

## Genome Canada Funding Decision Appeal Process

### Objective

Genome Canada strives to provide equitable and consistent treatment of applications in accordance with program objectives, selection criteria and available budget. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision where evidence suggests that a procedural error occurred during the review of the application.

### Guidelines

An appeal of a Genome Canada funding decision must be based on a compelling demonstration of a procedural error in the review of the application.

Errors are departures from Genome Canada's policies and procedures, and may include, for example:

- an undeclared or unaddressed conflict of interest; or,
- a failure by Genome Canada's staff to provide required information to the review committee.

The onus is on the applicant to demonstrate that a procedural error was made in the review of the application.

Genome Canada will **not** accept appeals based on:

- Genome Canada decisions on the eligibility of an applicant or of subject matter;
- differences of opinion between external reviewers and members of a Genome Canada evaluation committee;
- disagreement over the interpretation or analysis of information contained in the application by external reviewers or members of a Genome Canada evaluation committee;
- failure of the applicant to follow application instructions (for example, when this results in the removal of excess pages);
- a lack of external reviewer reports;
- composition of evaluation committees; or,
- the duration and/or level of award.

Supporting material or information not presented in the original application (for example, papers published since the deadline date, or illness or other extenuating circumstances) will not be taken into consideration.

Decisions made by Genome Canada on appeals are final.

### Procedure

Applicants seeking further information about the review of their application are strongly encouraged to first communicate with their Genome Centre. If further information is required, the Genome Centre will contact Genome Canada. If, after this additional information is provided, the applicant still wishes to pursue an appeal, the applicant can submit a formal letter of appeal to their Genome Centre. If the Genome Centre considers there to be sufficient evidence of an error as outlined above, the Genome Centre will forward the appeal to Genome Canada.

Appeals must be submitted in writing within two months of receipt of the decision letter. There is no specific format for appeals, but the submission must not exceed **two pages**. Appeals not respecting the principles described above or the page limit will not be considered.

**Appeal results**

Genome Canada will advise appellants of appeal results in writing. Appeals are normally resolved within two to three months from the time they are received by Genome Canada.

The outcome of a successful appeal depends on factors such as the nature and frequency of the funding opportunity. It will not necessarily result in funds being awarded.