



## Guidelines and Instructions CRRN: Fellowship and Studentship Awards

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### Introduction

The Canadian Respiratory Research Network (CRRN) is pleased to launch two types of research trainee awards to the medical and scientific community: post-doctoral fellowships and PhD graduate studentships. The CRRN will provide the administrative support for this application and review process. Information and policies are provided in the following pages.

Application deadline: June 11, 2021 **3:30pm EDT**

The forms may be downloaded from the CRRN website or by contacting Kathy Vandemheen at [kvandemheen@toh.ca](mailto:kvandemheen@toh.ca)

### About the Canadian Respiratory Research Network

The CRRN, will improve patient care and outcomes for adult and pediatric patients with airway disease. We will do this through creation of an enduring national network of investigators and research platforms to enable innovative, collaborative, respiratory health research that influences decision making and ensures high quality training and career development of a new generation of investigators.

## CRRN's Mission

The goals of the CRRN are to bring together researchers across disciplines and research themes/pillars to work together in a coordinated fashion in order to improve understanding of the origins and progression of airway diseases in Canada.

We will:

1. Accelerate respiratory research that has worldwide impact on improving patient care
2. Enrich and augment opportunities for respiratory research and capacity building
3. Train and mentor researchers with trans-disciplinary expertise who can produce cutting-edge respiratory research; and
4. Spearhead knowledge translation, educational outreach and community engagement to improve diagnosis, management, and health outcomes of patients with respiratory disease nationally and globally.

## CRRN Fellowship and Studentship Awards

The objective of the CRRN Fellowship and Studentship awards is to build Canadian research capacity that contributes to the field of respiratory health with a specific focus on improving the understanding of the origins and progression of airway diseases in Canada. Funding may support individuals completing research related to the 4 CIHR Themes/Pillars. Your application will be reviewed in detail by at least two reviewers. The reviewers rank the applications according to:

- a) the relevance to the CRRN's mission (airway disease research)
- b) the quality of the applicant (academic record, research experience and potential, and documented publication(s))
- c) the quality of the research project
- d) the research environment, including the person with whom the applicant intends to work
- e) the potential for the training to contribute to career development of the applicant
- f) Applicants must be able to secure matching funds for the one (1) year duration of the Fellowship or Studentship award (see section below for formulas). The applicant must include within their application a letter signed by the supervisor guaranteeing the matching funds for the duration of the award.

## Eligibility

Priority will be given to a Canadian citizen, permanent Canadian resident or landed immigrant. These awards are normally held at Canadian institutions.

To be eligible for a *CRRN Fellowship or Studentship Award* the:

- a) **Applicant's research project must align with CRRN's mission** – i.e. the focus of the research should be in airways disease.
- b) **Studentship applicants** - should be enrolled or accepted in a graduate (thesis based) program at the Doctoral level at a Canadian academic institution. Individuals who have applied to a graduate program but have not received acceptance may apply for a Studentship award. The

award, however, will be conditional on acceptance into the program. Candidates are only eligible to apply for the Studentship Award in the first 3 years of doctoral studies.

- c) **Fellowship applicants** - should be working under supervision of a faculty member at an accredited Canadian academic institution.
- d) Individuals who currently hold and/or are being supervised by individuals holding funding from tobacco, e-cigarette, vaping or cannabis industry are not eligible.
- e) Applicants must be able to secure matching funds for the one (1) year duration of the Fellowship or Studentship award (see section below for formulas). The applicant must include within their application a letter signed by the supervisor guaranteeing the matching funds for the duration of the award.

### Submission Date

- Application deadline: June 11, 2021 **by 3:30pm EDT**

### Instructions for Submitting a Fellowship or Studentship Application

The forms may be downloaded from the CRRN website or by contacting Kathy Vandemheen at [kvandemheen@toh.ca](mailto:kvandemheen@toh.ca)

1. E-mail one (1) electronic copy of the application to Kathy Vandemheen at [kvandemheen@toh.ca](mailto:kvandemheen@toh.ca) by June 11, 2021 **by 3:30pm EDT**. The electronic file must include a completed copy of the application form with signatures and all the relevant documents (excluding Referee Forms, which will be sent in separately by the referee). The CRRN will confirm receipt of your application via e-mail. Please ensure that your e-mail address is included on page 1 of the application.
2. Do not use additional pages except where indicated. Keep the application as clear and concise as possible. Note that copies of your publications are not required.
3. Enter 'Applicant' name in header of all forms submitted.
4. Applicants are expected to include within the body of their application, and not in the appendices, all essential information required to permit assessment of the application.
5. A completed statement from the proposed supervisor that provides an overview of the research and academic training environment. Please give details on resources, programs, technologies, etc. that will be made available to the candidate, and on specific knowledge and skills to be acquired.
6. Request two referees to complete the Referee Assessment form. **Reference letters will not be accepted.** One referee assessment may come from a past or current supervisor or one co-supervisor. The other assessment must come from persons under whom the candidate has worked or studied but who will not be involved in the applicant's proposed research program. **These forms are to be emailed directly to Kathy Vandemheen @kvandemheen@toh.ca**
7. An explanation listing the period and reason for any interruption in pursuit of the candidate career either in or subsequent to training, if applicable.

## General Conditions of Fellowship and Studentship Awards

The following general conditions apply to fellowships and studentship awards awarded by CRRN.

1. The CRRN assumes no responsibility for accidents, illness, or claims arising out of studies, work, or other activities undertaken with financial support provided by the CRRN.
2. Copyright of all publications belongs to the author(s). However, in **any publication arising from the studentship or fellowship supported by the CRRN, acknowledgement of funding received from The CRRN is required.** The successful applicant shall have the exclusive right to publish or present the Project results.
3. Successful applicants are expected to facilitate knowledge translation in their field of expertise through presentations at conferences and/or workshops, including, where feasible, conferences/workshops sponsored by the CRRN.
4. Any commitments (or expenditures) incurred by an award recipient in excess of the current training award are the responsibility of the recipient.
5. The award recipient (or the institution on his/her behalf) shall, if the need arises, immediately notify the CRRN in writing of his/her inability, for any reason, to continue in the educational program for which support was awarded.
6. Normally awards support studies in a program at specific Canadian institutions with concurrence of the institution's executive head. Transfers to another institution are not normally permitted during the course of funding.
7. The annual stipend for a Fellowship award is based on a 50:50 match formula between the CRRN and the trainee's other source of funding. The trainee's other source of matching funding can include funding from the supervisor, the host institution, a research partner and/or from another award. The Fellowship award is valued at \$45,000 or \$55,000 (see criteria in the table below) for a maximum of one (1) year in which the CRRN will contribute either \$22,500 or \$27,500 (50%) and the applicant's supervisor, host institution, a partner agency and/or another award is required to contribute the remaining funding \$22,500 or \$27,500 (50%) for the length of the award. In a case where a CRRN awardee holds another external award that exceeds the 50% match, CRRN will "top-up" the award to a maximum total of: i) \$55,000 for non-MD PDF, and ii) \$65,000 for MD-PDF.

Research Fellowship	Stipend (CAD\$)
Applicants with MD, licensed in Canada	\$55,000
Applicants with MD, not licensed in Canada	\$45,000
Applicants holding a PhD	\$45,000

8. The annual stipend for a Studentship award is based on a 50:50 match formula between the CRRN, and the trainee's supervisor. The matching funding can include funding from the supervisor, the host institution, a research partner and/or another award. The Studentship award is valued at \$21,000 per year for a maximum of one (1) year in which the CRRN will contribute \$10,500 (50%) and the applicant's supervisor, host institution, a partner agency and/or another award is required

to contribute the remaining funding \$10,500 (50%) for the length of the award. In the case where a CRRN awardee holds another external award that exceeds the 50% match, CRRN will “top-up” the award to a maximum of \$30,000 for PhD students. The Studentship award is prioritized for PhD students in their first 3 years of a PhD program, thus candidates are only eligible to apply for the Studentship award in the first 3 years of their doctoral studies.

9. Funds from the CRRN are a salary or living stipend and are not to be used to pay for benefits.
10. Typically awards start on September 1 of the year of the award and end on August 31 of the next year. Awards must start no later than December 1 of the year of the award.

### Review Process

1. Applications will be received at the CRRN and screened by administrative personnel for completion. The Review Committee will review all applications and supporting materials.
2. The Review Committee will meet between June and July to make funding recommendations. Funding announcements are made in August.
3. A letter of notification including rationale for the decision regarding funding is sent to all applicants via email.

### Financial Administration

1. Awards are for twelve (12) calendar months from the date stated in the letter of offer or as otherwise agreed.
2. Funds will be disbursed by the CRRN in September 2021 (or as otherwise agreed) if the award is accepted.
3. The Financial Officer in your University who deals with such funds will administer the award. Please include the name and address of the Financial Officer responsible for administering the award in your application.
4. In the event of termination of research training and/or graduate study during the award period, you must immediately notify the CRRN in writing. Unspent funds in the award account must be refunded to the CRRN. The recipient must contact the University Financial Officer and request that the funds be reimbursed.

### Completion of Award

The CRRN requires a final report at the end of the funding period. A final report template will be provided. The report should include a description of contributions to respiratory health and your future commitment to the field. The awardee will also need to provide a brief summary of any course work or study carried out that relates to respiratory health, detailing results and implications. A list of relevant publications and presentations should be appended. The Financial Officer administering the award must submit a financial report upon completion of the award.