Knowledge Exchange Long-Term Placement Application

Knowledge Exchange Award

BioHubNet provides funding to support trainees in acquiring new skills or developing interdisciplinary collaboration across Canada in the biomanufacturing sector. The available funding amounts are as follows:

	Master's & PhD	Postdoc Fellow	Research Associate & Lab Technician
4 months	$10,000 CAD	$16,700 CAD	$20,000 CAD
6 months	$15,000 CAD	$25,000 CAD	$30,000 CAD

Eligibility

To be eligible for the Knowledge Exchange Award, you **MUST** be **enrolled** at a BioHubNet's partner institution for the full placement. Placements may be domestic or international, but **MUST** be **inter-institutional**.

Applicant Information

Full Name

Email

Phone Number

Home Institution

Indicate your **currently enrolled** academic institution

Current Position

☐ Master's Student ☐ PhD Student ☐ Postdoctoral Fellow
☐ Research Associate ☐ Lab Technician

Academic Institution

Principal Investigator(s) / Supervisor(s)

Email

Faculty / Department / Program

Host Institution

Indicate the institution where the training will take place.

Host Institution

Host Principal Investigator

Email

Faculty / Department / Program

PART1. Project

Placement Details

Duration of Knowledge Exchange	Proposed start and end date (YYYY/MM/DD)
☐ 4 months ☐ 6 months	From _____ to _____
Placement Type	Are you applying for the Mobility Awards?
☐ Within Canada ☐ International	☐ YES ☐ NO

Amount of Funding

Main Award: $_____CAD

Mobility Award: $_____CAD Total Amount Requested:$_____CAD

Project Details

Project Title

Project Type

☐ Cross-disciplinary Collaboration Award ☐ New Skill Development Award

Project Keyword (*max. 5 keywords*)

Lay Summary (*max. 200 words*)

Summary for Public Release (*max. 50 words*)

PART2. Project Proposal

2.1 Background and Training Gap *(max. 300 words)*

Provide a background of the training project. Describe the training gap and how the Knowledge Exchange will address it. For international exchanges, address why the placement must occur internationally. Include 1. Home lab/institution strength 2. Host lab/institution strength 3. How combining these will fill the gaps. Use examples in expertise, facilities, methods, skills, and technologies.

2.2 Training Goal and Proposed Training Activities *(max. 300 words)*

Provide a detailed description of your proposed training placement. Include: 1. Specific training goals and objectives 2. Timeline of activities to be completed before, during, and after the placement 3. Who will provide the training, the nature of the training, the duration and time commitment, including the amount of time to be spent at the host/training site.

2.3 Anticipated Impact on Research *(max. 300 words)*

Describe how this placement builds on or complements your current research project. Explain 1. Relevance to your research focus 2. Specific techniques or equipment access that will expand your research capabilities 3. Anticipated outcomes (e.g., new data, skillsets, methods). 4. Knowledge transfer plan on how acquired skills and expertise will be shared with your home institution/lab in Canada. Statement of how the acquisition of these new skills will be validated.

2.4 Advancement in Biomanufacturing *(max. 300 words)*

Describe anticipated advancement in biomanufacturing achieved by this proposal. Explain 1. Alignment with the biomanufacturing spectrum (e.g., upstream processing, downstream purification, analytics, process scale-up, synthetic biology, etc.) 2. Nature of advancement (e.g., efficiency, scalability, cost or time reduction, risk management, addressing bottlenecks or gaps, etc.) 3. How this will contribute to Canadian biomanufacturing ecosystem and what is the anticipated impact

2.5 Personal Statement & Career Development *(max. 300 words)*

Provide a personal statement that outlines 1. Your career goals 2. Relevant training and research experiences to date 3. How this opportunity will contribute to the development of your skills and knowledge 4. Anticipated impact on your professional career trajectory.

Complete only if applying for an international placement:

☐ I confirm that I will return to Canada following the placement.

☐ I confirm that I am legally permitted to undertake the international placement and will obtain and maintain all required visas, permits, and institutional approvals.

☐ I have reviewed the Government of Canada National Security Guidelines and completed a self-assessment to determine whether my project poses potential national security risks. If my research falls into a research risk category, I will develop a risk mitigation plan and include it with my application, along with the Research Security Risk Assessment form.

☐ I will comply with all applicable institutional and national research security policies and guidelines.

PART 3. Reviewer Recommendation

3.1 Suggested Reviewers

Please provide the names and contact information for three recommended reviewers who are **arm's-length** (i.e., not directly involved in your supervision or collaboration). These reviewers may be contacted to evaluate the application.

Name: _____

Department/Faculty: _____

Institution: _____

Email: _____

Name: _____

Department/Faculty: _____

Institution: _____

Email: _____

Name: _____

Department/Faculty: _____

Institution: _____

Email: _____

PART 4: SIGNATURES

4.1 Applicant

By signing this, you acknowledge and consent to the terms and conditions of BioHubNet's EXPERIENCE program and agree to provide all information required by the funder.

Applicant

x_____

Print Name: Date (YYYY/MM/DD):

4.2 Supervisor

Home Supervisor	Host Supervisor
x_____	x_____
Print Name:	Print Name:
Date (YYYY/MM/DD):	Date (YYYY/MM/DD):

APPENDIX A. SUPPORTING DOCUMENTS

1. **Applicant CV** *(max. 2 pages)*
   An up-to-date CV highlighting relevant technical skills training
2. **Letter of Support from Home PI/Supervisor**
   A letter from your current research supervisor confirming their support for your training placement. If a training collaboration already exists between your supervisor and the potential host, the letter should explain how this placement will further enhance the collaboration via specific skills development.
3. **Letter of Invitation from Host PI**
   A letter from your potential host supervisor confirming their support for your training placement. The letter should outline the resources available to you (e.g., financial contributions, supervision time, equipment access, and other relevant support) to enable the planned training activities.

International Placement Only

4. **Research Security Risk Assessment, Risk Mitigation Plan and Attestation Form**
   If your project involves a potential research security risk, please complete a research security risk assessment form, a risk mitigation plan and a signed attestation form with your application.

FINAL SUBMISSION CHECKLIST

- ☐ EXPERIENCE Knowledge Exchange Application Form
- ☐ Applicant CV (*max. 2 pages*)
- ☐ Letter of Support from Home PI/Supervisor
- ☐ Letter of Invitation from Host PI
- ☐ Mobility Award Application (if applicable)
- ☐ Research Security Risk Assessment Form and Risk Mitigation plan (if applicable)
- ☐ Attestation Form (if applicable)

TIMELINE FOR FUNDING DISBURSEMENT

Fund Transfers across institutions are dependent upon the execution of an Inter-Institutional Agreement (IIA), the subsequent transfer of funds to the BioHubNet team member, and the transfer of funds from the team member to the student's Principal Investigator (PI). They typically take about **three (3) months** to reach the student's PI, though timelines may vary based on each institution's review and financial administration processes.

INSTRUCTIONS

Please submit the application form and all supporting materials as a single, **combined PDF** document via email to EXPERIENCE@biohubnet.ca. PDF documents should follow the naming convention:

EXCHANGE_First name_Last Name.PDF

Include "**Knowledge Exchange Application**" in your email subject line when submitting your application.