



Career Scientist Award Guidelines

Important Dates	
Request for Applications	July 2 2010
Application Submission Deadline	October 1 2010 at 11:59pm
Anticipated notification of Decision	February 2011
Grant Start Date	April 1 2011
Summary	
<p>The Ontario HIV Treatment Network (OHTN) supports research that has the potential to have tangible impacts for people living with and at risk of HIV, and their communities. In accordance with its <i>Strategic Plan to 2015: Striving for Excellence, Achieving Impact</i>, the OHTN is taking a strategic approach in allocating its research dollars to support high quality, rigorous, and relevant research that will improve the health and well-being of people living with and at risk of HIV in Ontario.</p> <p>OHTN Career Scientist Awards (SCI) are open to investigators who have established a reputation for excellence in HIV research and possess a strong record of publication and success in obtaining competitive grant funding. The purpose of these awards is to enable the investigator to secure protected time to implement a program of research that would not otherwise be available.</p> <p>The OHTN generally offers support to Ontario-based researchers in HIV disease in the areas of:</p> <ul style="list-style-type: none"> • Basic Science • Clinical Science • Epidemiology • Social / Behavioural Research <p>The OHTN recognizes the need to support a broader range of research, and encourages applicants from the interpretive/critical social sciences, humanities, and other fields to apply to this request for applications. The OHTN also strongly encourages applications from researchers conducting community-based research (CBR), multidisciplinary or transdisciplinary research.</p>	
Funding	
<ul style="list-style-type: none"> • Funding of Career Scientist Awards will be for periods of up to five (5) years • Amount of funding is \$70,000 per year for salary support • An annual travel allowance of \$2,000 is provided • Award is renewable upon full re-application to the OHTN • Only applications receiving above 3.5 will be considered for funding 	

Table of Contents

[Eligibility](#)

[How to Apply](#)

[Submitting the Proposal](#)

[Advice to Applicants](#)

[Peer Review Process](#)

[Evaluation Criteria](#)

[Terms of Award](#)

[Reporting Requirements](#)

[Communication Requirements](#)

[Contact Information](#)

Eligibility

Candidates for Career Scientist Awards (SCI) must hold either a PhD or a health professional degree (or equivalent) such as medicine, dentistry, pharmacy, optometry, or nursing and must either be conducting or intending to conduct HIV research in an Ontario hospital, university or other institutional setting. Candidates must be members of the sponsoring institution's full-time staff and a resident of Ontario at the time the award commences. In general, a Career Scientist Award candidate will have held a faculty position for a minimum of five (5) years.

Please note that candidates for Career Scientist Awards who do not currently hold peer-reviewed research funds as a nominated principal investigator (NPI) must submit a Research Operating Grant application to the OHTN IDR competition simultaneously with this Career Scientist Award application. Award recipients must hold peer-reviewed research funds as a NPI for the duration of their award period.

How to Apply

Candidates are strongly advised to pay close attention to the particular application requirements for this grant category. Attention to all relevant details is critical to ensuring that your application will be competitive.

****NOTE****

1. Career Scientist Award applications can be accessed **for the first time** at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35010
2. Once created, your application can be accessed using https://www.grantrequest.com/SID_920/ and entering a user-unique ID and password
3. Your application does not need to be completed in order, or all at once. Incomplete applications may be saved (click 'Save & Finish Later') and returned to at a later date
4. Print a copy of the application for your records *prior* to electronic submission

Application Instructions:

1. Follow the link above to the Career Scientist Award Application page
2. Create and/or Log-in to your account
3. Complete the Eligibility Quiz
4. Complete the Applicant Contact Information page
5. Complete the Candidate Information page (Support and Environment information)

6. Complete the Institutional Contact Information page (including Department Head, Executive Officer and Financial Administrator information)
7. Suggest up to three external reviewers (where not applicable, type 'NA' in the Last Name box. Note that completion of the Last Name box is required to submit your application.) and include the names and contact information for the three referees who will be providing letters of reference.
8. Complete the Proposal Information:
 - a. Title of Research Proposal (maximum 15 words)
 - b. Track(s) selection for application review
 - c. Renewal or resubmission status (if applicable)
 - d. Total amount requested (\$72,000 per year x # of years)
 - e. Number of years of funding requested (maximum 5 years (enter 60 months))
 - f. [Plain Language Summary](#)
 - g. [Community Engagement Plan](#)
 - h. [Scientific Abstract](#)
 - i. [Relevance of Research](#)
9. Click on the [Host Institution Application & Signature Page](#) link to obtain the necessary form
10. Upload Required Attachments in PDF:
 - a. [Cover Letter](#)
 - b. [Research Program Plan](#) (including timeline and references)
 - c. [Your Curriculum Vitae](#) (including Funding Details)
 - d. Renewals Only: [Progress Report](#)
 - e. Resubmissions Only: [Previous Reviews](#)
 - f. Resubmissions Only: [Response to Previous Reviews](#)
11. If available, upload Required Attachments in PDF:
 - a. [Host Institution Application & Signature Page](#)
 - b. [Letter from Department Head](#)
12. If applicable and available, upload Optional Attachments in PDF:
 - a. [Appendices](#)
 - b. [Support Letters](#)
 - c. [Research Ethics Approval](#)
 - d. Animal Care Approval
 - e. [Consent Form\(s\)](#)
 - f. Laboratory/Bio-Safety Approval
13. Review Application for any errors or omissions
14. Print a copy of your Application for your records
15. Submit your Application electronically
16. You will receive a confirmation e-mail that your application has been received. If you do not receive an e-mail within 2 hours, please contact OHTN staff.
17. Submit, via trackable courier, any documents not submitted electronically. Be sure to include your name and title of the proposal with the submission. Documents submitted in hard copy must be received by the deadline. The OHTN does not require a hard copy of your full application.

Detailed Instructions for Completing Your Application:

Covering letter – The title of your proposed program of research (maximum 15 words) and your name must appear at the top of the page. Describe your long-term research goals and how this award will assist you in reaching these goals. Provide a brief explanation of your proposed program of research, including relevant details of any specific projects you currently hold or are seeking funding for. Provide a vision statement that

encompasses the value that will be added by this award and how it links to your research program. Include a statement about any significant interruptions to your career, and if space permits, any other relevant information you feel will support your application. **Maximum two (2) pages. [save as: Cover_Letter_SCI]**

Application Form – Plain Language Summary – Describe the following (**maximum 500 words**):

- a. The title of the research program (**maximum 15 words**) and your name.
- b. A description of the proposed research program in language that will be intelligible to a lay reader. If technical terms and names are unavoidable, define them when they first appear. Summarize the overall goal and objectives of the research and how the program is designed to answer them.
- c. A statement to show how the research program is relevant to the stated aims of the OHTN, and in particular, the expected impact of the proposed research on the HIV epidemic in Ontario.
- d. Summarize how the proposed research program will engage community stakeholders.

Application Form – Community Engagement Plan – **This is a critical component of your application.**

Community engagement in HIV research is viewed by the OHTN as an essential mechanism to ensuring that research is relevant to community needs. The OHTN also expects that funded researchers understand the HIV epidemic and its impact on people infected with and affected by HIV/AIDS. You can contact Jennifer Major, Manager, Research Funding & Development (jmajor@ohntn.on.ca) if you have any questions or require assistance.

Summarize your efforts in encouraging and supporting community involvement in your HIV/AIDS research and provide a description of how you plan to share the results of your research with the HIV community. The OHTN's definition of 'community' includes people living with and affected by HIV/AIDS, community-based organizations/groups that provide services for people living with HIV/AIDS and those at risk, and community-based organizations/groups that provide services for people living with HIV/AIDS and those at risk, and community-based organizations/groups that advocate on behalf of people living with HIV/AIDS and those at risk. The community to be engaged in the research should be relevant to the research being conducted. To the extent that it is possible, the OHTN encourages investigators to meaningfully engage with the HIV community through all stages of the research process beginning with the conception and development of the proposal and continuing during the course of the project and during the dissemination/impact phase. Provide a description of both past experience as well as your plan for the current proposal. Please note that presentations at conference do not suffice as an adequate plan. **Maximum 500 words.**

Application Form – Scientific Abstract – Complete the scientific abstract in the space provided (**maximum 500 words**) using the following headings (as appropriate):

- Background and Rationale
- Goal and Objectives *or* Principal Aims
- Hypotheses *or* Research Questions
- Methods *or* Research Design
- Relevance and Potential Impact

Application Form – Relevance of Research – State clearly and concisely the relevance of the proposed research to the HIV community in Ontario. What gaps in existing knowledge will the proposed research fill, and what is the intended impact of the research? How might the proposed research improve the lives of those living with HIV in Ontario? (**Maximum 100 words**)

Application Form – Host Institution Application & Signature Page – The application form and signature page is to be completed and signed by all indicated parties. The institution should make clear what arrangements are

proposed to provide the applicant with release time for research activities. The amount of time released to do research should be at least 50% for Clinicians and 75% for other research scientists. **[save as: Host_Institution_SCI]**

The application must show that the resources required to carry out the proposed research program will be available (e.g., computer time, external grant support, laboratory facilities, access to participants).

Letter from Department Head – A letter from the Department Head at the host institution indicating support of the proposed award is required, in addition to the application form from the institution. **[save as: Dept_Head_Letter_SCI]**

Renewal Applications – Candidates who are seeking a **renewal** of a Career Scientist Award must submit a progress report on what has been accomplished during the prior award period. The report must include the following (**Maximum 4 pages**):

- **Program Update:** describe your activities during the report period and list major accomplishments of the research/program development to date and challenges faced. Include an explanation of any changes that have been made to your program plan and whether you have experienced any significant delays.
- **Program Outcomes and Dissemination Activities:** describe outcomes achieved to date and list those that you expect to achieve in the coming year including results from research/capacity-building as well as publications, presentations (at conferences and/or community settings), or any other relevant activities undertaken
- **Community Engagement:** describe what actions you have taken to implement your community engagement plan and describe any changes made or challenges encountered
- **Plain Language Summary:** up to 500 words, suitable for publishing on OHTN’s website. Include a brief description of the research program, significant research outcomes, and community engagement outcomes **[save as: Progress_Report_SCI]**

Resubmissions – If you are **resubmitting** a previously unsuccessful award proposal, you must include a two-page cover letter to discuss the changes to the application and provide a response to the reviewers’ comments. If you are submitting a proposal that is similar to a previously unsuccessful grant proposal that is not considered by you to be a resubmission, include a one-page explanation stating your reasoning. **[save as: Response_to_Previous_Reviews_SCI]**

Note for resubmissions: All previous reviews must be included with the application. Please contact OHTN Research Development staff to obtain a copy of your previous reviews if you have not retained them. [save as: Previous_Reviews_SCI]

Research Program Plan – A program of research is a set of projects and other activities that collectively contribute to an overall goal and set of objectives. Describe your proposed program of research including the following headings as applicable:

- Background and Rationale
- Goal and Objectives *or* Principal Aims
- Hypotheses *or* Research Questions
- Methods *or* Research Design
- Relevance and Potential Impact
- Timeline (mandatory - one additional page may be used)

Please ensure your proposal fulfills the following criteria:

- Ensure that your proposed program is well supported by reference to peer-reviewed and, where appropriate, grey literature
- Provide a description of the connection between projects that make up your program of research, and the contribution of each project to the overall vision and objectives of the research program
- Provide appropriate detail to ensure that reviewers will be able to clearly envision your plan and its significance to the HIV/AIDS community
- Demonstrate the importance and originality of your proposal, and the potential impact it will have
- Ensure that the methodology and/or theoretical framework is thoroughly described and supported with references, including consideration of any weaknesses or difficulties anticipated and proposed alternative approaches
- Consider the potential ethical risks of your proposed program for relevant communities and individuals, and address how these risks will be minimized.
- Include a timeline for the work proposed.

If an experimental study is contemplated, be sure to include, at a minimum, the following: a summary of the background and any preliminary findings; the specific aims of the project and the hypotheses; experimental design and methods.

Do not write more than **ten** single-spaced (single sided) sheets (8 ½" x 11", approximately 600 words per page) excluding timeline and references. Please type no less than 11 point font. Leave margins of 1" on all sides, and number each page. ***[save as: Program_Description_SCI]***

References – Append references (i.e. works cited) to the Research Program Plan. They are not included in the ten-page limit of the Research Program Plan and should start on the page following the timeline.

Appendices – Adhere to page and other limits as stated below:

1. You may submit up to five (5) publications or manuscripts that are directly relevant to the proposed research program.
2. Study instruments, tests, and/or questionnaires should also be submitted as appendices.
3. A maximum of five (5) pages of figures/tables may be included as appendices.

Please note that any attachments exceeding the limits stated above will be removed from the application prior to review at the OHTN's discretion.

Support Letters – If your research involves the support or collaboration of external organizations or individuals please submit letters of support indicating their approval of, role in, and commitment to, your proposed research. ***[save as: Support_Letters_SCI]***

Ethics Approval and Consent Forms – Include a copy of the appropriate ethics approval, as well as copies of any consent forms (drafts are encouraged if final approved versions are not available) to be signed by prospective participants or other explanatory material (draft is acceptable) to be given out. Please consider the potential risks of your proposed project for communities and individuals, and address how these risks will be minimized in your program plan. ***[save as: Ethics_Approval_SCI], [Consent_Forms_SCI]***

Curriculum Vitae – A curriculum vitae must be submitted (maximum 5 pages). CV's should include education, employment, publication and other achievements, as applicable.

Research Funding Details (*not included in 5 page limit, but appended to CV document*) – Provide the following information for all currently held peer-reviewed research funds (i.e. grant funds where you are a Principal Investigator or Co-Investigator), other grants and awards you hold currently or have held within the past four years, including OHTN funding:

- Name of PI
- Project Title
- Funding Agency
- Year(s) of Award
- Total Budget
- Proportion of time given to the project

Note: For individuals applying for funding who do not currently hold peer-reviewed grants as Principal Investigators, but who have in the past, please include these.

Indicate proposals you have made to other funding bodies that are identical to, or have a substantial overlap with, the present submission. In these cases, please put an asterisk beside the grant title and attach the Facesheet, abstract and budget of the relevant applications.

[save as: Curriculum_Vitae_SCI]

Reference Letters – Letters are required from **three** individuals with whom you have worked, and who are in a position to give an assessment of your suitability for the Career Scientist Award. These letters should be submitted by the deadline date electronically to the OHTN (jmajor@ohrn.on.ca) by the referee, or by mail in separate envelopes, signed over the seal by the individuals providing the testimonials. For renewals, letters should include observations about progress to date, with an opinion as to the benefit of continued support.

Submitting the Proposal

All Career Scientist Award applications must be submitted electronically via https://www.grantrequest.com/SID_920/ by the application deadline. Where electronic copies (including scans, which are acceptable) of documents are not available, applicants may submit in hard copy only, via trackable courier; however these documents must be received by the deadline.

Documents of the same nature should be collated together before uploading and submitting. For example, please submit all support letters in one electronic document. Please be sure to name your uploaded documents as stated in these guidelines.

No changes can be made to a grant application after the submission deadline. Applicants may update the OHTN about developments that arise after the submission deadline which may impact on the reviewer judgments, but cannot in any way alter the proposal submitted. For instance, applicants may alert the OHTN about manuscript submissions/acceptances and successes in obtaining grant funds, but cannot alter any aspect of the proposal submitted.

Applications for Career Scientist Awards must be submitted electronically via https://www.grantrequest.com/SID_920/ by October 1 2010 at 11:59pm. Late or incomplete applications will not be accepted.

Note: Allow a sufficient amount of time to ensure successful electronic submission. File limits have been imposed to ensure your application is accessible to reviewers. If you experience any difficulty with the online process, please notify Research Development staff at least 24 hours prior to the deadline so that any issues may be resolved.

Address hard copy documents (if applicable) to:

Ontario HIV Treatment Network
Fall Competition 2010
c/o Jennifer Major, Manager, Research Funding & Development
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3

Advice to Applicants

In writing a proposal the author(s) should bear the following points in mind:

- The reviewers are volunteers who give their time to the difficult task of assessing applications. Applicants are advised to make the reviewer's task as manageable as possible by adhering strictly to these Guidelines. A clear, concise and simple exposition is best.
- Limit the use of appendices to materials that are essential for evaluating the application. If you have a few recent manuscripts or reprints that will help the reviewers to evaluate the new work you are proposing, please include them.
- Ensure you have fully researched the literature and communicated with appropriate stakeholders to ensure that your proposal is well referenced, timely, relevant, and innovative.
- The reviewers include both experts in the topic proposed, scientists active in the same general field, and community representatives. It is necessary to show how a proposal fits into the field generally, in addition to demonstrating technical proficiency in the area of specialization.
- **Special consideration should be given to community engagement criteria as outlined in section 5 of the [General Program Information and Guidelines](#). Community engagement is an essential component of the OHTN process. Failure to comply may result in proposals being rejected.**

The OHTN reserves the right to refuse to review any application that does not adhere to these Guidelines for Submission.

Peer Review Process

The OHTN Scientific Review Committee (SRC) reviews all applications for Career Scientist Awards. The SRC will take into account:

- Academic standing and evidence of ability and accomplishment in research
- The relevance of the applicant's proposal to the OHTN mission
- The development of a coordinated research program rather than a single or several disparate individual research projects (i.e. projects must be linked by a common vision)

The SRC will also take into account an interruption in a candidate's career. If this is the case, the applicant should briefly explain the circumstances behind the interruption in the covering letter. Any applicant whose eligibility for a particular category of award is affected by such an interruption should discuss the situation with OHTN Research Development Staff before submitting the application

All decisions and recommendations made by the Scientific Review Committee are final. If an applicant believes that his/her proposal did not receive due process, the applicant may outline his/her concerns in a letter addressed to the Chair of the Scientific Review Committee. The recommendations of the SRC are subject to final review and acceptance by the OHTN Board of Directors.

Please be advised that all application materials and information provided to the OHTN, including personal information such as sexual orientation or HIV status is kept strictly confidential and only forwarded to the members of the Scientific Review Committee and external grant reviewers. It may also be referenced in the review of your application. Please omit any personal information from your application that you do not want shared with members of the Scientific Review Committee or external reviewers. Contact Jennifer Major if you have any questions.

Please refer to Section 4 of the [IDRP General Program Information and Guidelines](#) and the [IDRP Peer Review Process Guidelines](#) for more information about the OHTN Peer Review Process.

Evaluation Criteria

The following evaluation criteria will apply to these guidelines. It is recognized that applications will emphasize different approaches to research and to knowledge translation; therefore reviewers are expected to weight criteria such as these differently from one application to another. Where your application omits or conflicts with aspects of the evaluation criteria, provide an explanation, to ensure that no assumptions will be made about you or your proposal.

Scientific Assessment

(i) Research Program Plan

- Scientific Merit
- Clarity of focus and feasibility
- Originality and potential for new observations or knowledge
- Relevance: to the OHTN mission, the HIV epidemic in Ontario and to policy development
- Ethical Issues

(ii) Applicant's Productivity, Experience and Training

- Track Record (productivity and training)
- Suitability of Research Environment

Community Assessment

In order to ensure that funded research is relevant to the HIV community, The OHTN Scientific Review Committee includes a community member in each of the four research tracks. Each community representative of the Scientific Review Committee will review each application in his/her research track using the following criteria:

- Relevance and benefit of the program of research to the HIV community
- Degree of innovation and relevance to community needs

- Ethical Issues
- Community Engagement
- Dissemination of research findings to community stakeholders

Terms of Award

Career Scientist Awards will be made available for a term of up to five years at \$70,000 per year. A yearly travel allowance of \$2,000 is also provided.

The award must be used to cover the costs for the sponsoring institution to provide release time to the Awardee to enable her or him to devote adequate time to the proposed program of research. The amount of release provided to focus on research must be at least 50% for clinician scientists and 75% for other research scientists.

The grant year begins on April 1 and terminates March 31 of the following year. Awards not taken up by April 1 may be forfeited, unless previously discussed with and approved by the OHTN.

The Career Scientist Award may be renewable upon full re-application to The OHTN.

Reporting Requirements

Continued release of funds for is contingent upon timely receipt of satisfactory annual progress reports. FAILURE TO SUBMIT A FINAL REPORT WILL PRECLUDE THE AWARDEE FROM RECEIVING ANY FURTHER FINANCIAL SUPPORT FROM THE OHTN.

Templates for Progress and Final Reports are available from OHTN Research Development staff and will be sent to award recipients approximately one month prior to the report due date.

The OHTN requires an annual progress report (maximum four (4) pages) from the recipient of an OHTN Career Scientist Award. The report should include the following:

- Program Update: describe your activities during the report period and list major accomplishments of the research program to date and challenges faced. Please include an explanation of any changes that have been made to your program plan and whether you have experienced any delays (notify the OHTN as soon as possible if significant changes or delays occur)
- Program Outcomes and Dissemination Activities: describe any outcomes achieved to date and list those that you expect to achieve in the coming year including results from research/capacity-building as well as publications, presentations (at conferences and/or community settings), or any other relevant activities undertaken
- Community Engagement: describe what actions you have taken to implement your community engagement plan and describe any changes made or challenges encountered

Please note, annual progress reports are due no later than March 1. Please send a signed copy, and one electronic copy to: jmajor@ohsn.on.ca. Funds for the subsequent award year will not be released until the annual progress report has been submitted.

The OHTN also requires a final report (maximum six (6) pages) covering the entire funding period of the OHTN Career Scientist Award. This should include the following:

- Program Summary: describe your activities during the entire funding period and list major accomplishments of the research program
- Program Outcomes: describe the significant results of the research program. Emphasize the implications of your work for advancing knowledge, improving health care practice or service delivery, or contributing to policy development in the field of HIV. Comment on the potential long term application or outcome of your work
- Program Dissemination: describe communications, including dissemination of knowledge/results at conferences and other settings, as well as any publications or other relevant dissemination materials (attach any materials you feel are particularly relevant)
- Community Engagement: report on the implementation of your community engagement plan, detailing successes and challenges
- Future Career Plans: provide a brief description of your future career plans and describe how this award has influenced these
- Plain language summary: up to 500 words, suitable for publishing on OHTN's website. Include a brief description of the research program, significant research outcomes, and community engagement outcomes. Also include links to full papers or other websites that describe your research in more detail (if applicable).

As The OHTN may wish to disseminate the results of the work it supports in a variety of ways, all reports should be written in a form that is easily accessible to a reader with scientific training and expertise but who may not be an expert in the subject matter of the report.

Financial Reporting Requirements

The sponsoring organization's accounting office must submit an annual statement of expenditure on the form provided by the OHTN as soon after March 31 as possible and no later than June 1.

Acknowledgement

In all publications resulting from research supported by The OHTN, the following acknowledgement should be included: *This research was supported by a Career Scientist Award from The Ontario HIV Treatment Network (OHTN).*

Notifications

When an applicant has been successful in obtaining funds from another agency, she or he must inform The OHTN without delay.

A successful applicant must consult The OHTN immediately if she or he finds it necessary at any time during the tenure of the award to change the line of work and/or alter the proposed arrangements.

Changes to Funded Research Awards

Significant deviations from the original objectives of the research program, its methodologies, or other significant changes must receive written authorization from the OHTN prior to implementation.

[Click here](#) to view the complete Guidelines for the Use of Research Funds.

Communication Requirements

As a condition of funding, researchers are required to submit abstracts of OHTN-funded projects for presentation at OHTN's Annual Research Conference.

The OHTN expects investigators to publish their work in peer-reviewed publications and other appropriate formats and will consider publication/dissemination as the evidence of work successfully completed.

OHTN assumes responsibility for disseminating the information contained within submitted reports via the [OHTN website](#). However, OHTN affirms that the results are the intellectual property of the grant recipient and recognizes the need for teams to pursue publication in peer-reviewed publications or other appropriate formats. It is expected, however, that grant recipients will provide the OHTN with copies of all publications arising from work supported with this grant to assist the OHTN in its evaluation of this program. OHTN staff will work with grant recipients to ensure that its own dissemination efforts do not conflict with the teams' publication plans.

Funding recipients are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities (surveys, interviews, etc.), workshops, and providing data or reports as required for the purpose of assessing progress and results.

Dissemination of results through these methods ensures the OHTN is able to demonstrate accountability and impact to its various stakeholders.

Contact Information

Jennifer Major
Manager, Ethics & Research Development
Phone: 416-642-6486 x2249
1-877-743-6486
Email: jmajor@ohln.on.ca

Manuel Ramos
Research Development Administrative Assistant
Phone: 416-642-6486 x2244
1-877-743-6486
Email: mramos@ohln.on.ca