



2026 Terry Fox New Investigator Awards Application Guide

Key Dates

1	Submission of Registration of Intent (ROI)	Thursday May 22, 2025 (5:00 p.m. Pacific Time)
2	Invitation for Full Application	Week of June 23, 2025
3	Submission of Full Application	Thursday August 14, 2025 (5:00 p.m. Pacific Time)
4	Peer-Review of Applications	October/November 2025
5	Decisions Announced	Mid December 2025
6	Funding Starts	January 1, 2026

Competition Website

Applicants can find competition details and the full application template at <https://www.tfri.ca/funding-opportunities/funding-programs/program/new-investigator-program>.

How to Apply

Applications for this competition will be accepted on [TerryFoxTrack](#). Before you can submit an application, you must register on [TerryFoxTrack](#) by clicking “Register” under “**New to the system?**”. Once you have created your profile and entered your institutional details, you will receive an email confirming your TerryFoxTrack account and asking you to create a password. If you run into issues at any point, please email track@tfri.ca for troubleshooting. You will be connected to a TFRI program manager that can help you with the process.

Once you have logged in using your newly created account name and password you will be taken to the primary information screen. Select “Terry Fox Research Institute Grant Programs”. This will take you to the list of current funding opportunities. You will see the 2026 New Investigator Awards listed under “Program Cycle Call”. Select “Apply Now” to begin the application process.

Submission Process

New Grant – Eligibility Quiz

Before you complete a Registration of Intent you must answer a five-question eligibility questionnaire. Only applicants who meet each of these criteria may apply for a Terry Fox New Investigator Award.

Registration of Intent

Applicants must complete and submit a Registration of Intent (ROI) electronically on TerryFoxTrack before 5:00 p.m. Pacific Time on Thursday May 22, 2025. **Submissions will be rejected after the deadline.** You will receive an email confirming your successful submission shortly afterward. If you do not receive this email within one working day, please phone or email the contact at the end of this Guide.

TFRI will review all ROIs and invite eligible applicants to submit their full applications in the week of June 23, 2025.

Full Application

Invited applicants must complete and submit a Full Application on TerryFoxTrack before 5:00 p.m. Pacific Time on Thursday August 14, 2025. **Submissions after the deadline will be rejected.** You will receive an email acknowledging your successful submission shortly afterward. If you do not receive this email within one working day, please phone or email the contact at the end of this Guide.

Submission Format

It is crucial to comply with the Scientific Proposal page limit (see pages 7 and 8 below). TFRI reserves the right to remove pages and material that exceeds the limit.

Files uploaded to TerryFoxTrack should be in the specified digital format—PDF, unless otherwise noted.

COMPLETION OF EACH APPLICATION STAGE

Once you have completed and submitted the eligibility quiz you should be taken directly to the Registration of Intent (ROI) page. Ensure that you have selected the “Registration of Intent” tab to see the ROI fields described below.

REGISTRATION OF INTENT (ROI) STAGE

The purpose of the ROI stage of the competition is to evaluate the applicant pool and ensure that full applications are only requested from those who are fully eligible to apply. Once you have completed the initial five-question eligibility quiz you should be taken directly to the Registration of Intent page.

1. Project Title

Enter the title of your proposed Research Project.

2. Duration of Project

You may select three years for the term of your proposed New Investigator Award. Three years is the standard and expected award length.

3. Proposed Start Date

The start date of January 1, 2026, is the expected date at which the awards payments will begin. Alternate dates are not encouraged but may be proposed in special circumstances which should be outlined in your proposal.

4. Applicant Appointment within Host Institution

Please enter the formal title(s) of your appointment(s) with your host institution.

5. Scientific Summary

One to two paragraphs to state the objective / hypothesis of the study; methodology / technology to be employed; and desired outcomes. This field has a 600-word limit.

6. Mentorship Information

Mentorship is to be provided by two senior investigators with substantial leadership experience, relevant expertise in the general area of the proposal and who are currently based at a Canadian research institute. The goal of this mentorship requirement is to ensure the Applicant can refer to and be supported by established researchers. Mentorship value includes scientific advice, career guidance and management of a research group.

Please provide the names, institutions, telephone numbers and email addresses of the two mentors who have agreed to become mentors for the Applicant’s proposal in this section of

the ROI. The Applicant must arrange an agreement with two senior investigators for mentorship prior to submitting a Registration of Intent and ensure that the two mentors will provide letters of mentorship at the full application stage.

As noted in the Request for Applications, it is preferred that applicants select at least one mentor who is not at the same university department as the Applicant. TFRI also encourages applicants to engage with mentors in writing their application.

7. Keywords

Provide up to ten keywords that describe the research proposal, including tumour site(s), techniques and methodologies the study will employ and the areas of interest, etc. Keywords must be separated by semicolons.

8. Start date of your first faculty-level appointment

Use the drop-down calendar to indicate the start date of your first faculty-level appointment. This appointment must have begun on or before **January 1, 2026**. Proof may be requested at the full application stage as part of the institutional support letter. This award is intended for researchers within the first five years of their first faculty-level appointment as of **January 1, 2026**. If you have experienced eligible interruptions (e.g., parental, medical, bereavement leave, or COVID-19-related delays), these may extend your eligibility beyond the five-year window. Please provide details in the section below.

9. Interruptions in Work

If applicable, describe any interruptions or delays that affected your program eligibility or the continuity of your research (e.g., parental, medical, bereavement leave, or COVID-19-related disruptions). Include specific dates of departure and return, and explain the impact on your work (maximum 300 words). If not applicable, enter N/A.

10. Number of prior full application submissions to the Terry Fox New Investigator Awards

Please indicate the number of prior full application submissions to the Terry Fox New Investigator Awards. Please select none if this is your first registration of intent. Submission of an ROI without a full application does not count towards your full application submission count. Applicants who have submitted three unsuccessful full applications for the Terry Fox New Investigator Award are no longer eligible.

11. TFRI CV

Use the “Attach Files” function to upload a PDF of your TFRI CV (which may be obtained [here](#)). It is required that the TFRI CV template be used for this.

SAVING, VALIDATION AND SUBMISSION OF YOUR REGISTRATION OF INTENT

We recommend saving your work during entry using the “Save Draft” tab at the bottom of the screen. **Note that your work is NOT saved automatically – if you close the browser window without saving, your work will be lost!**

Once you have completed all required fields, please select the “Validate” button at the bottom of the screen. Make note of any errors and continue editing until your ROI receives a pass from the validation routine.

When you are ready to submit your Registration of Intent, select the “Submit” button at the bottom of the page. The system will ask for confirmation before proceeding with submission. You will receive an automated email confirmation of your successful submission from TerryFoxTrack shortly afterward. If you do not receive this email within one working day, please phone or email the contact at the end of this Guide.

You may also choose to fully withdraw your ROI at any time by selecting the “Withdraw” button at the bottom of the page. This will remove your ROI from consideration in this competition and end your participation in this award cycle.

OTHER TABS ON THE TERRYFOXTRACK INTERFACE

You will notice two additional tabs to the left side of the TerryFoxTrack screen. These are:

1. **Notes:** The Notes screen allows you to send a note to TFRI about your current application. If you wish to communicate with staff regarding your application, use the Notes tab located within the left side menu. Alternatively, you can email Vivian Lee (TFRI Program Manager) at vlee@tfri.ca or contact us via the general TerryFoxTrack email at track@tfri.ca.
2. **Co-Applicants:** If you wish to grant others access to review and/or edit your application, you can add them as “Co-Applicants” here. This role can be assigned to research assistants or project managers for the Terry Fox New Investigator Awards. To be added, the individual must accept the co-applicant invitation and create a TerryFoxTrack account if they are not already registered. Please note that co-applicant invitation emails, along with all system emails, may remain in the message queue for up to 5 minutes before being sent. Co-applicants will be able to view and edit your application files but will not have permission to submit the final application. Only the New Investigator applicant listed on the application may submit it.

FULL APPLICATION STAGE

During the week of June 23, 2025, you will receive an email notifying you of the status of your ROI. If you do not receive an email notice by the end of that week, please phone or email the contact at the end of this Guide.

If you have been approved to move forward, you will see your application listed under “In Progress Applications and Reports” on your TerryFoxTrack home page. To continue, select the “Open” button on the left side of the screen, beside your application, then select the “Full Application” tab.

Structure of the Full Application

The full application consists of both an online form completed through TerryFoxTrack and supporting documents uploaded as PDFs.

The Scientific Proposal must be completed in Microsoft Word using the Full Application Template then saved as a PDF and uploaded to TerryFoxTrack.

The instructions below outline what information must be entered directly online and what must be uploaded to the system. If you have questions, please email track@tfri.ca for assistance.

Naming of the Scientific Proposal File

Applicants must replace ‘ApplicantName’ in the file name with their last name, followed by first name (e.g., 2026 TFRI NI FULL APPLICATION – SMITH John.docx).

The Microsoft Word Template document for the Scientific Proposal has been formatted to ensure clarity and ease of review. Applications that do not follow the required formatting may not be considered.

Page Margins: 1 inch on all sides

Font: Calibri 11 pt (Times New Roman or Arial at 11 pt are also acceptable)

Line Spacing: 1.5

Paragraph Spacing: 6 pt between paragraphs

Text in square brackets in the template should be replaced by the Applicant’s own content, in black font. Maximum page limits specified in the template must be followed. TFRI reserves the right to remove pages and material that exceeds these limits.

Other elements of the full application must be uploaded as PDF files, including Letters of Sponsorship, Institutional Support & Collaborators, Equipment Quotes and other budget documents, Manuscripts and the Signature Page. These documents should be uploaded to TerryFoxTrack using the “Attach Files” button in the relevant section of the full proposal page.

Format of the Full Application Scientific Proposal Template Document

The following fields must be completed for a full application.

1. Keywords

Provide up to 10 keywords for the research proposal, separated by semicolons. Reviewers do not typically see the Registrations of Intent, so the keywords are to be re-entered at this stage.

2. Lay Summary

If awarded, the lay summary will be used by TFRI to describe the project to the public. Thus, it is important that the lay summary uses as little technical language as possible and is written at the level of a Grade 8 student. As succinctly as possible, please consider using the following format: objective, previous research, project methods and impact and relevance to cancer. This field has a 500-word limit.

3. Scientific Summary

Provide an executive summary of the proposed research. Describe the scientific objectives of the project, the methodology to be used and plans to integrate with the sponsoring program. Essential collaborators should be identified. This field has a 500-word limit.

4. Scientific Proposal

Download the Microsoft Word template file for the Scientific Proposal.

A maximum of 20 pages are permitted to describe the science proposed. Up to an additional five pages can be used to present diagrams, figures and photographs. Recommended headings are provided in the table of contents page. Within these 20 pages, the Applicant has flexibility to present the most compelling case for their project. A list of references is not included in the page count. Only the list of references can be presented in single line spacing.

Within the Scientific Proposal, an additional two-page (maximum) allowance is permitted to respond to the comments of the peer-reviewers of your previous unsuccessful application. This section may not be utilized by those who have not previously applied to this competition, nor may an additional two pages be used for the Scientific Proposal in this case.

The table of contents is also not included in the page count but should be completed to help the reviewers find headings within the proposal rapidly. The Applicant should replace the roman numerals in the table of contents with the actual page number in the final document before submission. The mentors should be provided with time to review, comment and suggest revisions to the scientific proposal before it is submitted.

Use the “Attach Files” function to upload a PDF of your Scientific Proposal to TerryFoxTrack. It is required that the Full Application Template be used for this document.

5. Summary of Letters of Sponsorship (2), Institutional Support and Collaborators

Complete the Table summarizing letters of agreement to mentor, support and collaborate. Then use the “Attach Files” function to upload the combined PDFs of your Letters of Sponsorship (two are required), Letters of Institutional Support and Letters from Collaborators. The list of letters in the table you create should match the PDF contents.

It is the responsibility of the Applicant to obtain these letters in time to be submitted with the Full Application.

Letters should:

- a. Provide an outline of the mentorship plan. Two mentorship letters are required, one from each of the two mentors. It is preferred that one of the letters comes from a researcher in a different university department than the Applicant.
- b. Confirm the nature and extent of institutional support for the Applicant. Such a letter must include the commencement date of an Applicant’s appointment with a Host Institution if it occurs after submission of the Full Application. Please identify the actual time or a percentage of the total hours per week the Applicant will be supported to perform research and outline the resources that will be provided to the Applicant for the tenure of the award (e.g., start-up fund).
- c. Confirm agreement to collaborate with the Applicant on specifics of the Applicant’s program (e.g., access to biomaterials, access to technology and expertise, etc.). A letter of collaboration is only required for applicants with proposals that include essential collaborators.

6. Budget Request

Under the “Budget Request” heading select the “Open” button to the left of your Application ID. This will open the Budget Report window. To add line items to your budget you must select the Add/Edit Budget button. This will open the budget creation window.

Use the “+” icons to add line items to your requested budget. For each new line item, enter the description, the annual requested budget and any relevant notes (for instance, a reference to an item in the budget justification document).

Once you have entered all this information, click the “Save” button at the bottom of the page. Note that once you have saved the page, you must close the window using the “X” in the top right corner. You will be returned to the Budget Report window which will now include your new budget data. ***Do not close this window until you have selected “Save for Submission” at the bottom of the report.*** Doing this will attach your new budget to the application document.

Once you have saved the Budget Report you may close this window using the “X” at the top right corner. Check to see that the “Budget Request” table has been correctly updated. If so, your budget has been created and can be updated using the same steps.

Budget Considerations

The total request cannot exceed \$175,000 per year.

Each line item should provide the total cost per year of that item and is expected to be justified in the Budget Narrative below.

Eligible Costs include:

- a. Salaries & Wages – Only research staff and trainees (e.g., graduate students, post-doctoral fellows, research assistants, technicians and professional assistants) working directly under the Applicant’s supervision are eligible to receive salary support from the grant. Administrative staff are not eligible, nor are annual increments.
- b. Consumables – Only laboratory consumables, animals, core research facility charges, information technology costs, equipment (under \$5,000), courier and research travel directly related to the Proposal should be included here.
- c. Equipment (more than \$5,000 and less than \$70,000 total) – Equipment proposed must be integral to the Applicant’s research proposal and should normally only be requested during the first year of the grant. Requests will be reviewed to ensure that equipment is not being proposed solely to equip the Applicant’s laboratory, or mainly for use by another Program.

Applicants should refer to the [TFRI Research Administration Policy](#) for a list of ineligible costs.

7. Budget Narrative/Justification

This field has a 900-word limit. All budget line items need to be justified in the budget narrative.

- a. Salaries & Wages – List all members of the proposed research team, indicating whether current or to be recruited. Outline duties, including the percentage of effort required, experience necessary or required and proposed salary or stipend. Also list individuals who will be part of the research team but who will NOT be paid from the grant. Indicate how they will be compensated (fellowship, studentship, other grants, etc.). Assess the impact of these individuals on the research proposal.
- b. Consumables – If a line item covers a range of reagents or services, provide a breakdown of how line-item costs are estimated.

8. Upload of equipment quotes or other budget documents

Use the “Browse Files” function to upload any necessary equipment quotes or other budget documents.

Justify equipment over \$5,000. Provide two quotes for any equipment over \$10,000, and one quote for equipment under \$10,000. All equipment requested must be justified in terms of its use within the Scientific Proposal. If the Applicant is seeking partial support for purchase of a more expensive item, list other sources of funding and whether committed or requested. The Applicant should estimate the percentage use by this proposal of requested equipment and also identify other uses and users of that equipment.

APPENDICES

9. Manuscripts

Applicants may attach up to three manuscripts, preprints or publications that are directly relevant to the proposal.

10. Statement of Inclusion of Sex and Gender in Research Design

Within the limit of 500 words, applicants are expected to include a statement that they have considered sex- and gender-based analysis (SGBA) as appropriate. The purpose of SGBA is to promote rigorous science that is sensitive to sex and gender and therefore has the potential to expand our understanding of health determinants for all people.

11. Data Management and Sharing Plan

Within the limit of 600 words, TFRI requires funded projects to create a data management and sharing plan which will identify the data to be generated, and any appropriate metadata and documentation, along with software or code needed to access the data. The plan should ensure that the data are stored and maintained in a manner which is consistent with standards appropriate to that type of data, and with a clear plan for deposition of data in an accessible, secure and curated repository for use by the research community. This is an absolute requirement for data which supports published research findings. For research involving human subjects, researchers must respect ethical, legal and commercial obligations that apply to sharing data. Controlled access repositories are acceptable for data from human participants in order to comply with ethical and informed consent requirements.

Applicants are referred to the [Tri-Agency Statement of Principles on Digital Data Management](#) as well as the [NIH Policy for Data Management and Sharing](#) for further information. TFRI recognizes that Data Management plans are evolving documents and that specific standards vary between research domains, but compliance with this goal in a manner appropriate to their specific research data is required. We require a preliminary data management and sharing plan in the full application.

12. Certificates

Please confirm via the checkbox that you have, or will have by the start of research activities, obtained all institutionally relevant certificates for your work. Required certificates may include Environmental, Biohazard/Biosafety, Radiation Safety, Animal Care, Human Ethics, Human pluripotent stem cell research and regulatory approvals from Health Canada. It is the responsibility of the Applicant to obtain these certificates and provide copies to the Host

Institution. The Host Institution is required to ensure that you have all current certificates for the relevant section of the Proposal before providing funding for your project.

13. Signatures

Please select the “Download Signature Form” button. This will open a window which contains a version of your application ready for institutional review and signature, as well as your own signature. Save this file and use it to obtain all necessary signatures.

Once completed, select “Browse Files” to upload this document to TerryFoxTrack.

Awards are granted only with the consent and knowledge of the administrative head of the Institution where the research will be carried out. The signatures indicate that the Applicant and officials at the Host Institution have read and understood the obligations of funding received from TFRI. If the Institution does not yet have a Memorandum of Understanding (MOU) with TFRI, one will need to be signed before funds flow. A template for the MOU may be found [online](#).

14. CV – Updated

If you wish to upload an updated version of the CV that was submitted with your registration of intent, please do so here.

COMPLETING AND SUBMITTING THE FULL APPLICATION

You may save your work at any time during entry using the “Save Draft” tab at the bottom of the screen. **Note that your work is NOT saved automatically – if you close the browser window without saving, your work will be lost!**

Once you are satisfied with your application and ready to submit it, please select the “Validate” button at the bottom of the screen. Make note of any errors and continue editing until your Full Application receives a pass from the validation routine.

When you are ready to submit your Full Application to TFRI select the “Submit” button at the bottom of the page. The system will ask for confirmation before proceeding. You will receive an automated email confirmation of your successful submission from TerryFoxTrack shortly afterward. If you do not receive this email within one working day, please phone or email the contact at the end of this Guide.

You may also choose to fully withdraw your application at any time by selecting the “Withdraw” button at the bottom of the page. This will remove your application from consideration in this competition and end your participation in this award cycle.

If at any point in the process you encounter technical errors which prevent you from proceeding with your application, please email the contact below and cc track@tfri.ca describing your problem.

For inquiries, please contact:

Vivian Lee, BSc

Program Manager

Terry Fox Research Institute | Institut de recherche Terry Fox

675 West 10th Avenue

Vancouver, BC V5Z 1L3 CANADA

☎ Telephone: 778-652-2586

✉ Email: vlee@tfri.ca

Last updated April 14, 2025