Program Guide

Research Fellowships 2016-17

SHRF
SASKATCHEWAN
HEALTH RESEARCH
FOUNDATION

shrf.ca

Building a healthy Saskatchewan through health research

Research Fellowships 2016-17

Purpose

The Research Fellowship Program is intended to advance the research career development of the award holder and to enhance the research productivity of the supervising Saskatchewan university faculty member. It provides financial support to high-quality candidates for a period of postdoctoral research in a health-related field under the supervision of an experienced, active researcher. These awards are intended to support recipients in becoming independent investigators.

Scope

Research supported must be relevant to human health. It may be biomedical science, clinical research, health services and systems research, or research on the cultural, social, and environmental determinants of population health.

Important Dates

Application Deadline: 4:30 p.m. CST, March 15, 2016*
Applicant Assessments: April 15, 2015
Funding Decisions by: June 30, 2015
Funding Start Date: July 2015 - January 2016 (first of a month)
*Check with your institution for internal deadlines and allow time to obtain signatures

Award Amount

The award includes:
- a **stipend** solely for the award holder's salary in the amount of $45,000 per year for up to 2 years; and
- a **research allowance** in the amount of $5,000 per year for up to 2 years. (See allowable expenses below.)

- The second year of funding shall be conditional upon the award holder meeting the requirement to apply for a Tri-Agency Fellowship, if eligible, during the first year of the SHRF Fellowship. SHRF will seek confirmation.

Top-up Incentive Award

- A top-up incentive award of $10,000 per year for 2 years in stipend is available for applicants who:
  - are recommended and approved for a SHRF Research Fellowship; and
  - are successful in obtaining a Tri-Agency Research Fellowship (CIHR, SSHRC, or NSERC) to be held in SK, commencing between April of the year of application to SHRF and April of the following year.

Allowable Expenses (Research Allowance)

The Research Allowance is for the direct benefit of the award holder's research career development and can be used for the following types of expenditures:

- travel by the award holder to scientific meetings, conferences or workshops related to the research project, including meeting and non-degree course registration fees and texts, meals and accommodation, and transportation;
- professional membership fees relevant to the award holder's field of study; and
- costs of linkages and outreach that support the award holder's dissemination or exchange of research findings.

The research allowance may <u>not</u> be used for project supplies and equipment (including computers), which must be provided by the supervisor's operating grant identified as supporting the fellowship application. Research allowance funds for Fellowships are available at the start of each year of the award; funds not used may be carried into the next year. All activities and expenses must be completed or encumbered by six months after the fellowship term.

Eligibility

To be eligible, the applicant:

- must hold a Ph.D. degree, or a health professional degree (M.D., D.D.S., D.V.M., Pharm.D. or equivalent), or will hold such a degree prior to the deadline for taking up awards;
- must be within **three years** of having completed the qualifying degree at the time of application;
  - SHRF uses the date of degree completion to determine applicant eligibility. This is the date on which all the requirements of your degree have been met, including successful defense and submission of the corrected copy of your thesis. It is not the conferred or convocation date indicated on your transcript or degree certificate.
  - Justified career interruptions (e.g., parental leave, medical leave, residency training, clinical licensing, etc.) are deducted from the calculation.
- must have Canadian immigration approval to live and work in Canada for the term of the fellowship, which must be in place before the award commences;
- may not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes;
- will apply with a supervisor who is a Saskatchewan university faculty member (or equivalent) with an active, nationally funded research program and experience in the proposed field of study;
- will undertake a project that is designed to advance his or her development as an independent researcher;
- will undertake the fellowship on a full-time basis in Saskatchewan; and
- will undertake the fellowship in a research environment different from his or her Ph.D. work (e.g., a new academic unit or research group), and with a supervisor different from his or her Ph.D. work.

Multiple applications

- Research fellows are allowed one application per competition.
- Supervisors may submit a maximum of two applications per competition in the role of lead supervisor or co-supervisor, provided that the two projects are distinct and appropriate operating funding and time for mentorship is demonstrated.

Application Process

Complete the Research Fellowship 2016-17 application available on SHRF's online Research Management System - SHRF RMS.

The SHRF RMS (shrf.smartsimple.ca) and the RMS User Manual can be accessed from [SHRF's website](http://www.shrf.ca) (www.shrf.ca) under Funding.

This grant is subject to all policies and procedures as outlined in the *SHRF Awards Guide 2016: Funding Application and Management Guide*, which is available for download on SHRF's website.

Refer to the following checklists included in this guide:
- Application Preparation and Submission Process
- Overview of Application Requirements

Note: Incomplete applications, including those not having the required three valid applicant assessments, will be removed from the competition prior to peer review.

Review

Applications are evaluated in a competitive, peer-review process that considers the following criteria:
- quality and potential of the candidate, looking at: academic preparation; research training and experience; research achievements; and potential to contribute to the proposed field of study;
- quality of the proposed project, looking at: importance and originality to the field of study; potential to enhance the applicant's research skills; and quality of the design and methodology;
- quality of the research environment, looking at: suitability of the facility, including space and equipment; strength of the supervisor's research program, including funding support; and potential for the candidate to develop research expertise and independence; and
- adherence to principles of ethical research.

Funding Available

- The funding envelope for the 2016-17 Research Fellowship competition is expected to be $800,000 (not including partnerships).

Funding Recommendations

Applications are assigned to committees for review based on the theme of the proposed research (i.e., biomedical, clinical, health services, or population health).

See the SHRF Awards Guide for more information.

Partnerships

SHRF is working with partners to increase the amount of funding available for research fellowships and build capacity in certain areas. Some funding partnerships may be in place pre-competition, and others may occur post-competition.

Partners will provide SHRF relevancy criteria so that SHRF can identify applications eligible for their support. Once the review process is complete, SHRF will identify application(s) recommended for funding by the review committee that also fulfill the funding partner's relevancy criteria. In the case where there is more than one relevant application recommended for funding, the highest ranked relevant application(s) will be selected for the partner award(s).

Partners in place before the competition deadline will be identified on the SHRF website, under Funding on the Research Fellowship program page. *Please refer to this page for important details about specific partnerships.*

To discuss partnership opportunities, please contact our office at 306-975-1680 or 1-800-975-1699.

Contact

For questions about eligibility, program guidelines, or the peer review process:
> Danielle Robertson-Boersma
> Funding Programs Officer
> 306-975-1685
> drobertson-boersma@shrf.ca

For other questions or technical help with the SHRF RMS or the CCV:
> Tanya Skorobohach
> Programs Coordinator
> Phone: 306-975-1681
> Email: tskorobohach@shrf.ca
> Toll-free: 1-800-975-1699

Application Checklists

Research Fellowships 2016-17

Overview of Application Preparation and Submission Process	√
Review the following documents (found at www.shrf.ca under Funding/Programs): • Program Guide, including program description and checklists • SHRF Awards Guide 2016 • SHRF RMS User Manual: http://shrf.ca/SHRF%20RMS	
Check with the lead supervisor's institutional research office about internal requirements and deadlines.	
Directly contact three individuals who will provide an applicant assessment. (See application for more information.) It is the applicant's responsibility to ensure the assessors submit by the April 15th deadline.	
Create a user profile in the SHRF Research Management System (RMS). • To access the RMS, go to www.shrf.ca, under Funding, select SHRF RMS. • See the RMS User Manual for assistance (available on the RMS under "SUPPORT" and at www.shrf.ca under Funding). • Helpdesk: contact SHRF at helpdesk@shrf.ca or 1-800-975-1699 during regular business hours.	
Ensure your supervisor(s) has a user profile in the SHRF RMS.	
Start an application in the SHRF RMS. • Go to the Funding Programs icon on the RMS home page after logging in. Click "Apply now" next to the "Research Fellowships 2016-17" program. • As the principal applicant, the research fellow must start the application in the RMS. • You may only have one draft application at a time in the role of principal applicant.	
The principal applicant adds supervisor(s) to the application, allowing them edit or read only access. In the "Applicant Details" section: • Use the "Add Contact" button to add your proposed supervisor(s). **Use the "Lead Supervisor" role in the case of a single supervisor OR to identify the primary supervisor if the case of co-supervision. Use the "supervisor" role for co-supervisors**	

- You will need to know the person's last name and SHRF PIN. Ask the person to send you their SHRF PIN, which is found in their SHRF RMS profile. Example SHRF PIN: AB10 02S5 A466 3C5X XXXX X - The person will receive an email notifying them they have been added to this application. - Names will be populated in the Applicant Details section and the Signature Page. You may also wish individuals such as research facilitators to have access to the application. To do so, use the "**Add Grant Facilitator**" button and provide edit or read-only access. These individuals will NOT be listed in the applicant details section. All users added to an application will be listed in the "Contacts" section at the bottom of the online application. This section is not seen by reviewers.	
- Complete or update your Canadian Common CV (CCV) using the Funding CV template called "SHRF Funding CCV". - The CCV website is https://ccv-cvc.ca/indexresearcher-eng.frm - Ask your supervisor(s) to complete the SHRF Funding CCV and send you the validated PDF file to upload to your application. - If you have forgotten your CCV login information, please email helpdesk@shrf.ca CCV updates may be submitted to fundinginfo@shrf.ca until May 31, 2016.	
Complete your two-page detailed project description, including the following elements: **objectives** of the study **methodology** (be as specific as possible in the space allowed) - analysis and interpretation **relevance** of findings to human health **originality** of the proposed research **applicant's role** in: project design; direction of the work; and analysis and interpretation of results, including reference to previous work demonstrating ability to complete current project	
Invite three people through the RMS to submit an applicant assessment by April 15. *See "Applicant Assessments" in the online application for more information and guidelines.* **Note:** You can delete assessors and add different ones until the March 14th application deadline; after the application deadline you will need to contact SHRF to make changes to the assessors.	
Ask your supervisor(s) to complete the Research Environment section of the application in the RMS.	
Complete all sections of the online application: *See "Overview of Application Requirements" below.* The RMS provides some validation; however it is the principal applicant's responsibility to ensure all sections are complete according to requirements prior to online submission.	

If needed for review by signatories, you may use the "Preview/Print" button in the "Preview, Print & Signature Page" section of the online application to generate a PDF version of the entire application, including attachments (found at the end). Be sure to review the generated file for completeness and accuracy and report any problems to SHRF.	
Print the Signature page from the "Preview, Print & Signature Page" section. Obtain required signatures and upload the completed signature page on the "Attach signature page" field.	
Submit your application electronically through the RMS by the deadline (4:30 pm CST, March 14, 2015.) You will receive a confirmation email from **fundinginfo@shrf.ca**. If you do not receive this email and have checked your junkmail folder, please contact SHRF to verify the status of your application. If you unintentionally submit your application before the deadline, please contact SHRF. **Note:** The principal applicant (research fellow) is responsible for submitting the application.	
Follow up with your three assessors to ensure they received the email containing a unique link to complete the assessment of you online. Ensure all assessments are completed and submitted by April 15, 2016 You can view the status of assessments on the application (e.g., requested, submitted).	
Overview of Application Requirements	√
▪ Project Title	
Applicant Details: ▪ Indicate if you have previously applied for a SHRF fellowship ▪ Supervisor(s) Names using the Add Contact button. (This will also populate the signature page). ▪ Expected Start date of fellowship position ▪ Enter the supervisor's affiliation where the funding will be held, since this may be different than contact information stored in the profile.	

Qualifying degree:
▪ If qualifying degree is complete at time of application:
    o Attach verification of degree
    o Enter date of degree completion. (See eligibility criteria in Program Description.)
    o Enter thesis title and name of supervisor (if PhD)
▪ If qualifying degree is not complete at the time of application:
    o Attach Letter from current supervisor (PDF)
    o Thesis title and name of supervisor (if PhD)
▪ Explain any research career interruptions approved by SHRF.
▪ If your proposed fellowship position is at the same <u>institution</u> as your PhD, provide an explanation.	

Research Theme: ▪ Select the CIHR theme of research most relevant to the current proposal. **Note:** this information will assist in identifying the appropriate committee to review the application.	
Project Details: ▪ Lay Project Summary (max. 250 words) ▪ Attach* project description (max. 2 pages, PDF) ▪ Attach references (no page limit, PDF) ▪ Complete and save Research Allowance worksheet ▪ Education, Training and Career objectives completed by applicant (max. 350 words).	
Page setup and formatting for attachments: • **Margins:** one inch • **Page:** 8.5" x 11" • **Font:** 11 point • **Line Spacing:** single-spaced • **Spacing:** no condensed type or spacing	
Research Environment: **this section is restricted so that only the supervisor(s) can enter information** ▪ Describe research environment (max. 350 words) ▪ Indicate education and training benefits (max. 350 words) ▪ Other duties (max. 250 words) ▪ Supporting grant (max 100 words) ▪ Other research fellows – complete worksheet. Enter N/A if no other current fellows.	
Approvals/Permits: ▪ Identify approvals needed for proposed research.	
Applicant Assessments: ▪ Enter names and email addresses of three people you have asked to complete assessments by April 15, 2016 ▪ Once you press "Request Assessment", an email will be sent to that person with a link to an online form. ▪ The applicant and assessor will receive an email once the assessment has been submitted. However, the applicant will not be able to see the completed assessment.	
Other Applications: ▪ Indicate any other current fellowship applications using the worksheet.	
Canadian Common CV: ▪ Attach the CCV (PDF file) for the principal applicant and supervisor(s). *We recommend including the person's name in file name.* • CCV updates may be submitted to fundinginfo@shrf.ca until May 31, 2016.	
Preview /Print & Signature Page ▪ Print the Signature page, obtain signatures, and upload completed document (PDF format).	

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