



MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

BC's health research funding agency

2021 RESEARCH TRAINEE COMPETITION



GUIDELINES

DEADLINES:

LETTER OF INTENT: **FEBRUARY 8, 2021, 4:30 P.M. PT**

FULL APPLICATION: **MARCH 29, 2021, 4:30 P.M. PT**



Table of Contents

Help With Your Application	1
1. Introduction.....	1
2. Key Competition Dates.....	2
3. Award Amount and Duration	2
4. Eligibility Requirements.....	3
5. Supervisor(s).....	5
6. How to Apply.....	6
7. Knowledge Translation (KT).....	8
8. Partnerships.....	9
9. Review Process	9
10. Award Start Date and Deferral	11
11. Reporting Requirements	11
12. Applicant Updates	12
Appendix A – Incentive Funding	13
Appendix B – Frequently Asked Questions.....	14



Help With Your Application

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

Yuliya Shapova

Coordinator, Research Competitions

traineeprogram@msfhr.org

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

MSFHR Help Desk

helpdesk@msfhr.org

1. Introduction

The Michael Smith Foundation for Health Research (MSFHR), funded by the Province of British Columbia, is BC's health research funding agency. MSFHR helps develop, retain, and recruit the talented people whose research improves the health of British Columbians, addresses health system priorities, creates jobs, and adds to the knowledge economy. Learn more at www.msfhr.org.

Delivering for BC in a changing context

As BC's health research funding agency, we are committed to helping develop, support, and retain the province's research talent base. The COVID-19 pandemic has created rapid change and uncertainty within BC's health research community.

We reached out to stakeholders in BC's health research system to better understand current needs. We listened and it's clear that funding for postdoctoral fellows is critically important now, more than ever. In response, we're introducing changes to our program eligibility, application, and review process for the 2021 Research Trainee competition to account for the impact of the pandemic on research outputs and activities.

Purpose

The MSFHR Research Trainee program is designed to attract, recognize, and support outstanding early career researchers from across BC who have recently completed a PhD, or are a health professional eligible for a research fellowship (or equivalent) program. The Research Trainee award protects award recipients' time for health research activities during post-doctoral training by providing funding to support their stipend. These awards support health researchers in training to strengthen near and long-term health research capacity and contribute to the success of BC's health research system.



Objectives

MSFHR has a strategic commitment to develop health research talent and strengthen health research capacity across BC. The Research Trainee program helps develop talent and strengthens provincial health research capacity by investing in health researchers in the post-doctoral training phase of their research careers.

The specific objectives of the program are to:

- Identify and develop talented post-doctoral-level trainees in health research.
- Increase the research productivity of post-doctoral-level trainees, and by extension, their supervisors.
- Prepare post-doctoral-level trainees for successful careers in research, biotechnology, health policy, and other sectors.

2. Key Competition Dates

Action	Target Date
Competition launch	Early November 2020
LOI deadline for applicant	February 8, 2021, 4:30 p.m. PT
Full application deadline (applicant)	March 29, 2021, 4:30 p.m. PT
Full application deadline (host institution)	April 6, 2021, 4:30 p.m. PT
Anticipated notice of funding decision	July 2021
Anticipated start of funding	September 1, 2021

3. Award Amount and Duration

MSFHR is committed to developing the health research talent BC needs through investments in the Research Trainee program. Over the past three years, MSFHR has awarded an average of 37 new Research Trainee awards in each competition, for an average success rate of 26 per cent. These figures include partnered awards. Additional funds contributed by partners (see Section 8) may increase the number of awards MSFHR is able to offer in a given competition.

The Trainee award consists of a stipend valued at \$45,000 per annum and a research and travel allowance valued at \$4,500 per annum for up to **three years**. Applicants must apply for at least **one year of support**. MSFHR Research Trainee stipend amounts are inclusive of benefits, i.e., host



BC's health research funding agency

institutions¹ may use the award stipend to pay benefits to the award holders, according to their respective payroll policies. Information about eligible expenses and stipend set up and payment is provided to successful applicants.

Research Trainees who hold external stipend awards at the time of application or at the award start date, or who apply and receive such an award during the period that they hold an MSFHR Research Trainee award, are eligible to receive incentive funding. See [Appendix A](#) for details on incentive funding.

MSFHR's financial contributions beyond year one of the awards are subject to future funding of the Foundation by the provincial government and the annual budgetary approval by the Foundation's Board of Directors.

Additional Paid Work

All award recipients, with the approval of their supervisor(s), may 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 an independent researcher. This work cannot interfere with their research training progress

4. Eligibility Requirements

At the time of the award start date of **September 1, 2021**, the applicant must:

- Have a PhD OR be a health professional in active clinical service (i.e., have a license to practice).
- Hold or be eligible to hold a post-doctoral fellowship position, or equivalent, by the award start date, and for the duration of the MSFHR award, at an [eligible BC host institution](#) that holds a memorandum of understanding with MSFHR. Research Associates are not eligible to apply.
- Be within **six** years from their PhD degree completion **OR 11** years from their health professional degree completion as of the start date of the award, **September 1, 2021**. Note: MSFHR has adjusted this eligibility requirement for the 2021 Research Trainee competition in recognition of the impact of the COVID-19 pandemic.
 - Justified post-degree career interruptions (e.g., parental leave for birth or adoption, medical leave, residency training, clinical licensing, etc.) are deducted from the calculation.

¹ The host institution is typically the institution that provides the majority of resources to support the program of research (e.g. infrastructure, human resources, administration, etc.). The host institution will be responsible for administering the award funds via the recipient's supervisor.



BC's health research funding agency

- Have a written commitment from a supervisor protecting:
 - A minimum of 75 per cent time of the PhD applicant's time for research training. This represents no less than 30 hours per week, OR
 - A minimum of 50 per cent of a health professional applicant's time (those in active clinical service) to health research activities. This represents no less than **20 hours** per week.
- Be a Canadian citizen, permanent resident or foreign national.² Foreign nationals must be sponsored by a BC supervisor who holds an academic appointment at a BC university.
- Not have previously held an MSFHR post-doctoral fellowship award.
- Conduct research in one of the four health research themes³ as defined by the Canadian Institutes of Health Research: biomedical, clinical, health services, or population health. A clear link to human health must be made in the research project.

Applicants who are within six years from their PhD degree completion or eleven years from their health professional degree completion (excluding any post-degree career interruptions) may apply to between 12 and 36 months of support.

Example:

- Date of PhD degree completion: October 24, 2016
- The applicant had a 6-month long post-degree interruption (parental leave) between September 14, 2017 and February 13, 2018.
- Number of **full calendar months** between the date of degree completion (October 24, 2016) and the award start date (September 1, 2021) = 58
- Deducting the career interruption: 51 months (since degree completion) - 6 months (career interruption) = 45 months
- The applicant is within the eligibility window (72 months) and is eligible to apply for between 12 and 36 months of support at \$49,500/annum (stipend + research and travel allowance).

² A foreign national is a person who is not a citizen or permanent resident of Canada, but is legally allowed to study or work in Canada.

³ MSFHR has adopted the description of the [four themes of CIHR funded health research](#), but with modified titles for themes 3 and 4, with MSFHR referring to these as health services and population health, respectively.



5. Supervisor(s)

An applicant can have up to two supervisors. The primary supervisor must be an established researcher who holds an academic appointment (at an academic rank of assistant professor or higher) with a BC university. The co-supervisor must also hold an academic appointment with a BC university. However, the co-supervisor can be an adjunct professor or equivalent.

Supervisor(s):

- Can support up to a maximum of **four** fully-funded MSFHR trainees at any one time.
- Must have a productive health-oriented research record and sufficient resources to ensure the satisfactory conduct of the applicant's research.
- Must provide commitment of:
 - Minimum of 75 per cent of the applicant's time for health research activities. This represents no less than 30 hours per week, **OR**
 - Minimum of 50 per cent of a health professional applicant's time for health research activities. This represents no less than 20 hours per week.

The **primary supervisor** agrees to:

- Supervise the applicant's research and to provide the resources that are necessary for the successful completion of the research project including any KT activities, as appropriate.
- Administer the research and travel allowance of the award recipient.
- Respect the obligations described in the MSFHR Research Trainee competition guidelines and Conditions of Award, as well as those of the host institution as they relate to the supervision of post-doctoral fellows.
- Ensure the award recipient:
 - Respects and abides by the obligations described in the Research Trainee competition guidelines, Conditions of Award, and the host institution's policies and procedures.
 - Uses the MSFHR award funds only for the purposes intended.
 - Informs MSFHR and the host institution immediately of any substantive changes such as the fellow's eligibility status, change of host institution, etc.
 - Meets all reporting requirements of MSFHR in a timely fashion.
 - Complies with the ethical and research policies outlined by the host institution and the [Tri-Agency Framework: Responsible Conduct of Research](#). This includes, but is not limited to:



BC's health research funding agency

- i. Tri-Council Policy Statement: [Ethical Conduct for Research Involving Humans \(2018\)](#)
- ii. [TCPS 2 – Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) if the research project involves Indigenous peoples, including the First Nations principles of [OCAP®: ownership, control, access and possession](#)
- iii. [Canadian Council on Animal Care Policies and Guidelines](#)
- iv. [Canadian Environmental Assessment Act](#)
- v. [Canadian Biosafety Standards and Guidelines](#)

The co-supervisor agrees to all of the above and only provides academic support when the primary supervisor is unavailable (e.g., sabbatical leave, extended sick leave, etc.); they cannot provide full guidance on a permanent basis unless an official change in supervisor is submitted and accepted.

6. How to Apply

The application process for the MSFHR Research Trainee competition is composed of two mandatory stages: A Letter of Intent (LOI) stage where applicants are screened for eligibility by MSFHR Research Competitions staff and a Full Application stage. Applicants with eligible LOIs are invited to submit a full application. In recognition of the impact the COVID-19 pandemic has had on many researchers, applicants will have the option to complete a **COVID-19 impact statement** as part of the application process.

1. Letter of Intent (LOI)

- **Deadline date: February 8, 2021, 4:30 p.m. PT**
- Consists of:
 - The short LOI form in MSFHR ApplyNet

2. Full application

- **Deadline date: March 29, 2021, 4:30 p.m. PT**
- Consists of:
 - Research project and appendices⁴
 - Canadian Common CV – MSFHR Abbreviated Version (includes information for entire career)
 - List of Publications, Patents & Intellectual Property Rights
 - Supervisor (and Co-Supervisor, if applicable) Approval Form (submitted by supervisor(s) through MSFHR ApplyNet)
 - Two letters of reference from:

⁴ References, charts, figures, tables, and photographs only.



- PhD supervisor, or for health professionals, an individual who can provide the information required in the reference letter (**Note:** If the PhD supervisor is the primary or co-supervisor for the current application, they cannot be one of the referees) **AND**
 - A mentor or collaborator, either from within or outside your host institution.
- Doctoral degree certificate or health professional degree certificate⁵

To complete your application, create an [MSFHR ApplyNet](#) account and follow the instructions as stated in the MSFHR ApplyNet online application. Ensure that applications are complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered.

Submission Requirements

- All steps of the application must be submitted using MSFHR ApplyNet, the Foundation's online application submission system.
- All documents uploaded onto MSFHR ApplyNet must be in .pdf format. The documents must NOT be encrypted. No other formats will be accepted.
- It is the applicant's responsibility to review the .pdf copy of the application prior to submission to ensure that all data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.
- As an applicant, you will be able to access a .pdf copy of the full application to review the information you have entered.

MSFHR reserves the right to declare applications ineligible based on the established criteria.

Note: All users (applicants, supervisors, referees) using [MSFHR ApplyNet](#) for the first time must register and create a system account.

⁵ Successful applicants must provide proof of degree completion by the award start date of September 1, 2021, if not complete at the time of application. Health professional applicants must provide proof of active engagement in clinical service. If proof of degree completion or active engagement in clinical service is not provided by the award start date, the award offer will be withdrawn.



7. Knowledge Translation (KT)

MSFHR requires all applicants to include knowledge translation (KT) activities in their research project. KT is the broad range of activities meant to improve the use of health research evidence in practice, policy, and further research. They provide the pathway to the impact of your research.

KT-related activities must be embedded within the research proposal through, for example, research user⁶ engagement, research dissemination, and/or research uptake activities. KT activities should be determined based on their appropriateness given the type of research, expected findings, and target audience. Applicants are strongly encouraged to engage research users throughout the research process.

KT Resources

For examples of KT activities and resources to explore as you consider what KT activities make sense – and are doable – within the context of your research project/program, read MSFHR's [Knowledge Translation by Research Theme](#) guide.

If you would like to assess your KT skills, learn more about KT competencies and find resources on incorporating KT into your application, please see [KT Pathways](#). For additional resources on KT in health research, please visit the [MSFHR KT page](#) or contact the MSFHR KT unit at KT@msfhr.org.

KT Science

Applicants may submit a research project that is fully focused on KT science. While the practice of KT covers activities to encourage and enable evidence use, for example synthesis, dissemination, exchange and implementation of evidence; KT science is the study of those activities, including implementation science. KT science explores the theories, mechanisms, concepts, and/or methods by which evidence is used in health care practice and policy.

KT Science applications will be evaluated against set KT science evaluation criteria in addition to standard Scholar award evaluation criteria.

⁶ 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 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 September, 2019].



8. Partnerships

MSFHR partners with other funders to build capacity and fill strategic gaps in health research in BC. By partnering on competitions, MSFHR and our partners are able to increase the total number of Research Trainee awards funded. Partnered awards have the added benefit of offering researchers the opportunity to develop relationships with partners and their community of stakeholders. Details regarding potential partners will be available on our [website](#) and in [MSFHR ApplyNet](#), MSFHR's online application portal, in the coming weeks.

There are two ways for applicants to be considered for partnered awards:

- Applicants interested in being considered for partnered awards are encouraged to indicate this preference in MSFHR ApplyNet when completing their full application. Please indicate the partner(s) of interest and how your research aligns with their funding priorities.
- MSFHR uses keywords provided by partners to identify applications that may be relevant to and align with partners' areas of interest. Applicants are encouraged to review the list of partner keywords that will be available on our [website](#) and in [MSFHR ApplyNet](#), and ensure that their scientific summary within the application captures at least one of the keywords.

Applications that fulfill the funding criteria for both MSFHR and a partner organization are eligible for a partnered Research Trainee award. However, only those applications that receive an MSFHR peer review rating of **3.8 or above** will be considered. Funding decisions on partnered awards are based on existing MSFHR policies, confirmed partnership support, and available funding. Financial contributions from MSFHR and its partners are subject to availability of funds and the annual budgetary approvals by both the MSFHR Board of Directors and the partnership organization beyond year one of the award.

9. Review Process

Letters of Intent (LOIs) for this program are not adjudicated, but are screened for eligibility by MSFHR Research Competitions staff. Applicants with eligible LOIs are invited to submit a full application. Eligible full applications will undergo review by an external panel for funding recommendations.

In recognition of the impact the COVID-19 pandemic has had on many researchers, applicants will have the option to complete a **COVID-19 impact statement** as part of the application process. MSFHR will also provide peer reviewers with additional guidance on how to take COVID-19 impacts into consideration as part of the review process.

Applications will be evaluated via a process that incorporates six principles of peer review: **integrity, accountability, transparency, balance, confidentiality, and impartiality**. For further details, please see this [overview of MSFHR's peer review process](#).



BC's health research funding agency

The information presented in the **Evaluation Criteria** and **Rating Scale** sections below are used for the review process. All applications are assessed against a defined set of criteria in three categories: 1) track record, 2) research project, and 3) environment and support. To be **considered** for funding, the application must receive a minimum score of **3.8**.

MSFHR recognizes each BC region brings strengths to the provincial health research system and that there is variation in the infrastructure, resources, and supports available to health researchers at different institutions. MSFHR's commitment to rigorous peer review includes ensuring applications from across BC are reviewed fairly and equitably.

Evaluation Criteria

Applications are assessed against the criteria and weightings below. A full description of the evaluation criteria will be posted on our website. **It is highly recommended that applicants refer to the evaluation criteria when completing their applications.**

Criterion	Weighting	
	PhD	HP ⁷
Track Record	45%	40%
Research Project	35%	40%
Environment and Support	20%	20%

Rating Scale

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	May be funded (min. score of 3.8)
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Fair	3.0 – 3.4	Not fundable
Less than adequate	0 – 2.9	

⁷ Eligible health professional (HP) as described in **Section 5**. Recognizing that HP applicants typically have different training experiences than their PhD counterparts, which can affect the content of their track record as it pertains specifically to research, weightings have been adjusted accordingly, and will be reflected in the review and scoring of HP applications.



Funding Decision

Following peer review, the highest-rated applications are identified in each applicant pool. Applicants are notified of the outcome of the peer review process after the review panel meetings and the subsequent approval of the results. There is no appeal process.

Applicants receive notification of the funding decisions as well as the reviewers' comments. A list of successful applicants is published on MSFHR's website.

10. Award Start Date and Deferral

Unless otherwise indicated, funding for Research Trainee awards begin September 1, 2021. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package.

The start may be deferred up to a maximum of 12 months; if a deferral is required, award recipients must contact MSFHR with the deferral request and obtain approval. The start date must be on the first day of any month and be no later than September 1, 2022. Deferred start dates, once confirmed by MSFHR, cannot be revised.

11. Reporting Requirements

Research Trainee award recipients are required to complete annual progress reports. MSFHR will provide reporting information for these purposes in advance. The information gathered in progress reports is used for administration, evaluation, government reporting, and communication purposes, and to help improve MSFHR's award programs.

In addition to annual reporting requirements, Research Trainee award recipients must submit a final report in the last year of their award and a final financial statement within **three months** following completion of the award. Any unexpended funds must be returned to MSFHR. MSFHR will provide reporting information for these purposes in advance of the award end date.

MSFHR reserves the right to contact award recipients after the award end date to determine the short and middle-term outcomes and/or impacts of the Research Trainee award.

Additionally, to inform evaluation and continued improvement of our award programs, award recipients will be invited to provide feedback to MSFHR staff to determine areas of improvement for this funding opportunity.



12. Applicant Updates

If an applicant's project and/or research environment changes significantly after the application has been submitted, the applicant must notify MSFHR immediately. MSFHR will accept updates regarding **new awards** received since the full application deadline (March 29, 2021).

MSFHR will contact all applicants to provide any updates on new awards.



Appendix A – Incentive Funding

Research Trainees who hold external stipend awards at the time of application or at the award start date, or who apply and receive such an award during the period that they hold an MSFHR Research Trainee award, are eligible to receive incentive funding. MSFHR considers a stipend award to be external if the award meets **all four** conditions below:

1. Is external to BC
2. Is granted through an open competition
3. Is peer-reviewed
4. Has a total value⁸ of 50 per cent or more of the value of the MSFHR Research Trainee award

The incentive funding is available for the duration of the MSFHR Research Trainee award, or to the end of the external stipend award, whichever comes first. External research and travel awards without a stipend component are not eligible for incentive adjustments.

Award recipients who receive incentive funding are still required to complete the reporting requirements stated in Section 11.

Incentive Funding Scenarios

Incentive funding is applied when:

- the external award totals **less** than the MSFHR Research Trainee award and is used to raise the combined salary award amount to equal the Research Trainee award, **OR**
- the external award totals **more** than the MSFHR Trainee award and is used to provide an additional amount (\$7,000) on top of the external award.

MSFHR stipend award	External stipend award received by award recipient	Effect on MSFHR stipend award
\$45,000	\$22,500 or greater, but less than \$45,000	MSFHR award reduced to the amount that, when added to the external stipend award, will equal \$45,000 per year, plus receives MSFHR incentive award of \$7,000
\$45,000	Greater than or equal to \$45,000	MSFHR stipend award reduced to \$0 Receives MSFHR incentive award of \$7,000 per year

⁸ Inclusive of match funding from other funding sources, if applicable. Total award value applies to the portion used for salary/stipend, i.e., it is not inclusive of other components above and beyond, such as research and/or travel allowances.



Appendix B – Frequently Asked Questions

Can research associates apply?

No. By definition, research associates are full-time or part-time appointees who primarily conduct research with no formal teaching duties and are not considered part of a formalized research training program. Therefore, for the purposes of this award, research associates are not considered trainees.

Am I eligible to apply for a Research Trainee award if I am a health professional?

You are eligible to apply as a health professional if you have not held your health professional degree for more than 11 years for the duration of the MSFHR award, and are eligible to hold a post-doctoral fellowship position, or equivalent at an eligible BC host institution.

I have a health professional degree but am not in active clinical practice. Am I eligible for 50 per cent protected time for research?

No. A health professional who is not in active clinical practice must commit to 75 per cent protected time for research.

Am I eligible to apply for a Research Trainee award if my post-doctoral fellowship appointment at a BC institution is dependent on my getting the funding from MSFHR?

Yes, you are eligible to apply.

I've had my PhD for more than six years. Am I eligible to apply for a Research Trainee award?

You are not eligible to apply if you have held your PhD degree for more than six years and do not have any justified post-degree career interruptions.

Will the stipend levels change during the term of the award?

No changes will be made to the stipend amount during the term of the award. The stipend for the award is valued at \$45,000 per annum. The research and travel allowance is valued at \$4,500 per annum. However, MSFHR's financial contributions beyond year one of the awards is subject to future funding of the Foundation by the provincial government and the annual budgetary approval by the Foundation's Board of Directors.

Will interruptions/delays in my career be considered when determining my eligibility?

Interruptions and delays in your studies are considered when determining eligibility. This information is also used by peer reviewers when assessing productivity. You are advised to clearly and fully describe



BC's health research funding agency

any interruptions or delays that affected the research and the dissemination of research results in the "Career Timeline" section of the letter of intent.

How will the impact of the COVID-19 pandemic be considered in my application?

MSFHR has introduced changes to our program eligibility, application and review process for the 2021 Research Trainee competition to account for the impacts of the COVID-19 pandemic. We have adjusted the program eligibility window by one year, and applicants will have the option to complete a **COVID-19 impact statement** as part of the application process. MSFHR will also provide peer reviewers with additional guidance on how to take COVID-19 impacts into consideration as part of the review process.

What are the requirements for embedding knowledge translation (KT) activities within the research project?

MSFHR requires Research Trainee applicants from all disciplines to include KT activities, as appropriate, as part of the proposed research project. KT activities are embedded at multiple stages of research, including at the beginning, integrated throughout the program of research, and at the end of funding. For more information, refer to the document [Knowledge Translation by Research Theme](#).

I would like to submit a research project solely focused on KT science, but I need more information about KT Science.

Please visit [our website](#) for additional information on KT science and sample study protocols specific to KT science.

How do I indicate interest in a partnered award?

Applicants interested in being considered for partnered awards are encouraged to indicate this preference in [MSFHR ApplyNet](#) when completing their full application. Please indicate the partner(s) of interest and how your research aligns with their funding priorities. All applicants are assessed on potential partnership matches and may be eligible for partnership opportunities whether or not interest is expressed at the application stage.

If partners are confirmed after the full application deadline, MSFHR staff will match the keywords of the applicants with those provided by the partner, and if there is a match, they will inform the respective applicant.

For partnered awards, is the funding shared evenly between MSFHR and the partner?

Normally it is a 50-50 funding share between MSFHR and the co-funding partner. However, it is possible that an MSFHR Research Trainee award may be funded by more than one partner, or that MSFHR and a single partner may decide to contribute unequal portions to one particular award.



BC's health research funding agency

If I don't match with a partner will that affect my chances of receiving a regular Research Trainee award?

No. Your chances of receiving a regular Research Trainee award are not affected by your interest in a partnered award.

My research project includes work relevant to Indigenous health. What ethical and research policies am I expected to comply with?

Applicants must comply with the ethical and research policies outlined in [Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (2018). When appropriate, applicants must also describe their data management plan in accordance with the First Nations principles of [OCAP®: ownership, control, access and possession](#).

Additional resources for researchers can be found on the [First Nations Health Authority](#) website.

Can I defer the start date of my Research Trainee award?

Deferrals may only be requested for the following reasons: relocation, medical or parental leave, and caregiving. Other reasons not stated are reviewed on a case-by-case basis. If a deferral is required, award recipients **must indicate the requested award start date and the reason for deferral on the Award Acceptance Form and obtain approval from MSFHR**. The deferred start date must be on the first day of any month and be no later than September 1, 2022. Deferred start dates, once confirmed by MSFHR, cannot be revised.

What documents will I need to provide before I can start my award?

A copy of the Award Acceptance Form signed by you and your supervisor (and co-supervisor, if applicable) must be uploaded in .pdf format to [MSFHR ApplyNet](#).

If not provided in your full application at time of submission, successful applicants must provide proof of doctoral degree completion by the award start date. The same applies for the corresponding documentation for proof of active clinical service from health professional applicants who did not provide this at the time of application. If proof of degree completion or active engagement in clinical service is not provided by the award start date, the award offer will be withdrawn.

If you hold other external funding, you will also be required to upload official documents that show 1) that the award has been offered and accepted, and 2) the award duration and amount, including start and end dates.

