

2017 CAMH POSTDOCTORAL RESEARCH FELLOWSHIP

Registration Deadline (submitted by supervisor): November 14, 2016 (by 5 p.m.)

Application Deadline (submitted by applicant): November 28, 2016 (by 5 p.m.)

Letters of Reference Deadline: December 14, 2016 (by 5 p.m.)

**2017 CAMH Postdoctoral Research Fellowship Awards in
Addiction and Mental Health Research**

**Please read the terms, eligibility, review criteria and instructions carefully before
completing the application.**

Direct all inquiries and application materials to:

grants.awards@camh.ca

2017 CAMH POSTDOCTORAL RESEARCH FELLOWSHIP

Registration Deadline (submitted by supervisor): November 14, 2016 (by 5 p.m.)

Application Deadline (submitted by applicant): November 28, 2016 (by 5 p.m.)

Letters of Reference Deadline: December 14, 2016 (by 5 p.m.)

About CAMH

As a teaching hospital and research centre fully affiliated with the University of Toronto, the Centre for Addiction and Mental Health (CAMH) is in a unique position to contribute to one common goal – better understanding, prevention and care for people with addiction and mental illness. As one of the few research centres of its kind, CAMH plays a leadership role locally and internationally in research aimed at understanding addiction and mental illness and their inter-relationship.

The excellence and range of research activities is a hallmark of CAMH's identity and is the key to a better future for those living with addiction and mental illness. CAMH brings together internationally recognized neuroscientists, clinical and social scientists with state-of-the-art facilities, a range of professional training, and a province-wide network of community program staff. As a result, CAMH has a unique capacity to focus its research agenda on the most pressing scientific issues and translate new knowledge into action.

CAMH PDF

Several postdoctoral research fellowships are available each year at a value of \$50,000 each (conditional on availability of funds). The selection of awardees will be made by a carefully selected external subcommittee, based on CIHR standards of excellence.

The objective of the CAMH Postdoctoral Fellowship Program (CAMH PDF) is to provide postdoctoral fellows with a comprehensive training program in the fields of addiction and/or mental health, with training in research techniques. Postdoctoral fellows are expected to make independent contributions to knowledge during their appointment. These may be in the form of a contribution to an existing project, or through the development of an original project.

2017 CAMH POSTDOCTORAL RESEARCH FELLOWSHIP

Registration Deadline (submitted by supervisor): November 14, 2016 (by 5 p.m.)

Application Deadline (submitted by applicant): November 28, 2016 (by 5 p.m.)

Letters of Reference Deadline: December 14, 2016 (by 5 p.m.)

Terms of Award & Eligibility

- Applicants must obtain sponsorship of a supervisor at CAMH who holds an appointment in one of CAMH's research programs (Clinician Scientist, Senior Scientist, Independent Scientist only)
Note: No more than 1 applicant from each supervisor will be eligible to move past Phase 1 of the review.
- Awards are limited to a one-year period of support.
Applications from Postdoctoral Fellows who have received a CAMH Postdoctoral Research Fellowship award in the past will not be accepted.
- Applicants must have a PhD and/or MD at the time they start the award. Only applicants who have held their PhD and/or MD (post residency) for **less than 3 years** at the time they take up the award will be considered for funding.
Any interruptions, delays or post-degree clinical training in your post-PhD/MD cumulative experience may be taken into account in determining eligibility if detailed information on the interruption, including specific dates, is provided. Proof of degree fulfillment will be required for those applicants that are successful.
- Applicant's supervisor(s) must agree to provide the applicant with a minimum of 75% protected time for research.
- Citizenship: Preference is given to Canadian citizens and permanent residents of Canada, but citizens of other countries are eligible to apply.
If applicable, successful applicants must obtain an appropriate Canadian Visa for employment and must be eligible to apply for funding from external agencies in their relevant area (e.g. CIHR). If successful, please note that the process of obtaining a work permit may take up to 6 months to process. Successful applicants should contact jennifer.watson@camh.ca once the award is accepted to start the paperwork for CIC.
- A Postdoctoral Fellow is expected to be located at CAMH during the one-year period of the appointment, and should not be engaged in any other paid work (with limited exception for teaching and clinical duties). Successful applicants must have applied for external fellowship support (e.g. CIHR) before accepting a CAMH PDF.
In order to be eligible for the 2017 CAMH PDF, **applicants must apply to at least one external agency in the time period between April 1, 2016 – March 31, 2017.** You will be asked to provide proof should you be successful in receiving a 2017 CAMH PDF award.
Note: CIHR fellowships are no longer offered twice a year (i.e. there is no winter competition).
- If the applicant is successful in obtaining a fellowship offer from both an external agency and CAMH, the applicant will accept the external offer and free up the CAMH PDF for other possible applicants.
It is up to the discretion of the applicant's supervisor to cover any difference should the value of the external fellowship be less than the value of the CAMH PDF.

In situations where the value of the external award is less than the CAMH PDF by 50% or more, a top-up will be provided by the Research Services Office. The amount of the top-up will depend on availability of funding.

Under no circumstances will fellowship funds be used to cover gaps in funding between the time when existing funding ends and the external funding begins.
- It is expected that recipients of the 2017 CAMH Postdoctoral Fellowship will be notified of the review committee's decision by mid-February 2017. All fellowships are to commence during the period of June 1, 2017– December 31, 2017.

Review Process

Applications are reviewed by a committee of approximately 8 external reviewers. The review takes place in two phases.

Phase 1: The first phase is a preliminary review. In this phase each application is randomly assigned to 2-3 reviewers (depending on the number of reviewers in any given competition).

Note: All applicants are assigned the same number of reviewers and reviewers are asked to disclose any conflicts of interest prior to application assignment.

Each reviewer scores their assigned application using a review scale and list of criteria based on CIHR Postdoctoral Fellowships (see below).

Scores are submitted to the Research Office in advance of Phase 2.

Phase 2: The second phase is the external review committee meeting. The 2017 meeting is expected to take place in early 2017. The following applications will be discussed:

Applications with a combined average of 4.0 or greater

OR

Applications with a combined average of less than 4.0 but at least 1 reviewer has scored more than 4.0

******In a situation where multiple applicants have the same proposed supervisor, only the applicant with the highest combined average will move on to phase 2 (assuming he/she meets the criteria above).

Applications meeting the criteria above will be discussed by the entire committee in detail. Each reviewer will provide a justification for his/her score and will be given the opportunity to revise his/her score based on the discussion.

Each application will then be ranked in order and top-ranked applications will be awarded. No applications under a score of 4.0 will be funded.

Review Scale

CIHR no longer uses numbers in their review scale. However, for the purpose of this evaluation we will be using the scale below.

Rating Scale	
4.5-5.0	Outstanding
4.0-4.4	Excellent
3.5-3.9	Very Good
3.0-3.4	Acceptable
2.5-2.9	Needs Revisions
2.0-2.4	Needs Major Revisions
1.0-1.9	Seriously Flawed
0.0-0.9	Rejected

Review Criteria

Each application will be reviewed based on the following three parts:

- Part 1: Achievements & Activities of the Candidate (60%)
- Part 2: Letters of Reference (20%)
- Part 3: Research Training Environment (20%)

The review criteria are similar to CIHR's PDF review criteria. Since this is an internally funded award, Part 3 is weighted less than in CIHR competitions. The difference has been added to Part 1.

Below are specific criteria for each part. Reviewers will be scoring applications based on the criteria below. As such, applicants should ensure that their application answers the questions below.

Part 1: Achievements & Activities of the Candidate	60.00
1a: Training Expectations	10.00
Did the candidate clearly and logically explain their research career plan and its relevance to the proposed project?	2.50
Did the candidate clearly and logically describe why CAMH was chosen as training location and what they expect to learn?	2.50
Did the candidate clearly and logically describe how the training they expect to receive will contribute to their productivity and to the research goals they hope to achieve?	2.50
Did the candidate clearly and logically describe how this award will enable them to establish themselves as independent investigators?	2.50
1b: Proposed Research Project	10.00
Is the proposed project suitable for the candidate given their education, experience and interests?	5.00
Is the hypothesis clearly stated?	1.00
Is the time frame included?	1.00
Is the time frame realistic?	1.00
Is there an overview of the specific project aims?	1.00
Is there an overview of the research methodology?	1.00
1c: Honours, Awards and Academic Distinctions	10.00
The candidate has a good number of awards and distinctions based on their education, training and work experience.	2.50
Awards and distinctions are of importance based on their education, training and work experience.	2.50
Awards and distinctions are relevant to the proposed research project.	2.50
Does the applicant have awards and distinctions that are national or international?	2.50
1d: Publications and Related Research Achievements	30.00
Is the candidate productive relative to their education, training and experience?	20.00
Does the candidate have any publications which are first authored?	10.00

2017 CAMH POSTDOCTORAL RESEARCH FELLOWSHIP

Registration Deadline (submitted by supervisor): November 14, 2016 (by 5 p.m.)

Application Deadline (submitted by applicant): November 28, 2016 (by 5 p.m.)

Letters of Reference Deadline: December 14, 2016 (by 5 p.m.)

Part 2: Letters of Reference	20.00
<p>Letter of Reference 1: Take the following into account when reviewing reference letters: (1) the candidate exhibits the characteristics and skills that correlate with research career achievement. (2) Examine the sponsor's assessments, recognizing that positive comments are common while negative ones are not. (3) Does the sponsor justify their review? (4) Look particularly for indications that the sponsors perceive the candidate as an investigative type, that is, someone whose thinking is critical, questioning, original and independent. (5) Indications that the sponsors perceive the candidate as both energetic and capable of being highly focused. (6) If the candidate has had an opportunity to conduct research. Look for mention of creativity in setting research goals, designing experiments, developing new methodologies, interpreting findings and presenting results in writing.</p>	10.00
<p>Letter of Reference 2: Take the following into account when reviewing reference letters: (1) the candidate exhibits the characteristics and skills that correlate with research career achievement. (2) Examine the sponsor's assessments, recognizing that positive comments are common while negative ones are not. (3) Does the sponsor justify their review? (4) Look particularly for indications that the sponsors perceive the candidate as an investigative type, that is, someone whose thinking is critical, questioning, original and independent. (5) Indications that the sponsors perceive the candidate as both energetic and capable of being highly focused. (6) If the candidate has had an opportunity to conduct research. Look for mention of creativity in setting research goals, designing experiments, developing new methodologies, interpreting findings and presenting results in writing.</p>	10.00

Part 3: Research Training Environment	10.00
Is the supervisor experienced in the field of research proposed by the applicant?	5.00
Are resources such as space, personnel and adequate facilities available to the candidate?	5.00

Instructions

1) REGISTRATION

Supervisors should send an email to grants.awards@camh.ca indicating the applicant(s) that they would like to put forward for the 2017 CAMH Postdoctoral Research Fellowship competition **no later than November 14, 2016**.

The applicant should be copied on the registration email. Please **include 1-2 sentences to describe the proposed research** so we can select reviewers accordingly.

This information will help the Research Services Office to determine the number and type of external reviewers to select.

2) COMPLETING THE APPLICATION FORM

Hand written applications will not be accepted.

a) General Information:

- Applicant Name – Indicate your official name which shows up on government issued IDs. You can include your common or familiar name in brackets.
- Canadian Immigration Status - Check only one box. If you check “other”, include a description of your immigration status.
- Years of postdoctoral experience - Check only one box. If you check “other”, include the years of postdoctoral experience.
- Signatures – Ensure that you and your supervisor (and if applicable, co-supervisor) have signed and dated Page 1.

b) Project Information:

- Project Title – **Limit of 640 characters including spaces.**
- Lay Title – **Limit of 200 characters including spaces.**
- Lay Abstract - Describe your project in a way that is accessible to a lay audience. Be sure to indicate how your proposed research can improve personal health, the health of populations and /or the health delivery system. **Limit of 2000 characters including spaces.**
- Training Expectations - Provide an overview of how your previous research training relates to the present proposal and elaborate on your career goals. Describe how the training you expect to acquire will contribute to your productivity, the research goals you hope to achieve and how this award will enable you to establish yourself as an independent investigator. Indicate why you decided on the proposed training location and what you expect to learn from your training experience. **Limit of 7000 characters including spaces.**
- Research Project Summary - The research project summary should be written in general scientific language, which is an important skill to acquire for future success in the research environment as applications are being reviewed by multi-disciplinary committees. Include the specific hypothesis of the research and describe your role in the proposed project. Make sure that it provides a concise account of the subject matter; an overview of each part of the research plan, specific project aims and the methodology. The summary should reflect the significance of your project and should clearly state an explanation of the relevance of your project to mental health and/or addictions. **Limit of 4000 characters including spaces.**

c) Research Training Environment:

The description should be detailed and include information related to space, facilities and personnel support

2017 CAMH POSTDOCTORAL RESEARCH FELLOWSHIP

Registration Deadline (submitted by supervisor): November 14, 2016 (by 5 p.m.)

Application Deadline (submitted by applicant): November 28, 2016 (by 5 p.m.)

Letters of Reference Deadline: December 14, 2016 (by 5 p.m.)





that will be available to you. This section should be written with the input of the proposed supervisor and should demonstrate the commitment of the proposed supervisor(s) and their institution to support the development of the applicant's research project (funding, facilities, equipment, etc.) and professional development. **Limit of 1750 characters including spaces.**

d) Interruptions and Delays (If applicable):

Only applies to those applicants who have had their PhD and/or MD (post residency) degree for more than 3 years. This section should describe any interruptions, delays or post-degree clinical training experience that has taken place post-PhD and/or MD. Make sure to include specific dates. **Limit of 1500 characters including spaces.**

3) COMPLETING THE CANADIAN COMMON CV

a) Applicant CV

- Go to common CV site <https://ccv-cvc.ca/indexresearcher-eng.frm>
- Log in (or create an account if you do not already have one)
- Choose CV tab → select Funding from dropdown menu → select CIHR from dropdown menu → click on NEXT → select CIHR Academic from the dropdown menu → click NEXT
- On the main screen you will see a list of all the sections that need to be completed. The left hand side of the screen will contain icons:
 -  This icon will allow you to enter or edit the section
 -  This icon indicates that the section does not contain any errors
 -  This icon indicates that the section contains errors.
- Enter data.
- Ensure there are no  s on your screen.
- Click PREVIEW and review the pdf document that is generated. Edit if needed.
- **DO NOT HIT SUBMIT**
- Once you are satisfied with the content, save the pdf document that is generated from clicking on the PREVIEW button.

NOTE:

- It is okay if your CV has a DRAFT watermark.
- If you have applied for a CIHR award you can use the same CV.

b) Supervisor CV

- Supervisor CVs should also be in the Canadian Common CV format using the CIHR Academic Template.
- CVs not in a Canadian Common CV format using CIHR Academic Template can be submitted however please ensure they are no longer than 6 pages.
- It is okay if the CV has a draft watermark.

4) OBTAINING LETTERS OF REFERENCE

- Two letters of reference must be submitted by 5 p.m. on the due date.
- The letters should be no longer than 1 page in length each (12 point font) and on institutional letterhead.

2017 CAMH POSTDOCTORAL RESEARCH FELLOWSHIP

Registration Deadline (submitted by supervisor): November 14, 2016 (by 5 p.m.)

Application Deadline (submitted by applicant): November 28, 2016 (by 5 p.m.)

Letters of Reference Deadline: December 14, 2016 (by 5 p.m.)

- Reference letters from the candidate's Supervisor or Co-Supervisor will **not** be accepted.
- Letters should be submitted to grants.awards@camh.ca by email from the person providing the reference (from their institutional email address).
- Letters should be in pdf format.
- The subject line of the email should clearly state the Applicant's first and last name and "2017 CAMH PDF Reference" (e.g. Doe, John – 2017 CAMH PDF Reference)

It is the responsibility of the applicant to ensure that letters of reference are sent by the submission deadline.

5) SUBMITTING THE APPLICATION FORM

Email grants.awards@camh.ca with the following:

Subject: Applicant's LASTNAME, FirstName – 2017 CAMH PDF Application (e.g. DOE, John – 2017 CAMH PDF Application)

Attachment:

- 1 pdf document named "Applicant's LASTNAME, Firstname" (e.g. DOEJohn).
- Should include - Application Form (with signed cover page) / Applicant CV / Supervisor CV (in this order)

*Note: RAAFs are not required at the time of application. The Research Services Office will ask successful applicants to send in a RAAF at the time of award acceptance.