

# **MOVEMBER RESEARCH GRANT SUBMISSION GUIDELINES**

## TABLE OF CONTENTS

<b>A. GENERAL INFORMATION .....</b>	<b>3</b>
1. Purpose .....	3
2. Program Description .....	3
3. Application Submission Deadline .....	3
4. Accuracy of RFA.....	3
5. Intellectual Property .....	3
6. Application Documents .....	4
7. Incomplete /Non-conforming Proposals .....	4
8. Costs and expenses .....	4
9. Ethics Clearance & Requirements.....	4
10. Open Access to Research Outputs.....	4
11. Publications & Presentations.....	4
12. Insurance Requirements.....	5
13. Conflict of Interest .....	5
14. Confidentiality .....	5
15. Liability.....	5
16. Eligible & Ineligible Costs .....	6
<b>B. THE EOI/RFA PROCESS .....</b>	<b>6</b>
1. Acknowledgement .....	6
2. Expenses.....	7
3. Reliance on Information.....	7
4. Budget .....	7
5. Funding Overlap .....	7
6. Top-up Funding or Duplication of Funding .....	7
7. Multiple Submissions .....	7
8. Peer Review and Assessment .....	7
9. Triaging of Applications .....	8
10. Independent Enquiries.....	8
11. Notification .....	8
13. Performance Measurement .....	8
14. Variations.....	9
15. Movember's Rights.....	9
16. Publicity .....	9

## **A. GENERAL INFORMATION**

### **1. Purpose**

The purpose of these Guidelines is to establish a comprehensive, standardised framework for all RFA processes at Movember. This framework is designed to ensure that every competitive funding opportunity we issue maintains the highest standards of integrity, consistency, and effectiveness.

**These Guidelines form part of the Movember Sport Health Research Initiative RFA and must be read in conjunction with the Sport Health Research Initiative RFA.**

Any capitalised terms used but not defined herein shall have the meanings ascribed in the RFA.

### **2. Program Description**

Research Grants (**Grants**) support investigation or study aimed at generating new knowledge, testing hypotheses or solving complex problems. Grants are typically awarded to individual researchers or teams at academic or research institutions and universities. These Grants fund data collection, analysis, publication and dissemination of findings. Within a Program, Movember supports discovery, applied or translational research across disciplines such as health, science, technology or the social sciences. Movember's primary goal is to advance the field of men's health research, contribute to evidence-informed practice, policy development, or innovation.

**Specific Eligibility Requirements are set out in the RFA.**

### **3. Application Submission Deadline**

Applications must be submitted 26 September 2025, 5:00 pm EDT using Movember's electronic grant management system ([Foundant](#)). **Late, incomplete or Applications submitted outside of Foundant will NOT be accepted. There will be no appeal process to late submissions.**

Receipt of Applications will automatically be acknowledged by [Foundant](#). Applicants must retain email confirmation as verification that the application has been received.

### **4. Accuracy of RFA**

Whilst all due care has been taken in connection with the preparation of the RFA, Movember does not make any warranties or representations that the content of the RFA or any part of it or any information communicated to or provided to Applicants in connection with the RFA or during the RFA process is, or will be, accurate, current or complete. Movember will not be liable in respect of any information communicated or provided which is not accurate, current or complete or for any omission from the RFA. Applicants should conduct their own independent investigations, review and analysis of the information set out in the RFA.

### **5. Intellectual Property**

All documents comprising the RFA remain the property of Movember. All copyright and other Intellectual Property Rights contained in the RFA are, and remain, vested in Movember.

The Applicant grants Movember, a non-exclusive license to use for the purpose of this Application process, any information, processes, sketches, calculations, drawings, or other data or information submitted with or included in, the Application submitted by the Applicant.

## **6. Application Documents**

By submitting an Application for Grant funding, each Applicant understands and agrees that their application must comply with the requirements of the RFA. Upon submission, the Application will be treated as confidential and may be used or copied by Movember as necessary for the purposes of the RFA process, including Application review, contract negotiations, and external audit requirements.

## **7. Incomplete /Non-conforming Proposals**

All Applicants are advised to carefully read and follow the instructions and requirements outlined in the RFA and in these Guidelines.

- (a) Any incomplete applications and/or applications that do not respect the set-page limitations as noted in the RFA and in these Guidelines, will not be accepted.
- (b) An Application may be regarded as non-conforming if it is not submitted in accordance with the terms and conditions or the requirements of the RFA and these Guidelines. Movember may, in its absolute discretion, accept or reject an Application that is non-conforming.

## **8. Costs and expenses**

Participation in any stage of the RFA process shall be at the Applicant's sole risk, cost and expense. In particular, all costs incurred by or on behalf of the Applicant in relation to the RFA, including preparing and submitting an Application, providing Movember with any further information, providing a presentation to Movember, attending briefings, interviews and participating in any subsequent negotiations, are wholly the responsibility of the Applicant.

## **9. Ethics Clearance & Requirements**

If the proposed Project involves research with human participants, their data, or animal subjects, Movember requires the research team to obtain and maintain ethics approval from a recognised research ethics or safety review board. All relevant clearance or safety certificates must be provided to Movember and clearly state the duration or expiry date. Grant funding will be withheld until all required forms are received.

By submitting the Application, both the Applicant and their institution or organisation confirm that the research will not proceed until it has been reviewed and approved as ethical and safe by the appropriate body and that such approval will be maintained throughout the Project.

## **10. Open Access to Research Outputs**

Successful Applicants must make their research outputs and findings publicly accessible as soon as possible, and no later than twelve (12) months following the completion of the Project or final publication. They are also expected to follow guiding principles that promote the sharing of data, information, tools, and resources, while respecting Indigenous data governance and sovereignty where applicable or required.

## **11. Publications & Presentations**

Successful Applicants will be required to ensure appropriate acknowledgement of Movember and any partner organisations in all communication or publication related to the Grant funding

opportunity using the following wording: “This research was made possible with funding by Movember/Movember Institute of Men’s Health/[partner where applicable]”. A copy of all publications should be submitted via email to the relevant Program manager as part of the final reporting or on publication.

Successful Applicants must also adhere to Movember branding requirements as a condition of the Grant funding.

## 12. Insurance Requirements

Prior to entering into the Grant Agreement, successful Applicants are required to obtain and maintain insurance through a reputable insurance provider. The following minimum insurance (or equivalent in the relevant market) must be in place over the duration of the project with certificates of currency or other suitable proof of such insurance provided to Movember.

Insurance type	Amount
Public Liability	CAD \$10,000,000
Professional Indemnity	CAD \$ 5,000,000

Movember reserves the right to modify these insurance requirements before Grant Agreement execution.

## 13. Conflict of Interest

Where an Applicant identifies that circumstances or relationships exist which constitute or may constitute a conflict or potential conflict of interest, the Applicant must detail that conflict of interest in its Application.

Where any actual or potential conflict of interest is notified, Movember may, in its absolute discretion, take any action it considers appropriate. If any actual or potential conflict of interest arises after the Application Deadline and after submitting an Application, the Applicant must immediately notify Movember in writing.

The Applicant warrants that it has no actual or potential conflict of interest in relation to its participation in the Application process or its delivery of the Project other than that it has disclosed in the Application or notified to Movember.

## 14. Confidentiality

Each Applicant acknowledges that it is under an obligation of confidentiality to ensure that the RFA and any other documents or information concerning the RFA is kept confidential and is only used for the sole purpose of preparing an Application and participating in the RFA process. This obligation of confidentiality survives the termination or expiration of the RFA process, and any further written agreements between the parties.

## 15. Liability

To the extent permitted by law, Movember excludes all liability for any loss, costs (including legal expenses) or damages, suffered or incurred by an Applicant or any person, arising out of the Applicant's participation in the RFA process.

Each Applicant agrees to indemnify Movember against third party claims arising out of any use of any proprietary information submitting with or included in its Application.

## **16. Eligible & Ineligible Costs**

### **(a) Eligible Costs:**

- i. Direct project related costs including supplies, project expenses, travel, and equipment related to the proposed Project.
- ii. Relevant proportion of salaries of Project or Project managers, research assistants/associates, technicians, administrative staff, and other personnel directly involved in the Project research.

### **(b) Ineligible Costs:**

- i. Indirect costs including institutional overheads. Movember will support only the direct costs of research.
  - *Indirect costs of research are costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of institutional facilities (laboratories or other supporting facilities) and generic department related taxes and services (finance, legal, insurance etc.); operational management of the research process, and regulation and safety compliance (including human ethics, animal care and environmental assessment).*
- ii. Tuition and professional membership dues.
- iii. Secondary grants and awards issued by the Successful Applicant.

## **B. THE RFA PROCESS**

### **1. Acknowledgement**

In submitting an Application, the Applicant acknowledges and agrees that:

- (a) their Project title, lay summary and other details, including any personal details may be disclosed to third parties including peer reviewers, for the purposes of the Application process and any related purposes. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.
- (b) it has reviewed the RFA, any documents referred to in it, and any other information made available in writing by Movember in relation to the RFA process;
- (c) it has and will continue to comply with these Guidelines throughout the RFA ;
- (d) the RFA is designed to summarise information concerning Movember's requirements only and is not necessarily a comprehensive description;
- (e) to the maximum extent permitted by law, neither Movember, nor its employees, advisors or agents will in any way be liable to any person or body for any claim related to the RFA;
- (f) in submitting an Application, it did not rely on any express or implied statement, warranty or representation, whether written or oral other than as expressly contained in the RFA;
- (g) it did not use the improper assistance of Movember's employees;
- (h) it has satisfied itself as to the correctness and sufficiency of its Application;
- (i) nothing in the RFA is to be construed, interpreted or relied upon, whether expressly or implied, as an offer capable of acceptance by any person, or as creating any form of contractual, promissory or other rights;
- (j) all Applicants are deemed to accept the terms and conditions contained in the RFA, which will

also form part of a further written agreement between the parties (if the Applicant is successful in the RFA process).

## **2. Expenses**

Participation in any stage of the RFA is at the Applicant's sole risk, cost and expense. In particular, all costs incurred by or on behalf of an Applicant in relation to the RFA, including:

- i. in relation to preparing and submitting an Application;
- ii. providing Movember with any further information; or
- iii. attending briefings, meetings, interviews and participating in subsequent negotiations with Movember, are wholly the responsibility of the Applicant (regardless of whether the Applicant is successful in the RFA process).

## **3. Reliance on Information**

Movember will rely on information provided by, or on behalf of the Applicant at all stages of the RFA process. In providing information, Applicants represent to Movember that the information is complete and accurate in all material respects, that it is not misleading and that in preparing the information, reasonable skill and care has been exercised by the Applicant and its personnel and acknowledges that Movember may rely on that information.

## **4. Budget**

Applications must include a detailed budget that outlines all proposed expenditures with assumptions and justification of items and costs. It is advised that Applicants apply only for the amount of Grant funding required to complete proposed research activities rather than applying for the amount available. Budgets will be carefully reviewed as part of the assessment process. For multi-year Projects, requested amounts per annum may differ based on the needs of the Project.

## **5. Funding Overlap**

Movember will not fund any Project that has partial or proportional budgetary overlap with another funding agency or award. Applicants must submit a list of all current and pending grants and clearly indicate any scientific or methodological budgetary overlap with the Application submitted to Movember. When requested, applicants must also state the percentage of overlap in the Application.

## **6. Top-up Funding or Duplication of Funding**

Movember does not allow top-up funding for Applications that have had their budgets reduced by another funding agency. Additionally, Movember will not fund a project that is similar or comparable to another project from another funding agency.

## **7. Multiple Submissions**

Unless otherwise stated within the RFA, Applicants may submit multiple Applications to a Grant funding opportunity.

## **8. Peer Review and Assessment**

A review panel(s) comprised of subject matter experts (SMEs), who do not have any conflict of

interest with the Applicants, will be engaged to assess RFA Applications. The review of Applications by Movember will be based on the information provided by Applicants as set out in their Application. The review of Applications will be completed in accordance with any assessment criteria set out in the RFA.

## **9. Triaging of Applications**

Where the number of submissions to a Grant funding opportunity is significant relative to the number of Grants to be awarded, a triage system may be applied to full applications rated in the lower priority category or below. Applications falling within this range, as determined by the review panel, may be triaged without further discussion. If an Application is triaged, Applicants should refer to the specific reviewer comments provided, where available.

## **10. Independent Enquiries**

Movember may make independent enquiries about any of the matters that may be relevant to the review of the Application. Movember reserves the right to contact Applicant's referees, or any other person, directly and without notifying the Applicant.

## **11. Notification**

Movember will notify all Applicants on the outcome of the assessment process in writing. Individual feedback will not be provided for unsuccessful Applicants unless otherwise stated in the RFA. Prior to formally engaging the successful Applicant, execution of a formal Grant Agreement will be required.

Should the Applicant find any material discrepancy, error or omission in its Application, the Applicant must immediately notify Movember in writing of the nature of the discrepancy, error or omission.

## **12. Execution of Agreement**

- (a) By submitting an Application, and if Movember decides to proceed with an Application, the Applicant must agree to the terms of the applicable Grant Agreement.
- (b) When submitting its Application, the Applicant must identify any terms of the Grant Agreement which it considers is unable to be complied with (if any) and provide justification for its reasoning. Such submission in no way confirms Movember will accept the Applicant's position or agree to amend the Grant Agreement if the Applicant's submission is successful.
- (c) Notwithstanding the binding nature of an Application, the Applicant acknowledges that there is no binding legal agreement with Movember until the Grant Agreement is executed by the Applicant and Movember.

## **13. Performance Measurement**

Movember is committed to evaluating and disseminating the impact of its investments in boys' and men's health. This outcome information is an important part of Movember's accountability and transparency with its community (see previously funded program report cards for example: <http://movember.com/report-cards>).

If an Application is successful, the Project lead will be required to submit annual progress reports and an end-of-funding report within 3 months following the end of the final year of the Grant funding period. The report template will be made available to the successful Project lead 2-3 months in

advance of the due date and can be updated as the Project progresses.

In addition, the Project lead must contribute to the monitoring, review and evaluation of their program by participating in requested media events, evaluation studies, surveys, audits, and workshops as required for the purposes of collecting information to assess progress and results.

#### **14. Variations**

Movember may vary the requirements set out in the RFA or these Guidelines at its sole discretion.

#### **15. Movember's Rights**

Movember reserves the right to subject the Applicant to a "due diligence" enquiry, which may comprise of:

- i. verifying whether the represented resources and skills are actually available; and
- ii. assessing experience and integrity.

Movember, at its sole discretion, reserves the right to

- i. amend the RFA, provide additional information or clarification and/or change the structure and timing of the RFA, process. Any changes to the RFA, will be communicated by Movember in writing. It is the responsibility of each Applicant to ensure they are referring to, and referencing, the most up to date RFA;
- ii. suspend, defer, discontinue or vary the RFA process (including during the negotiation process);
- iii. determine, at any stage a shortlist of Applicants;
- iv. require additional information or clarification from an Applicant;
- v. exclude or disqualify an Applicant, or discontinue negotiations with an Applicant for any reason;
- vi. negotiate with or enter into contractual arrangements with a party (whether or not they are an Applicant) and enter into a contract with that party on such terms as Movember accepts; and
- vii. fund lower rated Projects based on specific areas of interest in the requested themes.

#### **16. Publicity**

Applicants are not to make any public statement in relation to the Application process, their response, or their participation in the application process, or contract negotiation process without Movember's prior written consent.

#### **17. Communication**

Unless directed otherwise, Applicants must direct their communications with Movember, including any questions arising during the preparation of an Application or requests for clarification, via email to shicanada@movember.com.