



## Junior Investigator Development Award Guidelines

<b>Important Dates</b>	
Request for Applications	<b>January 20, 2011</b>
Application Submission Deadline	<b>April 20, 2011 at 5pm</b>
Anticipated notification of Decision	<b>July 1, 2011</b>
Grant Start Date	<b>September 1, 2011</b>
<b>Summary</b>	
<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 <a href="#">Strategic Plan to 2015: Striving for Excellence, Achieving Impact</a>, 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>Junior Investigator Development Awards (JIDA) are intended to encourage the further career development of a researcher who has completed her or his professional training (MD, PhD) in the field of HIV research. The purpose of the award is to support the development of outstanding independent researchers and clinician scientists. The award consists of a training period (Postdoctoral training) of up to two years followed by 3 years of salary support as a junior scientist. It is expected that awardees will have achieved independent researcher status by the end of the 5-year award period.</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"> <li>• Basic Science</li> <li>• Clinical Science</li> <li>• Epidemiology</li> <li>• Social / Behavioural Research</li> </ul> <p>The OHTN recognizes the need to support a broader range of research, and encourages trainees from the interpretive/critical social sciences, humanities, and other fields to apply to this request for applications. The OHTN also strongly encourages applications from trainees conducting community-based research (CBR), multidisciplinary or transdisciplinary research.</p>	
<b>Funding</b>	
<ul style="list-style-type: none"> <li>• Funding of JIDA Awards will be for periods of up to five (5) years</li> <li>• Amount of funding is up to \$50,000 per year</li> <li>• An annual research allowance of \$5,000 is provided for the Postdoctoral Fellowship portion of the award (where up to \$2,000 may be used for research-related travel)</li> <li>• An allowance of up to \$25,000 per year in start up funds will be made available, <u>upon application</u>, for use during the three-year Junior Scientist term. Up to \$2,000 of the \$25,000 in start up funds may be used toward research-related travel</li> <li>• Only applications receiving above 3.5 will be considered for funding</li> </ul>	

## **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 a Junior Investigator Development Award (JIDA) must hold a PhD and/or a health professional degree (or equivalent) such as medicine, dentistry, pharmacy, optometry, or nursing and be planning postdoctoral research and a career in HIV related research. Applicants with a health professional degree only must hold licensure in Canada.

Applicants for the JIDA must conduct their postdoctoral research under the supervision of an established researcher based in an HIV-related research environment. The postdoctoral training portion of the JIDA may be conducted at an institution outside of Ontario; however, the junior scientist portion of the award must be conducted at an Ontario university, hospital, or other institutional setting.

Applicants must also have a written commitment from the Institution where the junior scientist portion of the award is to take place, via a letter from the Dean of Faculty or Research Director which accompanies the application, committing to Institutional support of an appointment or pending appointment.

## **How to Apply**

*Candidates are strongly advised to pay close attention to the particular application requirements for this award 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. Junior Investigator Development Award applications can be accessed for the first time at [https://www.GrantRequest.com/SID\\_920?SA=SNA&FID=35004](https://www.GrantRequest.com/SID_920?SA=SNA&FID=35004)
2. Once created, your application can be accessed using [https://www.grantrequest.com/SID\\_920/](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. You will not be able to access your application once it has been submitted.

### **Application Instructions:**

1. Follow the link above to the Junior Investigator Development 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, Support and Environment information)
5. Complete the Institutional Contact Information page (including Department Head, Executive Officer and Financial Administrator information – for the Postdoctoral Award portion of the award)
6. Suggest up to three external reviewers (default is set to Not Applicable) and include the names of the three referees who will be providing letters of reference.
7. 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 Post-Graduate experience to date
  - f. Full amount of funding requested (all years, including research allowance, not including institutional contribution to Junior Investigator portion)
  - g. Number of years of funding requested for Postdoctoral Training portion of award (1-2 years – please enter in months)
  - h. [Plain Language Summary](#)
  - i. [Community Engagement Plan](#)
  - j. [Scientific Abstract](#)
  - k. [Relevance of Research](#)
8. Click on the [Host Institution Application & Signature Page](#) links (for Postdoctoral and Junior Investigator portions of the award) to obtain the necessary forms
9. Upload Required Attachments (in PDF format):
  - a. [Cover Letter](#)
  - b. [Research Program Plan](#) (including references)
  - 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](#)
10. Ensure that your referees and your supervisor have submitted their letters of reference to [jmajor@ohln.on.ca](mailto:jmajor@ohln.on.ca).
11. If available, upload Required Attachments:
  - a. [Host Institution Application & Signature Page – Postdoctoral Training](#)
  - b. [Host Institution Application & Signature Page – Junior Investigator](#)
  - c. [Letter from Department Head](#)
12. 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
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 (e.g. transcripts). 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 program (**max 15 words**) and your name must appear at the top of the page. Describe your long-term career plans and research goals and how this award will assist you in reaching these goals. Provide a brief explanation of your proposed program of research, including the goal(s) and objectives, and any relevant details of 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 proposed 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\_JIDA]**

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

- a. The title of the research program (**max 15 words**) and your name at the top of the page.
- 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.

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](mailto: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 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. Please note that presentations at conferences do not suffice as an adequate plan. **Maximum 500 words.**

**Application Form - Scientific Abstract Sheet** – Complete the scientific abstract sheet 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**)

**Host Institution Application & Signature Page (Postdoctoral Training)** – The application form for host institution (postdoctoral training) should be completed and signed by all indicated parties. Upload to the electronic application form. [**save as: PT\_Host\_Institution\_JIDA**]

**Host Institution Application & Signature Page (Junior Scientist)** – The application form for the host institution should be completed and signed by all indicated parties. **These signatures confirm that the host institution agrees to provide 50% of the salary support upon successful completion of the postdoctoral training period.** Upload to the electronic application form. [**save as: JS\_Host\_Institution\_JIDA**]

Preference will be given to applicants whose host institutions are willing to commit to continued salary support for the applicant at the conclusion of the award period.

**Letter from Department Head** – A letter from the Department Head at the host institution (junior scientist portion) is required indicating support of the proposed award, and committing to Institutional support of an appointment or pending appointment, in addition to the application form from the institution. [**save as: Dept\_Head\_Letter\_JIDA**]

**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 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\_JIDA**]

**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\_JIDA**]

**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 (including Ethical Considerations)
- Relevance and Potential Impact
- Timeline (mandatory – one additional page may be used)

Please ensure your proposal fulfills the following criteria:

- Provide appropriate detail to ensure that reviewers will be able to clearly envision your program, 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 program is well supported by reference to peer-reviewed and, where appropriate, grey literature
- Provide a description of the connection between projects and activities that make up your program of research, and the contribution of each project/activity to the overall goal and objectives of the research program
- 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 **ten (10)** single-spaced 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 Program Plan' in the header of each page, and the page number in the footer. ***[save as: Program\_Plan\_JIDA]***

**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.

***[save as: Manuscript\_1\_JIDA, Figures\_JIDA, etc.]***

**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\_JIDA]***

**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 other explanatory material (draft is acceptable) to be given out. Please consider the potential risks of your proposed projects for communities and individuals, and address how these risks will be minimized in your program plan. ***[save as: Ethics\_Approval\_JIDA, Consent\_Forms\_JIDA, 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)\_JIDA]**

**Postdoctoral 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@ohtn.on.ca](mailto:jmajor@ohtn.on.ca) or mailed via trackable courier (signed over the seal by the supervisor) and received 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 submit a testimonial providing an assessment of the applicant’s abilities and promise as a researcher. The supervisor should also provide (in either the testimonial or as an attachment):

- a. Details of the research training that has been planned and, when appropriate, details of the facilities available to the applicant to carry out the proposed program of research.
- 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(s) is/are 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. 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. In instances where the name or project title on the ethical approval certificate differ from that of the proposed project(s), the supervisor should give written assurance that the project named on the certificate encompasses the work of the applicant 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@ohtn.on.ca](mailto:jmajor@ohtn.on.ca) as electronic documents (Word or PDF format – letters in the body of an e-mail 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.

**Research Allowance** - Activities in the Junior Scientist portion of award (years 3 through 5) **The Research Allowance application deadline is 3 months prior to the start of the Junior Scientist portion of the award.**

A separate, but overlapping, plan describing the activities to be conducted during the second half of the award period is required for applicants seeking the Research Allowance component of this award. The proposal should identify new initiatives that will be supported by the Research Allowance. Up to five (5) additional pages may be submitted.

**Research Allowance Justification** – on a separate page entitled “**Research Allowance Justification**”, write an explanation of budget items identified on the Research Allowance Budget Form. Be sure to clearly link budget items with the Research Allowance plan (see above). Follow the guidelines set out below.

- a. Travel: costs associated with transportation where applicable. Please note that you may only use up to \$2,000 for travel expenses.
- b. Personnel: the rate(s) of remuneration requested for professional and nonprofessional staff should normally be those payable by the sponsoring organization or institution to similar categories of staff, including fringe benefits where applicable.
- c. Equipment: the need for equipment (not related to infrastructure support) should be explained.
- d. Supplies: please note that funds for the purchase of supplies are not intended for the purpose of furniture, office equipment and supplies (i.e., items normally supplied by an organization institution) or for infrastructure related to teaching or service delivery.
- e. Other Expenses: include justification for any other budget items requested.

### **Submitting the Proposal**

All Junior Investigator Development Award applications must be submitted electronically via [https://www.grantrequest.com/SID\\_920/](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 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 acceptances and successes in obtaining grant funds, but cannot alter any aspect of the proposal submitted.

**Applications for Junior Investigator Development Awards must be submitted electronically via [https://www.grantrequest.com/SID\\_920/](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. 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 Junior Investigator Development 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 the HIV epidemic in Ontario
- The development of a coordinated research program rather than one or several disparate individual research projects (i.e. projects must be linked by a common goal)

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 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 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**

Each year of the award contributes to the postgraduate academic experience. An individual with a health professional degree (or equivalent) or PhD graduate with no academic experience would start at \$40,000 and proceed through the grid so that in the 3rd year of the award the salary amount would total \$50,000.

**Applications for the research allowance should be submitted as part of the final report for the postdoctoral training period.** In order for the allowance to be granted, this final report must demonstrate that a suitable program of research has been developed. See above under “How to Apply” for details.

### **Duration of Support:**

The award will normally be of 5 years duration. The first two years are intended for postdoctoral training under the supervision of an established HIV researcher. This training may occur within or outside of Ontario. The remaining 3 years of the award will fund a Junior Scientist position at an Ontario research institution. An applicant with substantial previous research experience may require a shorter initial training period to facilitate the transition to independent investigator.

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

If an applicant does not commence work on his/her research within four months of the award being made, the award may be forfeited, unless previously discussed with and approved by the OHTN.

Successful candidates are expected to devote at least 50% (for clinician scientists) or 75% (for other researchers) of their time to research during the Junior Scientist portion of the award.

The amount of the award will be based upon the number of years of academic experience since obtaining the health professional degree (or equivalent) or PhD. 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.

<b>Years of Postgraduate Academic Experience</b>	<b>Amount of Award Per Annum (not including Research Allowance)</b>
<b>0-2</b>	<b>\$40,000</b>
<b>3-7</b>	<b>\$50,000</b>

### **Host Institution Contribution:**

The Ontario-based host institution is required to provide 50% of the candidate’s salary support for the Junior Scientist period (3-5 years) of the award, to a maximum of \$25,000 per year, assuming satisfactory progress has been made during the training period.

**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 OHTN Research Development staff and will be sent to award recipients 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 an OHTN Junior Investigator Development 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 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 postdoctoral supervisor during the postdoctoral training period of the award, and are due no later than August 1. Please send a signed copy to Jennifer Major by e-mail [jmajor@ohtn.on.ca](mailto:jmajor@ohtn.on.ca) or mail. Funds for the subsequent award year will not be released until the annual progress report has been received.

### **Final Reports**

The OHTN requires a final report (maximum six (6) pages) at the end of the 2-year postdoctoral training period. Awardees must give a copy of the final report to their supervisor. The supervisor is requested to review the final report and provide The OHTN with a confidential written assessment of the awardee, indicating the future potential of the individual as an independent researcher. The OHTN requires the final report and the supervisor's assessment two months before the end of the training period (by June 30). The OHTN reserves the right to discontinue the award if satisfactory progress is not evident by the end of the training period.

The OHTN also requires a final report (maximum six (6) pages) covering the entire funding period of the OHTN Junior Investigator Development 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 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, including the need for additional research, submission of a larger grant proposal, capacity-building, stakeholder development and/or knowledge translation and exchange (KTE) 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 expenditures for the Research Allowance for the Junior Scientist portion of the award on the form provided by the OHTN as soon after September 1 as possible and no later than December 1.

### ***Acknowledgement***

The following acknowledgement must be included in all publications resulting from research supported by The OHTN: *This study was supported by a Junior Investigator Development 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 The 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.

The OHTN assumes responsibility for disseminating the information contained within submitted reports via the [OHTN website](#). However, the 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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