



OHTN

**REQUEST FOR PROPOSALS:**

**OHTN TRAINING AWARD: HIGH RESOLUTION ANOSCOPY**

Launch Date: May 1, 2012  
Application Deadline: Open  
Notification Date: 2 weeks after application  
Fund Start Date: Flexible

## OHTN TRAINING AWARD: HIGH RESOLUTION ANOSCOPY

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### Description

The **OHTN Training Award: High Resolution Anoscopy** provides support for clinical training in high resolution anoscopy for physicians caring for HIV-infected patients who are at risk of developing anal cancer. The purpose of this support is to enhance the provision of anal cancer screening and follow-up of HPV-infected, HIV-positive individuals.

The **OHTN Training Award: High Resolution Anoscopy** provides time-limited support for an Ontario-based physician to acquire the appropriate training and mentorship to enhance capacity for anal cancer screening in individuals with HIV in Ontario.

### Funds Available

Up to \$5,000 is available from the OHTN to support:

- The cost of registration in an accredited training program (e.g. the ASCCP training in High-Resolution Anoscopy)
- The cost of travel and accommodation to the training site
- The cost of securing dedicated time for training by a clinical mentor and/or a modest honorarium for a clinical mentor, who will mentor the awardee at the site where the trainee will ultimately apply the skills learned (maximum \$1,000)

### Eligibility Criteria

To be eligible for the OHTN Training Award: High Resolution Anoscopy, the applicant must:

- Be a licensed physician in Ontario
- Be a provider of healthcare services to people living with HIV, and co-infected with HPV
- Be able to demonstrate that training will lead to sustainable service provision
- Identify, and have access to, the medical facilities and expertise necessary to utilize the skills gained (scope, pathologist services, etc.), or be working with a hospital/clinic to develop the required facilities
- Have the demonstrated support of the organization housing the appropriate medical facilities

## How to Apply

Applicants will complete and submit their application using the OHTN's web-based Grants Application Manager.

**\*\*NOTE\*\***

1. OHTN Training Award: High Resolution Anoscopy award applications must be accessed for the **first time** at [https://www.grantrequest.com/SID\\_920?SA=SNA&FID=35036](https://www.grantrequest.com/SID_920?SA=SNA&FID=35036)
2. Once created, applications must be **re-accessed** using [https://www.grantrequest.com/SID\\_920/](https://www.grantrequest.com/SID_920/) and entering a user-unique ID and password
3. The 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 (if desired) *prior* to electronic submission

### **Cover Letter** (maximum 2 pages)

The covering letter (uploaded as a PDF to the application) should include:

- Your current level of training and experience
- The rationale for your request for HRA training
- A description of your current and anticipated patient populations, and a demonstration that the training will contribute to the health and well-being of one or more of the [populations in Ontario most affected by HIV](#)
- A description of the time to be devoted to HRA in the future, and plans for sustainability of the service
- The name and location of the clinical mentor

### **Training Plan** (maximum 2 pages)

Submit a training plan detailing how core skills will be developed, and how mentorship will prepare the trainee for independent practice.

### **Applicant CV** (maximum 5 pages)

The applicant should submit a Curriculum Vitae (uploaded as a PDF attachment to the application) outlining education and training to date.

### **Detailed Budget**

Submit a detailed budget (uploaded as a PDF attachment to the application) outlining the proposed costs associated with the award, including course registration, travel, accommodation, per diem, and clinical preceptor honorarium or secured training time.

### **Support Letter(s)**

The following information should be provided by the appropriate individuals:

- The Host Institution should provide either: a) a description of the facilities available to support high resolution anoscopy (HRA), and how the applicant will be integrated into the provision of services at the site, or b) the work currently underway to establish a high resolution anoscopy program, including an estimate of facility costs, timeline, and the applicant's current and future role in the development

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and sustainability of such a program. The current or planned existence of appropriate facilities is required.

- The clinical mentor should provide a letter describing the mentorship to be provided, including time commitment and any activities planned to prepare the applicant for independent practice.
- A letter of reference is required from **one** physician with direct knowledge of the applicant's suitability for this award.

One or several letters may be necessary to fulfill the requirements listed above. Letter(s) must be uploaded to the application as a PDF.

### **Mentor CV** (maximum 8 pages)

The mentor should submit a Curriculum Vitae outlining education, training, and employment history. The Mentor CV must be uploaded to the application as a PDF.

### **Submitting the Proposal**

Applications must be submitted electronically. Where electronic copies (including scans, which are acceptable for uploading to the application form) of documents are not available, applicants may submit in unstapled hard copy only, via trackable courier.

#### Address hard copy documents (if applicable) to:

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

### **Evaluation Criteria & Review Process**

Each application will be reviewed by at least 3 external reviewers: 1 primary care physician, 1 infectious diseases specialist and 1 member of the HIV/AIDS community. The reviewers will take into account:

- Evidence of the applicant's ability and accomplishments
- Rationale and institutional support for the applicant's training
- The potential relevance and suitability of the proposed training to the candidate's practice
- Likelihood of sustainability of HRA service provision

### **Reporting Requirements**

The OHTN requires a final report (maximum three (3) pages) covering the entire funding period. This should include the following:

- Training Summary: describe the key activities and training obtained during the entire funding period
- Future Plans: provide a brief description of your future career plans and where your HRA work will be situated

The OHTN also requires a short letter from your mentor (e-mailed to [jmajor@ohrn.on.ca](mailto:jmajor@ohrn.on.ca)) providing an assessment of your progress and accomplishments during the period of the award.

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The final report and assessment are due 2 months after the end date of the award.

***FAILURE TO SUBMIT A FINAL REPORT WILL PRECLUDE THE AWARDEE FROM RECEIVING ANY FURTHER FINANCIAL SUPPORT FROM THE OHTN.***

### ***Financial Reporting Requirements***

The sponsoring organization's accounting office must submit a statement of expenditure at termination.

### ***Acknowledgement***

The following acknowledgement must be included in any publications or presentations resulting from the OHTN's support: Dr. (Name of Awardee) is pleased to acknowledge the support of The Ontario HIV Treatment Network (OHTN) through the *OHTN Training Award: High Resolution Anoscopy*.

### ***Notifications***

When an applicant has been successful in obtaining funds from another agency for the purposes of this training, 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 alter the approved arrangements.

### **Communication Requirements**

The 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 award recipient and recognizes the need to pursue publication in peer-reviewed publications or other appropriate formats. It is expected, however, that award recipients will provide the OHTN with copies of all presentations, publications and reports arising from work supported with this award to assist the OHTN in its evaluation of this program. OHTN staff will work with award recipients to ensure that its own dissemination efforts do not conflict with the award recipient's 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**

For questions regarding this Request for Proposals, please contact:

Jennifer Major

Manager, Research Funding & Development

[jmajor@ohln.on.ca](mailto:jmajor@ohln.on.ca)

416.642.6486 x2249