



2019-2020 Research Training Awards Application Instructions

Purpose of the Training Awards Program

The **Canadian Venous ThromboEmbolic Clinical Trials and Outcomes Research (CanVECTOR)** Network is a pan-Canadian, patient-oriented Community Development Program centered on Venous Thromboembolism-related research, training, and knowledge translation. Their mission is to decrease the health, social and economic burden of venous thromboembolism (VTE) on affected individuals, their families, and on Canadians as a whole.

The purpose of the **CanVECTOR Research Training Awards** is to provide financial support for highly qualified, promising trainees or fellows to allow them to pursue research training (**priority given to Clinical research**) in thromboembolism at a Canadian centre. The area of training must: 1) align with CanVECTOR priorities, 2) be research focused, and 3) be supervised by a CanVECTOR member.

Competition Partners

These training awards are available thanks to funding from CIHR and to the generous support of our partners. Academic partners that have contributed to the fellowship/studentship awards include Dalhousie University, McGill University, the University of Ottawa, and the University of Toronto. For a full list of partners, go to www.canvector.ca/partners

Award Details

CanVECTOR offers two types of research training awards to the medical and scientific community:

1. **Research fellowships** - candidates who are MDs and aim to become clinician scientists or clinician investigators in venous thromboembolism (VTE). Definitions below:

CanVECTOR clinician scientist:

- ❖ Is committed to devoting a substantive percent ($\geq 75\%$) of their professional effort to research
- ❖ Has formal training in research methodology (MSc or PhD degree)
- ❖ Develops and leads research projects (assumes the role of principal applicant for grant applications and principal investigator for research execution)

CanVECTOR clinician investigator:

- ❖ Is committed to devoting a portion of their professional effort to research
- ❖ May (or may not) have formal training in research methodology



2019-2020 Research Training Awards Application Instructions

- ❖ Contributes to the development and conduct of research projects (may participate as a co-applicant for grant applications and co-investigator for research execution)
- 2. **Graduate studentships** - candidates who are enrolled in an MSc or PhD program (not MDs) and are interested in conducting VTE-focused research or developing VTE-related methodology expertise

Number of awards available: Up to 6 awards may be granted per year, depending on the applicant mix and availability of partner funding

Amount of the award: *Fellowship:* maximum of \$50,000
Studentship: maximum of \$20,000

Term of award: Fellowship and studentship awards will be granted for one year (July-October 2019 to July-October 2020)

It is expected that the awardee will seek peer-reviewed funding during the first year to support any subsequent years of training (if applicable).

Award renewal: Priority for fellowship and studentship awards will be given to new applicants. If additional funding is available, renewal applications will be considered. It is expected that renewal applicants will demonstrate evidence of substantial progress in achieving their research objectives. Applications from trainees who have actively participated in CanVECTOR activities will be viewed favourably.

Candidate Eligibility

- a. **Citizenship:** Canadian and International applicants are eligible to apply. Priority will be given to Canadian citizens and Canadian permanent residents. International candidates are required to indicate the Canadian equivalency of their education.
- b. **Prior education:** *Fellowship* applicants must have completed an MD degree (or international equivalent) and must be eligible for licensure with the provincial College of Physicians where training will take place. Applicants must have completed residency training within the last 3 years. Persons who already hold a faculty position are not eligible.
- c. **Career focus:** Candidate must be committed to a career with a focus on thromboembolism, including a commitment to ongoing research activity.



2019-2020 Research Training Awards Application Instructions

- d. **Type of research activities:** Eligible research activities must be in an area related to thromboembolism, and aligned with one of the CanVECTOR science platforms (pilot trials, quality of care and effectiveness research, translational/basic science research) or
- e. foundational platforms (knowledge translation, patient involvement, education).
- f. **Location of training:** The *Fellowship* or *Studentship* must be completed at a CanVECTOR training site at one of the following Canadian universities: Dalhousie University, McGill University, McMaster University, the University of British Columbia, the University of Ottawa, the University of Toronto, or the University of Western Ontario. Priority will be given to applications to sites that have committed training funds to CanVECTOR. Fellowship candidates may propose to undertake a “travelling fellowship” whereby training is completed at more than one site.
- g. **Concomitant higher degree:** *Fellowship* - applicants may be enrolled in a higher degree program (MSc or PhD) during the tenure of the fellowship as long as they demonstrate that they have sufficient time to also conduct substantive research. *Studentship* – applicants must be enrolled in a full-time graduate program (MSc or PhD) during the 1-year award period.
- h. **Supervisor(s):** Must be an established researcher who has agreed to be the Fellow’s or Student’s supervisor and who accepts the conditions of the award as outlined below. At least one of the applicant’s supervisors must be a CanVECTOR member.

Fellowship and Studentship Conditions and Responsibilities

Submission of an application implies acceptance of the following conditions by both the applicant and his/her supervisor(s):

- a. **Protected time:** It is expected that the principal focus and time commitment of the successful candidate will be to further his/her research experience in thromboembolism. *Fellows* in the clinician scientist stream must devote at least 75% of their time to research-related activities. Non-research related clinical work or teaching may be done concurrently during the fellowship but should not exceed 25% of their time. Fellows in the clinician investigator stream must devote 25-50% of their time to research-related activities. Preference will be given to candidates with a greater time commitment to research. *Graduate students* are expected to be enrolled full time in an MSc or PhD degree program.
- b. **Award administration:** The administration of the award will be through a university department or hospital research department and not sent to the successful candidate



2019-2020 Research Training Awards Application Instructions

directly. The University or Hospital will then issue the funds to the award recipient according to their own procedures and payment schedules.

- c. **Top-up:** It is the responsibility of the host university or hospital to ensure that the total stipend that the Fellow or Student receives meets the minimum institutional and provincial funding standards (as applicable). Top-up of the CanVECTOR award by the institution or other internal or external sources is permitted to a maximum of \$100,000 per year. Successful candidates must declare all sources of salary support to the CanVECTOR Training Office.
- d. **Letter of offer:** Upon receiving an award offer the applicant must notify the CanVECTOR Training Office training@canvector.ca of their decision to accept within 14 days.
- e. **Letter of agreement:** On acceptance of the award, the successful candidate and his/her supervisor will sign a letter of agreement to the Conditions and Responsibilities of the award and submit this to the CanVECTOR Training Office training@canvector.ca within 2 months of the offer.
- f. **Acknowledgment:** Any formal presentation (e.g. poster, oral paper), publication, or thesis resulting from the CanVECTOR research *Fellowship* or *Studentship* must acknowledge the support of CanVECTOR, and a copy of any publications resulting from the fellowship must be sent to the CanVECTOR Training Office training@canvector.ca.
- g. **Final report:** A brief summary of the activities and accomplishments achieved during the *Fellowship/Studentship* year shall be submitted to the CanVECTOR Training Office within 3 months of the end of the fellowship year.
- h. **Presentation:** The Fellow/Student will be invited to present a summary of his/her research activities at the CanVECTOR annual conference.
- i. **Ongoing funding:** It is expected that the awardee will seek peer-reviewed funding during the first year to support any subsequent years of training (if applicable).

Components of the Application

The components of the application include:

- a. [CanVECTOR Trainee Application Form.](#)
- b. A letter from the applicant (2 pages maximum) with the following headings:



2019-2020 Research Training Awards Application Instructions

- I. Background preparation
 - II. Specific objectives for the fellowship (or the studentship)
 - III. Plans for the research year (based on the specific objectives)
 - IV. Future career plans
- c. Summary of proposed research project (2 pages maximum). If the research proposal requires additional funds, the summary should describe the source of this funding (obtained or applied for) and should include a brief discussion of alternatives, if applied-for funding is not successful.
 - d. A copy of the applicant's current CV.
 - e. A copy of the proposed primary supervisor(s)' current CV.
 - f. A letter of support from the proposed primary supervisor outlining 1) the strengths and weaknesses of the candidate, 2) the research facilities and resources available to the candidate, and 3) the proportion of time the candidate will spend on research, course work, clinical duties, and teaching.

**Please note:* Applications must use a minimum of 12-point font and 1-inch margins for all submitted material.

The components of a renewal application include:

- a. [CanVECTOR Trainee Application Form.](#)
- b. A letter from the applicant (1 page maximum) addressing the following:
 - I. Update on progress related to specific objectives for the fellowship (or the studentship) that were outlined in the original application
 - II. Plans for the research year (based on the specific objectives)
 - III. Participation in CanVECTOR activities



2019-2020 Research Training Awards Application Instructions

Application Submission

Inquiries can be addressed to Maryam Ebrahimi, CanVECTOR Research Network Manager (Montreal Office), at maryam.ebrahimi@ladydavis.ca.

Please email completed application packages to training@canvector.ca by **Monday April 15th, 2019**.

Selection Process

The CanVECTOR Trainee Award Committee will follow a formal selection process and will review each of the submissions using a ranking system that recognizes:

- I. The quality and potential of the candidate, including demonstration of a sincere commitment to a career in research or other aspects of academic medicine related to venous thrombosis
- II. The quality of the clinical and research environment and the supervisor(s)
- III. The quality and potential importance of the proposed fellowship activities, including its relevance to the mandate of CanVECTOR.

a. Rating system: A 10-point rating system will be used by the reviewers:

Component	Maximum Points
The candidate	5
The environment/supervisor	2.5
The research proposal	2.5

b. External reviews: The CanVECTOR Trainee Award Committee may, if necessary, request formal, written external reviews from people who have knowledge of the candidate or his/her supervisor or who have expertise in the area of proposed research.

c. Conflicts of interest: It is possible that members of the CanVECTOR Trainee Award Committee may have potential conflicts of interest in the review of applicants and in the



2019-2020 Research Training Awards Application Instructions

selection of successful fellowship candidates. A set of guidelines has been developed to prevent actual or perceived, direct or indirect conflicts of interests in the selection process.



2019-2020 Research Training Awards Application Instructions

Application Checklist

Please check that each of the items below is completed (an incomplete application package will not be accepted):

- [CanVECTOR Trainee Application Form](#)
- Applicant's letter (2 pages maximum)
- Summary of research proposal (2 pages maximum)
- Applicant's current CV
- Primary supervisor's current CV
- Letter from CanVECTOR supervisor

Renewal Application Checklist

Please check that each of the items below is completed (an incomplete application package will not be accepted):

- [CanVECTOR Trainee Application Form](#)
- Applicant's renewal letter (1 page maximum)

Complete application packages must reach the CanVECTOR Training Office (via email: training@canvector.ca) by **April 15th, 2019**.