health problems) will be selected based on their breadth of knowledge and expertise. The membership of the review panel members will not be made public.
19.	Evaluation	How will team members' biosketches/CV's be assessed in the pre-proposal – can you provide any format or content recommendations?	Please refer to the RFA document and ensure that information pertaining to the team addresses the evaluation criteria.
20.	Evaluation	Will you provide feedback to those who are invited to submit the full proposal?	Yes. All applicants will receive feedback on the evaluation of their application.
21.	Funding	Are you looking to fund a small number of large (multi component) grants or a larger number of smaller scale projects?	Refer to the RFA Section 4, page 4 We are looking to fund a small number of large scale projects.
22.	Funding	What is the total minimum funding amount for the grant round? Could any of the annual budget amounts be lower than $500,000, but overall total more than $1.5 million over three years?	The minimum value of a project for this initiative is $500,000 per year or $1.5 million over 3 years. Yes. Anticipated expenditures can differ from the posted amounts in a given year but the total over the 3 year term of the grant would need to meet the total minimum funding amount to fulfill the intent of the call.
23.	Funding	Is it realistic to apply for $1 million per each three years or should we reduce this amount as it is our first application with you?	Noting that a budget IS NOT required in the LOI stage, organisations / institutions should apply for the amount of funding required to achieve the project's aims and objectives (within the funding constraints outlined in the RFA documentation). It doesn't matter whether you've applied for funding from us in the past.
24.	Funding	Does the Movember Foundation fund university overhead costs?	No.

25.	Funding	Rent appears to be an ineligible expense. This would appear to favour larger organizations as they can absorb projects without renting more space. This would be more difficult for smaller on the ground organizations. Are there exceptions to the 'ineligible rent' rule?	No. Rental costs are considered overhead regardless of the size or type of organization.
26.	Funding	How many full applications does Movember intend to fund with this call?	Movember anticipates funding a minimum of 3 major initiatives.
27.	Funding	Can you provide details of projects that have already been funded?	Please refer to Section 9 (page 7) of the RFP for link to Movember's report cards. Select Canada as the country, and mental health for the most recent projects funded.
28.	General	In the 2013 RFA, there was a heavy emphasis on academia and most of the funding appeared to go to universities. Will there be a broader focus on funding that will include on the ground projects in the 2014 call?	We encourage applications from diverse teams from across the mental health sector and beyond. We sought feedback on the 2013 RFA process and have made changes accordingly.
29.	General	What is meant by 'figures and references'?	These would be diagrams/pictures/charts and a bibliography to support the project proposal.
30.	General	Should letters of support be submitted with the Letter of Intent?	No. Letters of support and/or collaboration are not needed at this stage. If applicants feel it is critical to their application, reference can be made to the existence of such letters within the body of the proposal. Note that any extraneous attachments will be removed prior to the application being reviewed.
31.	General	Can you provide more information on the format of the biosketches?	The biosketch is an abbreviated curriculum vitae meant to highlight important aspects of a team member's education or career accomplishments. The purpose is to provide a summary of a team member's qualifications and what they bring to a team.
32.	General	Can changes be made to a proposal from the LOI to full application stage?	Yes. We recognize that through the course of the process, changes may be necessary from one stage to another. Revisions can be made to the project title and team composition. Applicants however should put forward the best team possible at the LOI stage as this will be a component of the evaluation process. With the exception of revisions that are consistent with specific advice from the Movember Foundation the project description for the full application should not differ substantially from the LOI.

33.	General	What are the 21 countries covered by Movember? Is Movember considering expanding funding to include other countries?	Please refer to the Movember website www.movember.com to view the list of countries participating in Movember campaigns. All donations received through the different Movember campaigns are spent in the country where the Mo Community have raised the funds. All funds raised in Canada must be spent on Canadian men and boys.
34.	General	In the file-naming protocol, for the "Organization" part of the file name ... if the organization name is not an acronym, should we use a space between each word of the name, or "underscore" (i.e., "_")	Either format will be acceptable.
35.	General	If the LOI info can be entered and submitted online at the Movember website. Do we still need to submit the LOI word document? I	To clarify, all applications must be submitted through the online RFA system, https://cmhn-mhi.fluidreview.com (there is no way to submit the LOI through the Movember website). Through the online system, some questions are partially duplicated in the LOI word document. All fields in the online system and the LOI word document must be completed and uploaded.
36.	General	Do you know when the RFA for smaller projects might be made? Can you provide more details on what this call will look like?	The smaller grant round will be released in the coming months. This call will be for innovation grants and will be pitched to attract great ideas across a broader men's health area including mental health and wellbeing. The focus will be how to utilize the positive aspects of masculinity and engage men in their health to change behaviour.
37.	IP	Who owns the IP	The recipient of funds will retain ownership of IP. Having said that, we have a strong view about knowledge produced through our funding being shared in the public domain (this funding isn't designed to help organisations produce resources/products that is then sold to men and boys once the project is over).
38.	IP	Are there any Intellectual Property conditions imposed if pre-existing resources are used will IP be retained.	If existing IP is used, ownership of it will remain with the recipient of funds.
39.	Process	What's the purpose of the 2- step process?	Essentially this is to ensure we are not wasting valuable time – yours and ours. We have identified the minimal amount of information required in the LOI for us to make an assessment of strategic alignment, that the project idea is an important one, is achievable and the project team is outstanding. Those that meet an established threshold in this first step in the assessment process will be invited to submit a full application.

40.	Process	Is a budget required in the LOI stage?	No, a budget is not required in the first step of the application process.
41.	Process	Can you provide more information regarding the template for the Full Application? At what point do you release a full guideline for the full proposal?	Specific details will be released following the LOI stage. The template will be similar to that which has been used for the LOI with direct questions asked to help focus applicants and assist them in providing specific information. The purpose of using the form is to create a level field for applicants and ensure that the panel are reviewing similarly submitted information.
42.	Process	Is there a page length for the LOI?	Using the template provided and following the noted word/page limitations, the LOI will be a maximum 5 ½ pages excluding the cover page and individual team cv's/biosketches. No other attachments will be allowed.
43.	Process	Is there an expected commencement date once funding is announced in June 2014?	No, however we expect projects to commence as soon as possible after the release of funds.
44.	Process	How many applications will go through to the full application round?	We do not have a defined number. It will depend on the quality of the applications we receive.
45.	Process	Does the LOI require a dissemination plan?	No, however if the organisation/institution is taken though to the second step, a knowledge translation strategy will be required in the full application.
46.	Project Team	Are international team members or collaborations with international partners permitted or preferred?	It's up to each applicant to pull together the best possible team to achieve the project goals. We are encouraging international collaboration with the proviso being that the team lead or lead organization must be located in Canada. In addition, while international team members/partners can be paid from grant funds, all research must be focused on benefitting Canadian men and boys only.
47.	Project Team	We have not yet hired our full team as our initial hires are dependent on funding, is this common at this stage of submission? And, how should we address that at this phase?	Since team composition is a component of the LOI evaluation, applicants should put forward the best team possible to achieve the project goals. If team members have not been specifically identified, applicants should include a description of the role and how this will contribute to the team as a whole.

48.	Project Team	At the LOI stage, the research team information seems geared to those in academia (CV, etc). Do you want community collaborators to submit as part of the research team at this stage?	Diverse teams from across the mental health sector and beyond are encouraged to apply for this funding **(ie. It is _not_ geared to those in academia only.)**
49.	Project Team	What constitutes a team member	A team member would be anyone who brings necessary expertise and has a specific role in achieving the proposed project goals. The composition of the team will be an evaluative component in the review process so it is critical that individual team members be identified and their roles in the project defined.
50.	Project Team	To what extent do the team relationships and roles of each team member have to be developed at the time of LOI submission?	See response to question #47
51.	Project Team	Can applications propose teams with Co-PIs with one nominated Co-PI (as opposed to co-applicants or co-investigators)?	The use of Co-Principle Investigators on a team is fine. However, Movember will need to have a nominated lead for the purposes of liaising with the organization / institution and for any relevant administrative requirements.
52.	Project Team	Can the project leader come from outside the lead agency?	Yes
53.	Project Team	We note that device companies cannot apply; we would like to partner with an international technology based company (amongst other partners), would this be acceptable?	Yes, the reference to device companies is part of a standard organisational policy of Movember's and refers to companies who develop medical devices.
54.	Project Team	Do we need to have the project team / collaborators all confirmed by the due date of the LOI? Is a letter of agreement in principle from partnering organisations sufficient OR do we need to have specific names?	If the organisation is invited to submit a full application, there may be changes to the individuals in the project team, however, applicants should consider the evaluation components of the LOI and in particular dot point 3 (page 9): "The extent to which the proposal demonstrates an outstanding team where the whole team will be greater than the sum of its parts."
55.	Project Team	How important are the biosketches/CV's in the pre-proposal?	The CV's offer an opportunity to provide more details about the project team. Please refer to the evaluation criteria for details regarding the importance of the members of the team.

56.	Project Team	If we plan to hire new staff to implement the program in new areas, we will not have details of their credentials yet. Can we state the credentials they will require?	Yes, however please also refer to the response on question #47 response.
57.	Project Team	Would an applicant be penalized for a project design that includes representation from 3 Atlantic provinces, as opposed to one that includes central and western Canadian team members?	A team that has representation from three provinces or territories that are in close geographical proximity rather than broadly located across the country is within scope for the call.
58.	Reporting	What does the reporting process look like year over year for successful applicants?	All Men's Health Partners (MHP's) are required to submit annual progress followed by end grant reports. Information about what is required is provided to awardees at the different stages of the grant.
			If you require assistance in using the online system, please do not hesitate to contact Shannyn Merlo at shannyn@movember.com