



Michael Smith

**Health  
Research BC**

## **2022 Scholar Program**

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### **UPLOADS INSTRUCTIONS**

## Page and File Format

All materials must be presented as follows:

- Use font size 11 point, Calibri (or equivalent other), single spaced, on 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.
- Uploads must be formatted as portable document format files (.pdf).

The Canadian Common CV and Publications and Patents & Intellectual Property Rights uploads will be located in the **Applicant Expertise and Experience** section of the application. The Program of Research, Appendices, Letters of Collaboration, Consent Forms and Questionnaires uploads will be located in the **Program of Research** section in the application.

### 1. Canadian Common CV

- The applicant must complete the Common CV – Health Research BC CCV– Scholar & HP-I <https://ccv-cvc.ca>. The current Health Research BC 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 – Health Research BC CCV - Scholar & HP-I
- In your Health Research BC ApplyNet account, go to the Applicant Expertise and Experience section of your Full Application Form and upload the .pdf copy of the Common CV – Health Research BC CCV - Scholar & HP-I

### 2. Publications and Patents & Intellectual Property Rights

New for 2022 Competition: As Health Research BC is now a signatory of the [Declaration on Research Assessment \(DORA\)](#), we no longer allow the use of journal-based or publication metrics, such as Journal Impact Factor and citation counts as surrogate measures of research quality.

***Please do not include Journal Impact Factors or citation counts in your application.***

Applicants must upload a list of publications, patents and intellectual property rights, formatted as a single .pdf document.

To assist with readability, we recommend formatting publications as a numbered list, with entries listed in chronological order (beginning with the most recent). Please create separate lists for each category of publication, which may include some or all of the following categories:

- publications relevant to the proposed program of research
- journal articles
- patents and intellectual property rights
- books and monographs

- abstracts and presentations
- research, technical and government reports
- articles in professional or cultural journals without review

For each publication, please bold the applicant's name, and underscore the name of trainees supervised by the applicant. If the application is accepted or in press, please indicate this in brackets at the end of the reference. Inclusion of digital object identifier (DOI), PubMed ID (PMID) and/or preprint server links is encouraged. Do not include Journal Impact Factors or citation counts in your publication list.

Under each publication, please include a brief statement outlining your role in the publication (e.g. conceptualization, experimental design, data collection and analysis, drafting and editing the publication), your role in supervising trainees, and your percent contribution.

To aid reviewers in assessing their expertise and the quality of research outputs, applicants should use the **Significant Contributions Section** to highlight the significance and impacts of their work.

### 3. Program of Research

Applicants must upload a description of their program of research, formatted as a .pdf document (10 pages maximum). It is expected that the program of research will consist of multiple coordinated projects that are unified under a single theme. The program of research should fill the entire 5-year term of the award. We recommend that applicants review the Scholar Evaluation Criteria before completing this section. The description of the program of research should include the following information:

- Background and literature review – What information is needed for other researchers to understand the research questions, research design, and methods?
- Research question(s) and the knowledge gaps addressed by the research.
- Research design and methods.
- Expected outcomes and impacts of the proposed research.
- Project timeline – How will you complete the proposed research over the course of the five years of the award? Please include key milestones.
- Risk management plan – What are the key risks that you may encounter during your research, and how do you plan to mitigate them?
- Budget statement describing funding/resources available for the project, and a plan to address any significant gaps.
- Knowledge translation plan – KT activities must be embedded within the research proposal. See the Scholar Guidelines for additional information.

### **Updated for 2022: Research proposals involving Indigenous health research**

Health Research BC is committed to reconciliation and to supporting health research to improve the health and wellness of First Nations, Inuit and Métis Peoples of Canada. Health Research BC is working to grow our knowledge and skills in Indigenous cultural safety through staff training, improving our policies, programs and practices, and building relationships and partnerships with Indigenous organizations, collectives and communities.

Health Research BC expects applicants to approach their research and knowledge translation activities with culturally safe practices that demonstrate humility, integrity, accountability and respect for Indigenous self-determination. 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](#).

### **Updated for 2022: Integrating equity, diversity and inclusion (EDI) considerations in research**

Health Research BC has a [strategic commitment](#) to fostering equity, diversity and inclusion (EDI) in health research. Diversity in research is important to cultivating talent and promoting inclusive excellence, which in turn drives discovery and helps build a more equitable health research system.

There is a robust body of evidence demonstrating the effects of systemic inequities on the health of people and communities. Systemic inequities disproportionately and negatively affect specific groups, including Indigenous and racialized communities, women, disabled people, and LGBTQ+ people, among others. To achieve impact, health research and knowledge translation must seek to understand, account for and remedy systemic inequities in ways grounded in the needs and priorities of affected communities.

Health Research BC expects applicants to meaningfully and appropriately account for EDI in the design of their research programs, in the analysis and interpretation of the findings, in their KT activities, and in the composition and governance of their research teams. Health Research BC recognizes that meaningful approaches to support EDI in research and KT will vary depending on the research topic, discipline, methods, etc. Where guidance is needed, applicants are encouraged consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors.

## **4. Appendices**

Your appendices upload is limited to 8 pages. The system will not allow you to upload a document that is more than 8 pages. Your appendices upload may include references, tables, charts, figures and photographs. 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)

Letters of collaboration 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 Health Research BC ApplyNet. Note: if a collaborator has provided a reference letter, they may not submit a letter of collaboration.

## 6. Consent Forms and Questionnaires (if applicable)

Consent forms and questionnaires must be combined into a single .pdf file before attaching to Health Research BC 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). This will be uploaded in the Mitacs Accelerate Application section of the Full Application.

## Contact Information

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

**Andrew Biagtan**  
Research Competitions Coordinator  
604.714.6002  
[scholar@healthresearchbc.ca](mailto:scholar@healthresearchbc.ca)

For more information about the Health Research BC ApplyNet system or help with login information, please contact:

**Health Research BC Help Desk**  
604.714.6609  
[helpdesk@healthresearchbc.ca](mailto:helpdesk@healthresearchbc.ca)