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## Important Information for the 2009 Competition

### Eligibility Criteria

MSFHR will ensure that applicants' eligibility will not be affected by the 2008 postponement of competitions. Applicants who would have been eligible for a Fall 2008 competition (November 15, 2008), will remain eligible for the 2009 competition.

### MSFHR-CIHR Recognition Prize for Research on Aging

One prize each will be awarded to the highest ranked individual doing research on aging in the Masters, Doctorate, and Fellowship award categories in the 2009 competition. The values of the prizes are: \$750; \$1,000 and \$2,500 respectively.

## Guidelines

### Introduction to the MSFHR-FRSQ Post Doctoral Exchange

MSFHR has partnered with Fonds de la recherche en santé du Québec (FRSQ) to offer an exchange program for researchers training at the postdoctoral level. The two organizations will jointly fund a limited number of awards enabling BC researchers to pursue postdoctoral training in Québec, and supporting Québec researchers to do the same in BC. By encouraging young researchers to take advantage of scientific expertise in other provinces to support their research training, collaborative bridges will be built which will lead to long-term bilateral joint research.

### Eligibility to Apply: General Conditions

To meet general eligibility requirements, the applicant:

- can only apply to one award category per competition
- can only apply to one MSFHR personnel award program at a time
- can only apply a maximum of two times to an award category (Junior Graduate Studentship, Senior Graduate Studentship, Post Doctoral Fellowship) regardless of the theme
- must apply for at least one year of support
- must commit at least 75% of their time to research training; this commitment does not include holding a full-time paid research position
- is in a training program that includes actual involvement in research and not solely taking courses in research methods. Students enrolled in programs oriented primarily toward health professional specialty training are normally not eligible for these awards

## Health Research Themes

MSFHR classifies health research according to four themes. Applicants are expected to specify one of the four themes which, in their opinion, best describes their research. Only applications that fall into one of the four health research themes will be considered. A clear link to human health research must be evident from the research proposal. MSFHR reserves the right to make the final allocation. The four themes are:

### **Biomedical Research**

Research with the goal of understanding normal and abnormal human functioning, at the molecular, cellular, organ system and whole body levels, including development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

### **Clinical Research**

Research with the goal of improving the diagnosis, and treatment (including rehabilitation and palliation), of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

### **Health Services Research**

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviors affect access to health care, the quality and cost of health care, and ultimately our health and well-being.

### **Population Health Research**

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine health status.

## Award Category Eligibility Requirements

The MSFHR-FRSQ Post Doctoral Exchange is open to researchers who would like to pursue their postdoctoral health research training in Québec. To meet eligibility requirements of this award category, at the time of application, the applicant:

- is a Canadian citizen or permanent resident who has resided in British Columbia for a minimum of 12 months.
- has a doctoral degree for 42 months or less as of competition deadline (July 2, 2009), or an M.D., D.D.S., D.V.M. or D.Pharm for 8 years or less as of the competition deadline.
- must pursue full-time postdoctoral training in health research in Québec
- has chosen a Québec supervisor(s).

At the time of award, the applicant:

- must provide proof of degree completion if the degree was not complete at the time of application

MSFHR will not:

- fund PDF trainees who hold a PhD beyond five years of their degree completion
- fund PDF trainees who hold a MD, D.D..S, D.V.M. beyond ten years of the degree completion

## **Interruptions and Delays**

Applicants exceeding the eligibility time limits due to an interruption or delay may apply if they would have been eligible without the interruption. The applicant must clearly explain the nature of the particular interruption and provide the interruption start and end dates.

## **Award Amounts and Duration**

The award is collectively paid by the FRSQ and the Michael Smith Foundation for Health Research (MSFHR).

- Maximum funding duration is three years
- Awards must start within 12 months of the date of offer
- Annual stipend is \$ 50,000 per annum
- Each partner will mail a cheque, payable to the Award Recipient, for their portion of the award (50%) in four quarterly installments to the Award Recipient's Research Location
- MSFHR will fully reimburse the awardees for the cost of one return trip between British Columbia and Québec in economy class upon receipt of supporting documentation

## **Funding from Other Sources**

Holding concurrent grants for the same project or awards of equivalent value from other public granting organizations or foundations recognized by the Agencies is not permitted.

## **Authorized Paid Work**

Award Recipients are expected to spend 75% of their time in research training. They may, with the approval of their supervisor(s), earn additional amounts from other sources by engaging in work outside of their research activities. For example, they may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. This work must not exceed 250 hours per six month period and cannot interfere with their research training progress.

An award recipient cannot hold any full-time paid position while holding an MSFHR award.

## **Post Award Presentation**

Award Recipients will be asked to make a presentation on their experience with the MSFHR-FRSQ Post Doctoral Exchange.

## **Supervisor(s)**

An applicant can have up to two supervisors. The Primary Supervisor must be an investigator holding an academic appointment in a Québec academic organization. However, the Co-Supervisor can be an Adjunct Professor or equivalent.

Supervisor(s):

- must have a productive health-oriented research record and sufficient resources to ensure the satisfactory conduct of the research
- need to complete a Supervisor Form and Common CV - MSFHR Full Version

## **B.C. Based Mentor**

In addition to supervisor(s), applicants must identify a B.C. based mentor who is experienced in the area of research and who can assist the applicant with bridging the B.C. and Québec research experiences.

## **Before You Start**

### **Review the Sample Forms**

These sample forms provide a preview of the information the review panel will see.

[Sample Trainee Letter of Intent](#) (PDF)

[Sample Trainee Full Application](#) (PDF)

[Sample Supervisor Form](#) (PDF)

### **Contact Referees and Academic Institutions**

Review the reference letters and transcript requirements in the 'Confirmation of References and Transcripts' section. Ensure that you contact potential referees and academic institutions well in advance of the July 2, 2009 full application deadline.

### **Communicate with your Supervisor(s)**

Review the deadline dates and submission process with your supervisor(s).

### **Create an MSFHR ApplyNet Account**

All applicants and supervisors must have an MSFHR ApplyNet account. If you are new to the system you will need to create an account. To set up your account, log on to MSFHR ApplyNet (<http://applynet.msfhr.org/pls/applynet/startup>). Accounts for previous users of MSFHR

ApplyNet are still active. If you encounter any problems setting up or accessing your MSFHR ApplyNet account, please contact the MSFHR Help Desk.

## Complete and Submit the Common CV – MSFHR Abbreviated Version

Applicants must submit the Common CV (CCV) - MSFHR Abbreviated Version. Supervisor(s) must submit the CVV - MSFHR Full Version. The CCV is submitted electronically through the CCV website and links to your application in MSFHR ApplyNet. For more information, please see the [MSFHR ApplyNet Tutorial](#) (PDF).

## Submission Process

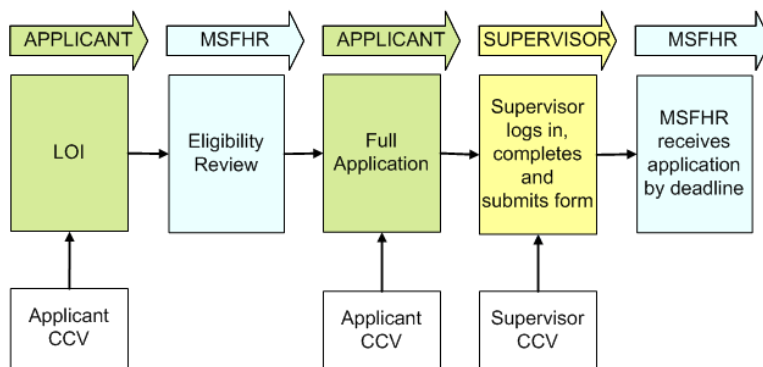
### Letter of Intent (LOI) submission process:

1. Complete and submit your CCV - MSFHR Abbreviated Version.
2. Complete and submit your LOI.
3. The LOI and CCV must be submitted by **4:30 pm Pacific Time on June 1, 2009**.
4. Changes cannot be made to the LOI after submission.
5. Updated CCVs can be resubmitted at the full application stage.

### Full Application submission process:

1. Review your Full Application with your Supervisor(s).
2. Inform your Supervisor(s) that they must complete their Supervisor Form.
3. If applicable, resubmit an updated version of your CCV to MSFHR ApplyNet (see the MSFHR ApplyNet Tutorial for step-by-step instructions).
4. Submit your Full Application; changes cannot be made after submission.
5. Inform your Supervisor(s) that they must submit their Supervisor Form by **4:30 pm Pacific Time on July 2, 2009**.

### Overview of the entire submission process:



## Instructions for the Letter of Intent (LOI)

The following information explains the individual sections and screens in the LOI web form.

### Research Award Category and Theme

The purpose of this section is to determine which award category and theme you are applying to. For category and theme definitions please revisit the appropriate sections above.

### Identification

In this section, select your:

- **Academic Affiliation**  
Choose the Quebec academic affiliation where you will be offered a temporary research appointment by the department or academic unit to conduct your post doctoral research and training.
- **Research Location**  
Choose the organization where you will complete the majority of your research-related activities. MSFHR and FRSQ will mail your award payment cheques to this location.

### Research Supervisor and Co-Supervisor

The purpose of this section is to identify your supervisor(s). Enter the name of your supervisor(s) and their academic affiliation.

- An applicant can have up to two supervisors
- The Primary Supervisor must be an investigator holding an academic appointment in a Québec academic organization; however the Co-Supervisor can be an Adjunct Professor or equivalent
- Supervisors must have a productive health-oriented research record and sufficient resources to ensure the satisfactory conduct of the research
- Supervisor(s) must have an MSFHR ApplyNet account. If they are new to the system, they will need to create a new account by visiting MSFHR ApplyNet
- Supervisor(s) need to complete a Supervisor Form and CCV - MSFHR Full Version

### Research Project Title

Specify the title of your Research Project.

### Research Summary

Describe key elements of the project that will justify your choice of research theme and guide the selection of review panel members. This should be written for a multi-disciplinary group of reviewers.

## Career Interruptions

Applicants must note any career interruptions. Specify the start and end date of each interruption and explain the circumstances that delayed your research training activities.

## Checklist for the LOI Stage

- Applicant Letter of Intent Form
- Applicant Common CV (CCV) - MSFHR Abbreviated Version
- Applicant Common CV Attachment

## Submission

**Your LOI and CCV - MSFHR Abbreviated Version must be submitted to MSFHR no later than 4:30 pm Pacific Time on June 1, 2009. No changes can be made to your LOI once it has been submitted.**

## Eligibility Notification

Upon submission of your LOI, the Trainee Program staff will determine your eligibility and inform you of your application status via email within five business days. After your LOI is approved you can proceed to the Full Application stage.

## Instructions for the Full Application

Upon approval of your LOI, you can access and complete your Full Application web form. For instructions on how to launch your Full Application form, please see the MSFHR ApplyNet Tutorial.

At this stage your CCV can be updated. If you make changes in your CCV, please ensure you re-submit your CCV – MSFHR Abbreviated Version through the CCV website before you submit your Full Application.

**It is recommended that applicants submit their Full Application and CCV at least one week prior to the July 2, 2009 full application deadline date to allow time for the Supervisor(s) to complete their form.**

The following information explains the individual sections and screens in the Full Application web form.

## **Validate your File Number**

To confirm that you have been approved to proceed to the Full Application stage, enter and validate your LOI file number. This is now your application file number. Some information from your LOI will pre-populate your Full Application form.

## **Research Award Category and Theme**

Your award category has been approved by MSFHR and it cannot be changed by the applicant. If a change is required, email the Research Trainee Program.

If you wish to make a change to the research theme you may do so. MSFHR reserves the right to the final allocation of your research theme.

## **Period of Support Requested**

Indicate the proposed award start date and period of support.

- MSFHR-FRSQ Post Doctoral Exchange Program – three years maximum, awards must start within 12 months from the date of offer.

## **Identification**

### **Academic Affiliation**

Select your Academic Affiliation from the list.

### **Research Location**

The organization where you will complete the majority of your research-related activities.

### **Health Professional**

It is mandatory to indicate whether or not you are a Health Professional.

## **Research Supervisor and Co-Supervisor**

Enter the MSFHR System Account Email address of your Supervisor(s) and click the validate button; this will link your application to your Supervisor's form and enable them to:

- see your application while it is in progress (in read-only format)
- access and complete the Supervisor form in their MSFHR ApplyNet Portfolio

## **Career Interruptions**

Applicants must note any career interruptions. Specify the start and end dates of each interruption and explain the circumstances that delayed your research training activities. If previously entered, the information in this section will be pre-populated from your LOI. This field can be updated by the applicant.

## Research Project Title

This section has been pre-populated from your LOI and can be updated by you.

## Lay Summary of Research Project

This section should be written in a clear, non-technical language suitable for a lay audience. This summary should indicate how your research, ultimately, can improve health and/or health delivery systems.

## Research Project (PDF Attachment Required)

Include the following in your research project description:

- research questions
- specific hypothesis
- objectives
- methodologies
- your role on the project
- references

Your Research Project proposal should be a maximum of 3 pages, plus 1 page for references and must be attached as a PDF document. For details on what reviewers look for in a research proposal/program of research, please see the [Evaluation Process](#).

## Training Environment

Justify your choice of research location in terms of:

- the facilities
- equipment
- personnel support
- project funding source
- researcher interaction

## Other Activities

If applicable, describe other activities and the percentage of time involved (per week/month/year). Examples:

- Teaching
- Supervision
- Seminars
- Clinical activities

## Research Contributions

Identify a maximum of five contributions that best highlight your most significant contributions to research. Define the impact and relevance of each.

## Activities and Contributions

Activities and contributions as defined in this section should include both academic and non-academic achievements, and their impacts. If applicable, enter detailed information concerning your supervisory experience here.

## Training Expectations

Indicate the training you will be involved in while undertaking this research project, as well as the start and end dates of the training.

### MSFHR-FRSQ Post Doctoral Exchange Applicants:

- provide an overview of how your previous research training relates to your present position and elaborate on your career goals
- describe how the training you expect to acquire will contribute to your future research achievements and productivity and how the award will enable you to establish yourself as an independent Investigator
- provide justification if you are planning to hold this award in the same laboratory or with the same supervisor associated with your graduate training
- identify a B.C. based mentor

## Confirmation of References and Transcripts

### References

In this section of the Full Application, provide a list of all reference letters that will be sent directly to MSFHR on or before the Full Application deadline, **4:30 pm Pacific Time on July 2, 2009**. Each letter must be received in a sealed envelope and signed across the seal by the referee and sent directly to the MSFHR office at 200-1285 West Broadway, Vancouver BC, V6H 3X8, Attention: Research Trainee Program.

All applicants are required to submit two letters of reference, one of which must be from your PhD supervisor (if applicable). The Primary and/or Co-Supervisor of the current application **cannot** be one of the two referees.

MSFHR does not provide a standard form for these reference letters.

Reference letters:

- should describe the applicant's personal characteristics (motivation, intellectual capacity, maturity, etc) and academic strengths
- should provide specific details about the applicant's recognized or potential research expertise, competence and abilities

## Transcripts

Applicants to the MSFHR-FRSQ Post Doctoral Exchange must submit a photocopy of their doctorate certificate instead of transcripts. If the certificate requires translation into English, it must be certified. Please mail it directly to the MSFHR office at 200-1285 West Broadway, Vancouver BC, V6H 3X8, Attention: Research Trainee Program on or before the Full Application deadline, **4:30 pm Pacific Time on July 2, 2009.**

## Checklist for the Full Application Stage

- Review your application for grantsmanship ([http://www.utoronto.ca/cip/sa\\_ArtGt.pdf](http://www.utoronto.ca/cip/sa_ArtGt.pdf))
- Ensure that you have re-submitted your updated CCV – MSFHR Abbreviated Version through the CCV website
- Ensure that the appropriate PDF document is attached for your Research Proposal
- Review your application with your supervisor before you submit your Full Application. No changes can be made after submission.
- Submit your Full Application Form
- Ensure that your two Reference Letters have been sent to MSFHR
- Ensure that a copy of your doctoral certificate has been sent to MSFHR

**Incomplete Full Application packages will not be reviewed.**

## Applicant Updates

MSFHR will accept the following updates that have occurred since the competition Full Application deadline date:

- new awards
- accepted publications that were listed in the original application. Confirmation from the publishing company must be attached.

Please email or fax all the relevant information, including confirmation notices, to the Trainee Program by **August 15, 2009.**

## Contact Us

If you require further assistance, please contact the following:

### Technical Inquiries

For technical inquiries and help with MSFHR ApplyNet online application forms, please contact the MSFHR Help Desk:

Email: [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org)

Local phone: 604.714.6609

Toll-free phone: 1.866.673.4722 (ask for the MSFHR Help Desk)

### Research Trainee Program Inquiries

For inquiries and information about the Research Trainee guidelines and instructions, please contact the Research Trainee Program:

Email: [traineeprogram@msfhr.org](mailto:traineeprogram@msfhr.org)

Tanya Michel, Program Coordinator, Research Trainee Program, 604.714.2781

Valerie To, Program Coordinator, Personnel Programs, 604.714.2783