



Natural Resources Initiative: Stream 2 – National Genomics Data Hub

LETTER OF INTENT

GENERAL INSTRUCTIONS

All Natural Resources Initiative: Stream 2 – National Genomics Data Hub letters of intent (LOIs) must be submitted by Monday August 31, 2026, 8 PM Eastern using Genome Canada's [Proposal Central](#) online portal. LOIs will be accepted in either French or English.

Please contact your regional Genome Centre to discuss your LOI. An LOI must be submitted through a regional Genome Centre, otherwise it will not be accepted.

Refer to Genome Canada's [Guidelines for Funding](#) and to the [Natural Resources Initiative Funding Opportunity](#) for more details.

LOI PROPOSAL FORM

This is a preview of the sections to be entered directly into Proposal Central and the corresponding instructions.

Title Page

Project title:

Project start and end dates:

Estimated total budget:

Amount requested from Genome Canada

Administrative Project Leader

Select the Administrative Project Leader who is responsible for the overall administration of the project. The contact information from the selected Administrative Project Leader's Professional Profile will be displayed. The institution should match the eligible institution that will be signing off on the proposal. (To update this information, click Edit Professional Profile). Each project may have only one Administrative Project Leader.

Administrative Genome Centre

One regional Genome Centre is responsible for administrative management across all project lifecycle elements, including transferring funds to the project, project monitoring and reporting to Genome Canada on all aspects of a given project. Select the Administrative Genome Centre by clicking “Change Administrative Genome Centre.”

Indicate the Administrative Genome Centre’s “Genome Centre Representative” responsible for submission and an “Authorized Signing Representative”. This will give them access to the proposal to provide their signature.

Genome Centre Representative email:

Authorized signing representative email:

Project Team

Add project team members, including:

Project Leader(s) - All project leaders apart from the Administrative Project Leader should be added as **Academic Project Leader**. The Administrative Project Leader should not be added here.

Other key project team members include **Co-Investigators** and **Collaborators**, as applicable.

In addition to team members, **add Co-lead Genome Centre(s), if applicable**. Indicate “not applicable” in the time commitment and responsibilities text boxes.

When a project leader has been added to the project team tab, they will be required to login to Proposal Central and complete the demographic form. An icon appears beside their name indicating the form to complete.

Input the email address of the project team members and click on the Add icon. Complete the information in the pop-up window for the project team member. Information requested: Role, Time commitment (hrs/week), First name, Last name, Email, Position, Responsibilities, Institution, Organization type, Address, and Phone Number.

Enable Other Users to Access this Proposal

This screen allows you to give other users access to your grant application. The Genome Centre Representative should be given administrative access. If electronic signatures are required for submission, signatories will need at least Edit access on this screen. To facilitate the process, the system grants that access automatically when the contact is added to the

Application. If any of your signatories have trouble accessing their signature, please confirm their access level on this page.

Demographics

What is the purpose of this questionnaire?

This questionnaire is part of a larger, ongoing effort to remove systemic barriers for equity-deserving groups in the genomics research ecosystem and to increase the talent pipeline. It will be used to establish a baseline against which to measure our progress in supporting a more diverse group of lead investigators.

Why is personal information being collected?

The personal information being collected will help us understand the multiple intersecting identities that make up our research ecosystem and how well Genome Canada is supporting inclusion, diversity, equity and accessibility.

Who will have access to my information?

The personal information being collected will be kept confidential. Authorized personnel within Genome Canada will have access to raw questionnaire data. No other personnel will access the data. Data will only be accessed for the purposes of aggregation and will not be linked to any other data or information.

Will this questionnaire influence the adjudication of my application?

No individual responses will be made available to reviewers, regional Genome Centres or delivery partners. The information being collected will not influence the adjudication of your application.

Where and how will data be stored and managed?

The data will be stored on servers with diverse geo-location configurations and secured in accordance with Genome Canada's [Corporate Privacy Policy](#) guidelines. Data aggregation will occur at least annually.

Need more information?

Please address any questions about this questionnaire to privacy@genomecanada.ca

Information requested: Place of residence, age, gender, race, disability, sexual orientation

Summary and Sectors

Co-lead Genome Centres: Please select Co-lead Genome Centres, if applicable.

Impact statement: State the overall goal and expected impact of the project (maximum 100 characters).

Executive summary: Provide a brief summary of the project (maximum 3000 characters).

Project sector(s)

Primary sector: Please select one primary project sector that best fits the proposed project.

Other sectors: Please select other project Sector(s) that apply to the proposed project

Keywords: In the text boxes below, please provide comma-separated keywords associated with the application. The terms will be used for statistical and administrative purposes, e.g., identifying appropriate reviewers and oversight experts. Please use specific and validated terms.

Research Areas: (For example, biotherapeutics, cancer, microbiome, wastewater, biodiversity, climate, bioremediation, bioplastics, forest, wheat, pigs) (limit 100 characters)

Technology: (For example, DNA-Seq, RNA-Seq, proteomics, metabolomics, long-read, single-cell, spatial genomics, artificial intelligence) (limit 100 characters)

Genomics in Society: (For example, community engagement, economic analysis, cost benefit models, policy recommendations, environmental impact assessment, risk communication, intellectual property) (limit 100 characters) (optional)

LOI Questions

- 1) The project team agrees to develop tools and resources to support data sharing and coordination with Stream 1 driver projects to deposit data to a national databank and integrate Stream 3 Indigenous data governance frameworks.
☐Yes ☐No
- 2) Describe the proposed project plan to establish a national genomics data hub in natural resources that provides standards and infrastructure needed for long-term impact, and undertakes the required data hub activities (e.g., metadata registry and discovery, data harmonization and interoperability, etc.) (maximum 3000 characters with spaces).
- 3) Describe the areas of expertise of the project leaders and team. Ensure that each of the required areas of expertise are mentioned, including data coordination and standardization, analytics and data-use enablement, data governance and management, natural resources sciences and Indigenous data governance (maximum 2000 characters with spaces).

Suggested Reviewers

Please provide the names and contact details of five individuals capable of reviewing the proposal with whom the project team has no conflict of interest (COI).

Please provide the names of reviewers to whom you would prefer your research plan not be sent. These individuals could include, but is not limited to, those with whom any member of the project team has had long standing differences which could reasonably be viewed as affecting the reviewer's objectivity, or individuals who stand to gain or lose financially from the outcome of an application (e.g. they hold stock in the company of an industry partner or a competitor). Please provide clear justification for recommending an individual be excluded from the project review.

Signature Page

Meaning of signatures

A signature confirms that the party has reviewed and approved the submission of the LOI to Genome Canada.

The signatures of the Project Leader(s) confirm that all members of the Project team have reviewed and approve the submission of the LOI to Genome Canada. The signature(s) of Genome Centre(s) confirm that these parties have reviewed and approve the submission of the LOI to Genome Canada. It is expected that the LOI has been approved by both the program and financial representatives of the Genome Centre(s).

Required e-signatures

The **Administrative Project Leader** assumes the administrative and financial responsibility for the project funds that will be paid to their institution once an agreement is signed

Additional **Academic Project Leader(s)** (optional, if different from Administrative Project Leader) assume the administrative and financial responsibility for the project funds that will be paid to their institution once an agreement is signed.

The **Co-Lead Centre Representative** (if applicable) is responsible for supporting the Administrative Genome Centre on project monitoring and reporting as needed.

The **Authorized Signing Representative** of the Administrative Genome Centre confirms that all requirements for submission have been met and endorses the submission.

The **Genome Centre Representative** is assigned by the Administrative Genome Centre to submit the application to Genome Canada.

This is the end of the Proposal Central preview portion of the LOI

Attachments

Please see the breakdown of proposal attachments below.

1) Appendix I – Budget and co-funding summary

A high-level estimate of the budget will be provided, along with a summary of co-funding.

2) Appendix II – Signatures

In addition to the signatures provided directly through the online application portal, signatures of an officer of the Eligible Institution are required, confirming agreement and sign off on the submission of the LOI.