



**OHTN**

**REQUEST FOR PROPOSALS:**

**OHTN RESIDENCY IN HIV CARE**

Launch Date: November 30, 2012

Application Deadline: February 28, 2013 (11:59 pm)

Notification Date: March 2013

Fund Start Date: Flexible (April 1 – September 1, 2013)

## OHTN RESIDENCY IN HIV CARE

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### Description

The **OHTN Residency in HIV Care** provides support for postgraduate (residency) training in HIV care for physicians at the PGY-3 level. The purpose of this program is to enhance the provision of HIV care in Ontario by providing the opportunity for additional concentrated HIV-specific training to physicians.

The **OHTN Residency in HIV Care** is based at an Ontario medical school with a clinical preceptor experienced in HIV care and will be for one year's duration.

### Funds Available

Up to \$75,000 is available from the OHTN to support:

- One year of full-time salary at the level of an Ontario PGY-3 trainee, including standard fringe benefits, holidays, etc.
- The cost of attending one major HIV conference approved by the preceptor (up to \$ 1,000)
- The cost of fees to join the American Academy of HIV Medicine and to sit the Academy exams at the end of the residency (~\$200)

Payments will be made semi-annually based on satisfactory progress and financial reporting (including quarterly teleconferences).

### Eligibility Criteria

To be eligible for the OHTN Residency in HIV Care award, the applicant must:

- Be at the PGY-3 level at the beginning of the award
- Have demonstrated a major interest in HIV care in their residency training and/or in their current practice;
- Intend to practice HIV care in Ontario following completion of their HIV residency;
- Hold Canadian citizenship or landed immigrant status;
- Be licensed or eligible to be licensed by the College of Physicians and Surgeons of Ontario;
- If pursuing family practice or primary care, have completed or are in the final year of training in a College of Family Physicians of Canada-approved residency program.

Preference will be given to trainees who will provide HIV care in underserved locations and/or to underserved populations.

## How to Apply

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

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

1. OHTN Residency in HIV Care award applications must be accessed for the first time at [https://www.GrantRequest.com/SID\\_920?SA=SNA&FID=35033](https://www.GrantRequest.com/SID_920?SA=SNA&FID=35033)
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
- Previous or current HIV-related experience
- A confirmation that you meet the individual eligibility requirements
- Intended location of practice on completion of the HIV residency

### Detailed Curriculum

The detailed curriculum (uploaded as a PDF to the application) should describe how you will structure your time and learning activities and objectives during the residency period.

Each placement should include the name of the site, name(s) of the site supervisor(s), dates and duration of placement, anticipated learning objectives and activities for achieving these. The curriculum must include:

- HIV Clinical experience with specialists and HIV primary care physicians
- A combination of training and experience in the following settings:
  - Ambulatory
  - Hospital-clinic based
  - Hospital in-patient based
  - Hospice based
  - Community-based
- Appropriate short-term experience outside the primary geographic area of study may also be permitted with the approval of the preceptor

For any conferences or rounds stipulated in the curriculum, provide a description, including the name, location, anticipated dates, and costs (if incurred by the OHTN Residency in HIV Care award). Also provide anticipated learning objectives for individual conferences and rounds.

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In addition to the formal curriculum, successful awardees may be expected to contribute to the OHTN if a suitable opportunity arises. Consult with OHTN Staff prior to submission to identify opportunities for involvement.

Please note that the residency is intended to be conducted on a full-time basis. If a shorter duration is being requested, applicants must consult with [OHTN staff](#) prior to applying.

### **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 salary, benefits, curriculum expenses, AAHM exam, and other anticipated costs, including preceptor support.

### **Host Institution Form**

Download and complete the [Host Institution form](#) per the instructions. The Host Institution form certifies the institution's support of the application confirms its willingness to administer funds. The Preceptor also signs this form. This form must be uploaded to the application as a PDF.

### **Placement Site Signature Form**

Download and complete the [Placement Site Signature Form](#) per the instructions. This form attests that each placement site identified has confirmed their willingness to offer the stated activities and supervision required. This form must be uploaded to the application as a PDF.

### **Letters of Reference**

Letters are required from **two** physicians with direct knowledge of your suitability for the HIV residency. These letters should be submitted confidentially (i.e. letters should not be copied to the applicant) – either electronically (as a word or PDF document) to the OHTN ([sbazinet@ohntn.on.ca](mailto:sbazinet@ohntn.on.ca)) by the referee, or by mail in separate envelopes, signed over the seal by the individual providing the testimonial by the application due date.

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

The preceptor should submit a Curriculum Vitae outlining education, training, and employment history.

### **Preceptor Letter**

A letter from the physician who has agreed to act as your preceptor should write a letter indicating this commitment, as well as detailing how he or she will assist you in meeting your learning objectives and provide other residency-related supports. This letter should be uploaded as a PDF to the application.

## Submitting the Proposal

Applications must be submitted electronically by the application deadline. 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; however these documents must be received by the deadline.

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.

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 review committee and other 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 review committee or external reviewers. Contact [Stephanie Lemelin Bazinet](#) if you have any questions.

**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 48 hours prior to the deadline so that any issues may be resolved.

Address hard copy documents (if applicable) to:

Ontario HIV Treatment Network  
c/o Stephanie Lemelin Bazinet, Coordinator, Research Development  
1300 Yonge Street, Suite 600  
Toronto ON M4T 1X3

## Evaluation Criteria & Review Process

Each application will be reviewed by a committee consisting of health care professionals and members from the HIV/AIDS community. The review committee will take into account:

- Evidence of the candidate's ability and accomplishments
- Commitment to deliver quality care to people living with HIV/AIDS
- Provision of care in underserved locations and/or populations **in Ontario**
- The potential relevance and suitability of the proposed curriculum outline to the candidate's practice
- Overall suitability of the candidate for the Residency in HIV Care

## Terms of Award

One year of salary at the level of an Ontario PGY-3 trainee, including standard fringe benefits, holidays, etc. and incidental costs (if applicable) directly associated with the approved residency training program to a maximum of \$75,000.

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The term of an award may be shortened at the OHTN's discretion if there is evidence of insufficient progress. The onus is on the awardee to notify the OHTN immediately of any change in status of an awardee which would prevent him/her from completing the program of study.

Awardees will be required to commit to remaining in Ontario to continue work in the field of HIV care at the conclusion of the award period for a period of at least 12 months.

If there are issues with completing the award, contact [Stephanie Lemelin Bazinet](#) as soon as possible.

### **Reporting Requirements**

***Continued release of funds is contingent upon timely receipt of satisfactory progress and financial reports. Failure to submit a report of any kind will preclude the awardee from receiving further financial support from the OHTN.***

The OHTN requires a progress report (maximum two (2) pages) covering the first half (six months) of the *OHTN Residency in HIV Care*. This should include the following:

- Training Summary: describe your training activities thus far and list major accomplishments or challenges to date

The OHTN also requires a short letter from your preceptor (e-mailed to [sbazinet@ohln.on.ca](mailto:sbazinet@ohln.on.ca)) providing a brief assessment on the acceptability of your progress to date.

The OHTN requires a final report (maximum six (6) pages) covering the entire funding period of the *OHTN Residency in HIV Care*. This should include the following:

- Training Summary: describe your activities during the entire funding period and list major accomplishments of your program of study
- Training Outcomes and Dissemination Activities: describe the significant results of your program of study. 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 and outcomes of your training for your practice, and list any publications, presentations or other knowledge transfer activities undertaken (attach any materials you feel are particularly relevant)
- 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 the OHTN's website. Include a brief description of the training program, significant outcomes, and future plans. Also include links to full papers or other websites that describe your achievements in more detail (if applicable).

The OHTN also requires a short letter from your preceptor (e-mailed to [sbazinet@ohln.on.ca](mailto:sbazinet@ohln.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 3 months after the end date of the award.

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. The OHTN requires the final report and the department head's signature within six months of the end 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 Residency in HIV Care*.

### ***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 change the program of study and/or 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:

Stephanie Lemelin Bazinet  
Coordinator, Research Development  
[sbazinet@ohtn.on.ca](mailto:sbazinet@ohtn.on.ca)  
416.642.6486 x2244