# CADTH

## CADTH Post-Market Drug Evaluation

# Bulletin #05
# RFP Questions and Answers

## Competition File C-220350

**Note by CADTH: Questions may have been edited for clarity or to maintain confidentiality.**

## Question #01 received February 22, 2022

Reference: RFP Section 2.3.3 Proposal Preparation Instructions a) "… including description of the experience of individual team members and direct experience working to respond to decision-makers needs and timelines…" and c) "Lead applicant/co-applicants including full name, position, department, institution, contact information, webpage (if any), list of relevant publications, grants or awards, number of hours to be allocated weekly and role in the proposed work, links with any relevant groups, committees, networks, or organizations."

Also, reference PMDE Core Network Partner - Proposal Guide 2022 Part 2.1 Technical Proposal Section 3 Overview of the Team: "A description of the individuals making up the team including: the expertise they will provide to PMDE work and stage of their career…; affiliations…"

Also, reference PMDE Core Network Partner - Proposal Guide 2022 Part 2.1 Technical Proposal Section 4 Work Plans: "The strengths of the team as a whole (this is separate from the individual expertise of the team described in Section 3".

Question: How are we expected to describe our team? Do we collect applicant CVs as an additional appendix (if so, what format/length)? If no CVs, is there an expected format (ex: accomplishments within the last 5 years)? Many investigators will have a long list of relevant publications, grants or awards.

Answer: Applicants should include a summary of each team member's experience and expertise within the technical proposal, including relevant experience within the past 5 years including relevant reports/publications, grants and awards in section 3. Section 4 should focus on how individuals compliment each other to accomplish the work, how the size of the team reflects the number of queries the team can address, how the team will operate as an entity, etc. Applicants may submit team member CVs as attachments. No specific format for the CVs is required.

## Question #02 received February 22, 2022

Reference: PMDE Core Network Partner - Technical Proposal Form 2022.

Question: Are we to use the exact template (i.e., filling out the boxes for each section) or are we able to construct our own document with the same headings (following the margin guidelines/PDF format on submission)?

Answer: Applicants may create their own technical proposal document. However, the format must follow the requirements outlined in the technical proposal form and guide documents.

## Question #03 received February 18, 2022

Reference: PMDE Core Network Partner - Financial Proposal Form 2022.

Question: When DSEN funded teams under the CIHR, I understand that CIHR paid each host institution the overhead needed for administration. Those investigators that are applying for the Core Network Partner grant may not realize that they MUST include up to 15% overhead in the budget, because their institution will not be able to rely on CIHR. Can this be clarified to all applicants before they submit their budget?

Answer: While we cannot comment on the application requirements for CIHR DSEN grants, applicants to the PMDE program may submit financial proposals that include up to 15% in administrative costs. For more information, please refer to Appendix B of the RFP – Eligible Expenses.

## Question #04 received February 18, 2022

Reference: PMDE Core Network Partner - Financial Proposal Form 2022.

Question: The Financial Proposal Form indicates that no more than 15% for administrative costs. On the budget form (row 32) it lists database access as an administrative cost. However, we don't have to pay our institution data access costs. We do need a line item for non-administrative costs for data acquisition. This would not be part of the 15% administrative overhead. Where should data acquisition budget item(s) go?

Answer: Data access from an applicant's respective host institution may not have administrative costs, however applicants are asked to include proposed costs associated with accessing databases that may be external. Applicants may also add additional line items as needed. For all data access costs, applicants should include them in the administrative costs section and if they believe them to be "non-administrative", they should indicate this in the line item. The review panel will determine if these costs are administrative or otherwise.

End of file.