



MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

Discover. Connect. Engage.

2019 SCHOLAR COMPETITION



FULL APPLICATION UPLOADS INSTRUCTIONS

DEADLINES:

LETTER OF INTENT: **NOVEMBER 29, 2018, 4:30 P.M. PT**

FULL APPLICATION: **JANUARY 31, 2019, 4:30 P.M. PT**

Uploads

Instructions

Note: Before proceeding, please refer to the [Scholar Uploads Document](#) for more information about the upload types.

Page Format

- Use font size 11 point, Calibri (or equivalent other), single spaced, on one side of a letter-sized (21.25 x 27.5cm) / 8.5 x 11 inch) page with 1 inch margins.
- All print must be black, of letter quality and legible.

Applications that **DO NOT FOLLOW** the page format may not be eligible for review, or may be marked down by reviewers.

You are able to upload seven different PDF files on this page. Please upload the documents in the order provided below to allow reviewers to access your application package in the correct sequence.

- Common CV (MSFHR Full Version)
- Pubs, Patents & Intellectual Property Rights
- Program of Research
- Appendices
- Letter(s) of Collaboration (if applicable)
- Consent Forms & Questionnaires (if applicable)
- Part 1 of Mitacs Accelerate application (if applicable)

In order to upload your PDF file:

- In the **Uploads** section, select the applicable **Type** from the drop-down menu
- Click the **Add files**
- Find the document from your computer
- Click **Open**, then click **Start**
- Status should display "Successfully validated and converted file", if not kindly refresh the page (F5)
- Repeat the process until all the required documents have been uploaded.
- When done click **Continue**

Upload Checklist

Upload Type	Required	Template	File Types Allowed	Max Uploads	Max File Size	Max Pages	Max Words
MSFHR Full CV	Yes		.pdf	No Limit	16 MB	No Limit	No Limit
Pubs, Patents & Intellectual Rights	Yes		.pdf	No Limit	16 MB	No Limit	No Limit
Program of Research	Yes		.pdf	No Limit	16 MB	10	No Limit
Appendices	Yes		.pdf	No Limit	16 MB	10	No Limit
Letters of Collaboration	No		.pdf	No Limit	16 MB	No Limit	No Limit
Consent Forms, Surveys & Questionnaires	No		.pdf	No Limit	16 MB	No Limit	No Limit
Mitacs Accelerate Application	No		.pdf	No Limit	16 MB	No Limit	No Limit

Page Format

All materials must be presented as follows:

- Use font size 11 point, Calibri (or equivalent other), single spaced, on one side of a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page with a 1" margin.
- All print must be black, of letter quality, and legible.

Upload .pdf versions of the following documents in the order provided below:

1. Canadian Common CV

- The applicant must complete the Common CV – MSFHR Full Version <https://ccv-cvc.ca>. The current MSFHR ApplyNet system is not linked with the Common CV system. To complete your requirement, please **Submit your CV**, provide your consent, confirm your submission, then go to the history tab and save a .pdf copy of the Common CV – MSFHR Full Version.
- In your MSFHR ApplyNet account, go to the **Uploads** section of your Full Application Form and upload the .pdf copy of the Common CV – MSFHR Full Version.



2. Publications and Patents & Intellectual Property Rights

Publications: Scholars should list all published and accepted publications throughout their career under the following suggested headings in a separate document. Categories may be added as needed. Combine the publication list into one single .pdf document, and upload to MSFHR ApplyNet. There is no page limit for your publication list.

- Publications relevant to the submitted program of research (enter PubMed ID if available)
- Published refereed articles (including e-journals)
- Accepted or in press refereed papers (attach acceptance letters)
- Submitted refereed papers
- Published books and monographs (as author or editor)
- Presentations as guest speaker (at conferences, presentations, workshops intended for non-academic audience)
- Abstracts – accepted or in-press and submitted (include name of journal, title of article, and date submitted)
- Research reports or reports produced for the government
- Articles in professional or cultural journals without review
- Research or technical reports

Directions:

- For each multi-authored publication relevant to this application, define your role in the publication and indicate your percent contribution to the team effort.
- Underline the names of trainees whose work you have supervised.
- Provide additional CV information that could not be captured in the Common CV (e.g. activities, contributions).

Patents and Intellectual Property Rights: This section should include details of patents and intellectual property rights for technology transfer, products, and services. Where appropriate, include information regarding the title, patents, or intellectual property rights number and date, country(ies) of issue, name of the inventors and assignee(s), as well as relevance of the stated item.

Note: In order to ensure fairness in the evaluation of applications, each reviewer must be guaranteed equal time to assess each complete application. As a result, updates to applications (e.g. notices of final acceptance of publications, notices of other funding requested or received, etc.) will not be accepted after the application has been submitted to MSFHR ApplyNet, even if the submission was prior to the competition deadline.



3. Program of Research

Five-year program of research (limit 10 pages)



The program of research is a stand-alone attachment in text only and limited to 10 pages for the description of **both** the single research project the applicant is currently working on or plans to apply for; and the overall research program comprised of a coordinated set of related projects to be undertaken during the five-year plan.

- What are the specific aims of the single research project and how does it fit within the five-year research plan?
- What are the main hypotheses? What experiments will you do? What research methodology will you use? What results may be expected?
- Are the conceptual or experimental framework, design, methods, and analyses adequately developed, well-integrated, well-reasoned, and appropriate to the overall aims of the program of research?
- What is your role? Specify your expertise and previous accomplishments that make you uniquely capable of doing the work described in the program of research.
- What KT activities are you embedding in your research and how will they facilitate appropriate uptake of research evidence?
- Demonstrate your awareness of other work that has already been done in the field. What will this new work add to the field of knowledge?
- What will be the effect of your studies on the concepts, methods, technologies, treatments, services, or preventive measures that drive this area of research?

KT related activities must be embedded within the program of research through, for example, partner user¹ engagement, research dissemination and/or research uptake activities.

¹ Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as equal members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches'. www.cihr-irsc.gc.ca/e/45321.html. Accessed June 30, 2015.



KT activities should be determined based on their appropriateness given the type of research, expected findings, and target audience. Scholar applicants are strongly encouraged to engage knowledge users throughout the research process, as appropriate. If this is not possible due to the nature of the program of research, please specify why.

Notes: Applicants may submit a program of research that is fully focused on KT science; these will be evaluated against set KT science evaluation criteria in addition to standard [evaluation criteria](#). KT science explores the theories, mechanisms, concepts, and/or methods by which evidence is used in healthcare practice and policy.

4. Appendices

Your appendices upload is limited to 10 pages. If you try to upload a document more than 10 pages, you will receive an error message.

Your appendices upload may include references, tables, charts, figures and photographs. Appendices are to be uploaded as a separate document. **Reviewers are not obliged to review your appendices.** If you have data that is important to your program of research, include it in your Program of Research and ensure it is clearly labeled.

5. Letter(s) of collaboration (if applicable) should describe:

- The role and time commitment of the collaborator(s)
- The relevance and significance of the support being provided
- The pertinent expertise of the collaborator

Combine all your letter(s) of collaboration into one .pdf document prior to uploading to MSFHR ApplyNet. **Note:** If a collaborator has provided a reference letter, he/she may not submit a letter of collaboration.

6. Consent forms and questionnaires (if applicable) must be combined into a single .pdf file before attaching to MSFHR ApplyNet.

7. Part 1 of Mitacs Accelerate application (if applicable)

If you are also applying for the Mitacs Accelerate Partnership, please save and upload a .pdf copy of your completed Mitacs Accelerate Proposal application (Part 1).



Contact Information

For questions regarding the application and submission process, please contact:

Andrew Biagtan

Research Competitions Coordinator

604.714.6002

careerprogram@msfhr.org

For more information about the MSFHR ApplyNet system or with help with login information, please contact:

MSFHR Help Desk

604.714.6609

helpdesk@msfhr.org

