



Postdoctoral Fellowship Award Guidelines

Important Dates	
Request for Applications	January 20, 2011
Application Submission Deadline	April 20, 2011 at 5pm
Anticipated notification of Decision	July 1, 2011
Grant Start Date	September 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 Strategic Plan to 2015: Striving for Excellence, Achieving Impact, 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>Postdoctoral Fellowship Awards are designed to encourage the further career development of a researcher who has completed her or his professional training (MD, PhD) in a field relevant to HIV/AIDS research. The purpose of this award is to enable candidates to develop a line of research and to consolidate a research career.</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 students from the interpretive/critical social sciences, humanities, and other fields to apply to this request for applications. The OHTN also strongly encourages applications from students conducting community-based research (CBR), multidisciplinary or transdisciplinary research.</p>	
Funding	
<ul style="list-style-type: none"> • Funding of Postdoctoral Fellowship Awards will be for periods of up to five (5) years • Amount of funding is for up to \$50,000 per year • An annual research allowance of \$5,000 is also provided (where up to \$2,000 may be used for travel) • 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 Postdoctoral Fellowship Awards (FEL) must hold either a PhD or a health professional degree (or equivalent) such as medicine, dentistry, pharmacy, optometry or nursing.

Applicants with a health professional degree must hold licensure in Canada, be enrolled in a program leading to licensure in Canada or hold an educational license at the time of taking up the award. These candidates may apply for awards to undertake graduate studies leading to a Masters or PhD degree; however, registration in a graduate degree program is not a requirement.

For candidates with a health professional degree who do not hold licensure in Canada, the degree will be considered as the equivalent of a PhD and the application will be administered accordingly. Such candidates may not use the award to pursue graduate studies.

Under normal circumstances, applicants for Postdoctoral Fellowship Awards must conduct their investigations under the supervision of a researcher based in an Ontario university, hospital, or other Ontario institutional setting. However, consideration may be given to candidates who wish to spend some or all of the award period at an institution outside of Ontario. In these cases, candidates will be required to commit to returning to Ontario to continue work related to HIV research at the conclusion of the award period. Consideration will also be given to candidates who wish to conduct their investigations under the supervision of a researcher or mentor who works in a community setting. Such a supervisor would be required to show evidence of adequate academic and research credentials to perform this role effectively.

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: Required File Name for electronic submission in brackets]:

****NOTE****

1. Postdoctoral Fellowship Award applications can be accessed **for the first time** at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35005
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 *prior* to electronic submission. You will not be able to access your application once it has been submitted.

Application Instructions:

1. Follow the link above to the Postdoctoral Fellowship Award Application page
2. Create and/or Log-in to your account
3. Complete the Eligibility Quiz
4. Complete the Candidate Information page (Applicant and Supervisor contact information and names of Referees)
5. Complete the Institutional Contact Information page (including Department Head, Executive Officer and Financial Administrator information)
6. Complete the Proposal Information:
 - a. Title of Research Proposal (maximum 15 words)
 - b. Track(s) selection for application review (maximum 2)
 - c. Type of Award being requested
 - d. Indicate (check box) if a Resubmission
 - e. Number of years of Funding requested (in months)
 - f. Number of years of Post-Graduate experience at start of award (in years)
 - g. [Plain Language Summary](#)
 - h. [Community Engagement Plan](#)
 - i. [Scientific Abstract](#)
 - j. [Relevance of Research](#)
7. Click on the [Signature Page](#) link to obtain the signature page – for completion by the appropriate individuals
8. Upload Required Attachments:
 - a. [Cover Letter](#)
 - b. [Research Project Description](#)
 - c. Resubmissions Only: [Previous Reviews](#)
 - d. Resubmissions Only: [Response to Previous Reviews](#)
 - e. [Your Curriculum Vitae](#) (including Funding Details)
 - f. [Your Supervisor's Curriculum Vitae](#)
9. Ensure that your referees and your supervisor have submitted their letters of reference to jmajor@ohsn.on.ca.
10. If available, upload Required Attachments:
 - a. [Signature Page](#)
 - b. [Letter from Department Head](#)
11. If applicable and available, upload Optional Attachments:
 - a. [Appendices](#)
 - b. [Support Letters](#)
 - c. [Research Ethics Approval](#)
 - d. Animal Care Approval
 - e. [Consent Form\(s\)](#)
 - f. Laboratory/Bio-Safety Approval
12. Review Application for any errors or omissions
13. Print a copy of your Application for your records
14. Submit your Application electronically
15. 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.

16. 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:

Cover Letter – The title of your proposed research project (*max 15 words*) and your name must appear at the top of the page. Describe your training and long-term research goals and how this award will assist you in reaching these goals. Where applicable, include a statement describing any advanced degree or credential you aim to obtain, or other courses you will take during the tenure of your award. Briefly describe your proposed research project, including details of any support you have applied for or expect to receive from other sources. 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_FEL]**

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

- a. The title of your research project (*maximum 15 words*) and your name at the top of the page.
- b. A description of the proposed project 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 questions posed in the research and how the project is organized to answer them.
- c. A statement to show how the proposed project is relevant to the stated aims of The OHTN and, in particular, the expected impact on or relevance to the HIV epidemic in Ontario.
- d. Summarize how the proposed project will engage community stakeholders.

Note: If your proposal is successful, the Plain Language Summary will be posted on the OHTN website.

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 and affected by HIV/AIDS. Your supervisor can be helpful in providing assistance in the development of a community engagement plan. You can also contact Jennifer Major, Manager, Research Funding & Development (jmajor@ohntn.on.ca) for assistance.

Summarize your past and planned efforts in encouraging and supporting community involvement in 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 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 expects applicants 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. Please note that presentations at conferences 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**)

Signature Page – Please ensure you obtain the necessary signatures from the appropriate individuals prior to the application deadline. The complete signature page must be submitted by the deadline for your application to be considered. Verify the appropriate signing authority at your institution - the Executive Officer signature must be the person with authority to sign on behalf of the institution (e.g. Vice President or Director of Research). [**save as: Signature_Page_FEL**]

Resubmissions – If you are **resubmitting** a previously unsuccessful award proposal, you must include a two-page response 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 an explanation stating your reasoning (*max 1 page*).

[**save as: Response_to_Previous_Reviews_FEL**]

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_FEL**]

Research Project Description – Describe the proposed research project, including the following headings as applicable:

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

You should write this description independently and include a description of how the work you propose will benefit from your supervisor's expertise and will enhance your development as an independent investigator.

Please ensure your proposal fulfills the following criteria:

- Provide appropriate detail to ensure that reviewers will be able to clearly envision your project, its focus, feasibility, and significance to the HIV/AIDS community
- Demonstrate the importance and originality of your proposal, and the potential impact it will have
- Ensure that your proposed project is well supported by reference to peer-reviewed and, where appropriate, grey literature
- Ensure that the methodology and/or theoretical framework is thoroughly described and supported with references, including consideration of any weaknesses or difficulties anticipated
- Consider the potential ethical risks of your proposed program for relevant communities and individuals, and address how these risks will be minimized

Do not write more than **four (4)** single-spaced (single sided) sheets (8 ½" x 11", approximately 600 words per page), excluding references. Please type no less than 11 point font (no condensed type or spacing) and leave

margins of 1” on all sides. Include your name and ‘Research Project Description’ in the header of each page, and the page number in the footer. ***[save as: Project_Description_FEL]***

References – Append references (i.e. works cited) to the Research Project Description document. They are not included in the four-page limit of the Research Project Description 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.

[save as: Manuscript_1_FEL, Figures_FEL, etc.]

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

Ethics Approval and Consent Forms – Include copies of any consent forms (drafts are encouraged if final approved versions are not available) to be signed by prospective participants or any 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 project description. ***[save as: Ethics_Approval_FEL, Consent_Forms_FEL, etc.]***

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

Also, indicate proposals you plan to submit and whether any other application made to other funding bodies is identical to, or has a substantial overlap with the present submission. In these cases, please put an asterisk beside the grant title and attach the abstract and budget of the relevant applications.

[save as: Curriculum_Vitae_(Applicant_Name)_FEL]

Department Head's Acceptance Letter – The Head of the Department in which the research will be conducted must provide a letter of acceptance. *[Department_Head_Letter_FEL]*

Supervisor's Material – Note: The Supervisor's material (not including the CV, which must be uploaded with the application) should be submitted electronically by the supervisor to jmajor@ohln.on.ca or mailed via trackable courier (signed over the seal by the supervisor) and submitted by the application deadline.

The supervisor is expected to review the applicant's proposal and, in particular, provide assistance in the development of a community engagement plan. The supervisor must also submit a testimonial providing an assessment of the applicant's abilities and promise as a researcher. The supervisor should also provide (either in the testimonial letter or as an attachment):

- a. Details of the research training that has been planned and, when applicable, details of the facilities available to the applicant to carry out the proposed study.
- b. The SRC will also take into account an interruption in a supervisor's career. If this is the case, briefly explain the circumstances behind the interruption.
- c. When the applicant's project is contributing directly to their supervisor's research program, please provide a description of the particular role and responsibilities of the applicant in the supervisor's research, as well as any funding support available to the applicant through the supervisor's research. Include any plans to give the applicant opportunities for independent work.
- d. A statement that an ethical review of the work, if applicable, has been arranged. If approval has already been granted, please ensure that the ethics approval certificate is submitted with the application. In instances where the name and/or project title on the ethical approval certificate differ from that on the application form, the supervisor should give written assurance that the project named on the certificate encompasses the work for which funds are being sought. If an ethical review certificate is not required for the applicant's portion of the project, the supervisor should make this explicit
- e. A copy of the supervisor's short curriculum vitae (not exceeding five pages) must be submitted with the application. Additional pages (not including funding) may be removed at the OHTN's discretion. Follow the CV instructions above.

Reference Letters – Testimonials are required from **three** individuals (other than your supervisor) who have had an adequate opportunity to assess your potential. The testimonials should address both evidence of your promise as a researcher and your ability to benefit from the research training proposed. These should be submitted by the application deadline, and may be sent to jmajor@ohln.on.ca as electronic documents (Word or PDF format - e-mail letters are not acceptable) from the referee or sent in hard copy, in separate envelopes, signed and sealed by the individuals providing the testimonials. **Reference letters must not be copied to applicants as they are intended to be confidential assessments of the applicant.**

Transcripts – The applicant must submit original transcripts of both undergraduate and graduate work at university in sealed envelopes, noting the contents on the outside. These may be forwarded by the applicant, or directly from the university. Transcripts must arrive by the application deadline. Transcripts should be ordered at least one month prior to the competition deadline to ensure timely receipt.

Submitting the Proposal

All Postdoctoral Fellowship 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, 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, signature pages, and figures/tables in one electronic document per type of 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 issues 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 Postdoctoral Fellowship Awards must be submitted electronically via https://www.grantrequest.com/SID_920/ by the deadline stated above. Late 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
Spring Competition 2011
c/o Jennifer Major, Manager, Research Funding & Development
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3

Advice to applicants

In writing a proposal, please bear the following points in mind:

- The reviewers – both external reviewers and members of The OHTN’s Scientific Review Committee – 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 for Submission. 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. 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.

Peer Review Process

The OHTN Scientific Review Committee (SRC) reviews all applications for Postdoctoral Fellowship 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 goals and objectives of The OHTN and to the HIV epidemic in Ontario

The SRC will also take into account an interruption in a candidate's career. If this is the case, 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 the Manager, Research Funding & Development 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 that is forwarded to your supervisor(s). Please omit any personal information from your application that you do not want shared with members of the Scientific Review Committee, external reviewers or your supervisor(s). Contact Jennifer Major if you have any questions.

Please refer to the [Peer Review Process Guidelines](#) for more information.

Evaluation Criteria

The following evaluation criteria will apply to these applications. 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 project.

Scientific Assessment

(i) Research Project

- 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

The duration and value of the OHTN Postdoctoral Fellowship Award will depend on the degree(s) and licensure (where applicable) held by the applicant and the number of years of postdoctoral academic experience. If an applicant does not commence work on his/her research within four months of the award being made, the award will be forfeited unless previously discussed with, and approved by Jennifer Major, Manager, Research Funding & Development.

The grant year normally begins on September 1 and terminates August 31 of the following year.

Duration of Support

1. For applicants with a health professional degree who do not intend to proceed to a PhD degree, the maximum period of support is four years.
2. For those with a health professional degree who do intend to proceed to a PhD degree, the maximum period of support is five years, and includes funding received to complete a Master's degree or non-degree research training.
3. For holders of a PhD degree (or equivalent), or a PhD and health professional degrees, the maximum period of support is three years, and candidates will only be eligible for support until the end of their fifth year of post-PhD training.

These awards are non-renewable.

Amount of Award

The amount of the award for holders of health professional degrees is dependent upon the number of years of academic experience since obtaining the health professional degree. If a PhD degree was obtained prior to studies for the health professional degree, the applicant will be credited with one extra year of experience.

Each year of post-PhD training completed before the health professional studies will also be recognized as an additional year of experience.

Years of Postgraduate Academic Experience	Amount of Award Per Annum
Less than 3 years	\$40,000
3 to 5 years	\$50,000

The amount of the award for holders of a PhD degree (or equivalent) is \$40,000 per year.

In all cases, a yearly research allowance of \$5,000 is also provided. Successful applicants are required to devote themselves to the purposes of the Postdoctoral Fellowship for the full period of the award.

As a condition of OHTN funding researchers and all members of their research team are expected to adhere to the [Tri-Council Policy Statement: Ethical Conduct for the Research Involving Humans \(Version 2\)](#).

Reporting Requirements

Continued release of funds for multi-year awards is contingent upon timely receipt of satisfactory annual progress and financial 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 Research Development Staff, and will be sent to successful applicants approximately 6 weeks prior to the report due date.

Progress Report

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

- **Project Update:** describe your activities during the report period and list major accomplishments of the project to date and challenges faced. Please include an explanation of any changes that have been made to your project plan and whether you have experienced any delays (notify the OHTN as soon as possible if significant changes or delays occur)
- **Project Outcomes and Knowledge Transfer & Exchange 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, as well as successes or challenges encountered

Annual progress reports must be cosigned by the student's supervisor, and are due no later than August 1. Please send a signed copy to Jennifer Major by e-mail jmajor@ohsn.on.ca or mail. Funds for the subsequent award year will not be released until the annual progress report has been received.

Final Report

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

- **Project Summary:** describe your activities during the entire funding period and list major accomplishments of the research project
- **Project Outcomes:** describe the significant results of the project. 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, including the need for additional research, submission of a larger grant proposal, capacity-building, stakeholder development and/or knowledge translation and exchange (KTE) work

- Project Dissemination: describe communications, including dissemination of knowledge/results at conferences and other settings, as well as any publications or other relevant dissemination materials (please 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 project, significant outcomes, and community engagement outcomes. Also include links to full papers or other websites that describe the investigator's research in more detail (if applicable).

Awardees should give one copy to their supervisor.

The supervisor is requested to review the final report and provide The OHTN with a confidential assessment, indicating the future potential of the individual as a researcher. The OHTN requires the final report and the Supervisor's assessment within four months following termination of the award (no later than December 31). Please submit the final report electronically to jmajor@ohdn.on.ca.

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 September 1 as possible and no later than December 1.

Acknowledgement

In all publications resulting from research supported by The OHTN, the following acknowledgement should be included: *This study was supported by an 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 OHTN Research Development staff 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.

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

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