



## CIHR Canadian Observational Cohort (CANOC) Collaboration Trainee Grant and Award Guidelines

### Important Dates

Request for Applications	<b>June 19, 2009</b>
Application Submission Deadline	<b>August 31, 2009</b>
Start of Funding	<b>November 1, 2009</b>

### Summary

The *CIHR Team in HIV Treatment Outcomes: Canadian Observational Cohort (CANOC) Collaboration* will aim to put Canadian HIV/AIDS research on par with international developments in the field by:

1. Developing a nationally and internationally recognized and policy-relevant program of research in HIV therapeutics and population and public health;
2. Establishing training and research opportunities for graduate students, post-doctoral fellows and clinicians across the country interested in HIV/AIDS cohort research;
3. Improving research dissemination to physicians and persons living with HIV disease and improving the knowledge translation of research on HIV/AIDS therapeutics into provincial, national and international HIV/AIDS treatment guidelines.

The Canadian Observational Cohort (CANOC) Collaboration is comprised of 31 investigators with diverse skill sets from a number of leading research institutions (including Simon Fraser University, University of British Columbia, University of Toronto, University of Ottawa, McGill University, and Université de Montréal) in three provinces; there are 2 provincial databases (HIV/AIDS Drug Treatment Program, BC Centre of Excellence and The Ontario HIV Treatment Network's (OHTN) Cohort Study), 1 clinic database in Ontario: Maple Leaf Medical Clinic, and 2 clinic databases in Montreal: Montreal Chest Hospital Immunodeficiency clinic and Clinique Medicale L'Actuel; a national HIV/HCV cohort, and one international cohort (EARTH).

The CANOC team is committed to the training and mentoring of scholars and clinician scientists including graduate students and post-doctoral fellows interested in conducting policy-relevant interdisciplinary research in HIV therapeutics and population and public health.

As a partner of the CANOC collaboration, the OHTN has accepted responsibility to oversee and manage the CANOC Trainee Grant and Award competition.

### Funding

- Funding of the CANOC Trainee Grant or CANOC Trainee Award will be for one year
- Operational funding for the CANOC Trainee Grant will be for up to \$20,000;
- Salary support for Trainee Awards will be at an amount commensurate with the applicant's level of education and according to CIHR scales;
- The total amount available for all grants and awards in each year is \$100,000;
- Only applications receiving a rating above 3.5 will be considered for funding.

## **Table of Contents**

[Eligibility](#)

[How to Apply](#)

[Submitting the Proposal](#)

[Advice to Applicants](#)

[Peer Review Process](#)

[Terms of Award](#)

[Reporting Requirements](#)

[Communication Requirements](#)

[Contact Information](#)

## **Eligibility**

Candidates for CANOC Trainee Grants or Awards may be at the Masters, PhD, Postdoctoral, or clinician scientist level.

Grants and Awards will be awarded to the most qualified applicants at any level who are currently enrolled in a program of training/study at any Canadian university or research centre.

Eligible applicants must be supervised by one of the CANOC investigators for the duration of the fellowship.

Candidates may apply for either, but not both of:

- CANOC Trainee Grant – operational funding to support the conduct of a research project, as described in the application
- CANOC Trainee Award – stipend to support the completion of a research project, as described in the application

Candidates applying for the CANOC Trainee Award are not permitted to hold a second concurrent (stipend) award. Trainees may, with the approval of their supervisors, engage in and accept remuneration for limited departmental activities that contribute to their development as independent researcher. It is strongly advised that any paid work of this or another nature is limited to a maximum of 10 hours per week, provided that this extra work does not interfere with his/her progress.

## **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.*

**Prior to completing the application form, interested applicants should contact Alexis Palmer (Phone: (604) 682 2344 ext. 63237; E-mail: [apalmer@cfenet.ubc.ca](mailto:apalmer@cfenet.ubc.ca)) to obtain a copy of the CANOC Collaboration grant proposal.**

Click [here](#) to view the application forms.

A complete **CANOC Trainee Grant or Award** application consists of the following:

#### **CANOC 1**

**Checklist** – Please complete and attach to the original of the application only.

**Covering 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. 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 if applicable, and if space permits, any other relevant information you feel will support your application. **Maximum two (2) pages.**

#### **CANOC 2**

**Facesheet** – Please complete this form and obtain signatures from the appropriate individuals.

#### **CANOC 3**

**Plain Language Statement** – Describe the following (**max 500 words**):

- a. The title of your research project (**max 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. Consider the following headings, as appropriate:
  - Background and Rationale
  - Objectives / Principal Aims
  - Hypotheses / Research Questions
  - Methods / Research Design
  - Potential Impact
- c. A statement to show how the proposed line of enquiry and research training are relevant to the stated aims of CANOC.
- d. Summarize how the proposed research proposal is relevant to, or will engage, community stakeholders.

#### **CANOC 4**

**Community Engagement Plan** – **This is a component of your application that is strongly recommended.** Community engagement in HIV research is viewed as an essential mechanism to ensuring that research is relevant to community needs. The CANOC collaboration considers ‘community’ to include 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.

Summarize your involvement 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. Where community engagement during the research process is not reasonable or feasible, provide an explanation. Provide a description of both past experience as well as your plan for the current proposal.

### **CANOC 5**

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

- Background and Rationale
- Objectives / Principal Aims
- Hypotheses / Research Questions
- Methods / Research Design
- Relevance and Potential Impact
- Timeline

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

Please ensure your proposal also fulfills the following criteria:

- Demonstrate the importance and originality of your proposal/line of enquiry, and the potential impact it will have on the HIV epidemic in Canada
- Consider the potential ethical risks of your proposal/line of enquiry for relevant communities and individuals, and address how these risks will be minimized
- Provide appropriate detail to ensure that reviewers will be able to clearly envision your plan and its significance to the HIV/AIDS community
- Include a timeline for the work/training proposed

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 and ensure that photocopies are legible. Please submit all materials in original size. Leave margins of 1" on all sides, and number each page.

### **CANOC 6**

**References** – Append references to the Research Project Description. They are not included in the four-page limit of the Research Project Description and should start on the following page.

### **CANOC 7**

**Budget Sheet** – If applying for the CANOC Trainee Grant, complete this form.

### **CANOC 8**

**Appendices** – You may submit up to three (3) publications or manuscripts that are directly relevant to the proposal/line of enquiry. Study instruments, tests, and/or questionnaires should also be submitted as appendices (if applicable). Avoid putting material in the appendix that is critical to a fundamental understanding of the project; such material should go in the body of the proposal.

Where the critical material is a figure or table that cannot fit into the body of the proposal, it may be put into the appendix, but clear references should be made to its contents in the proposal text. Not more than five (5) pages of figures and/or tables may be included as appendices.

### **CANOC 9**

**Ethics Approval and Consent Forms** – Include, as applicable, copies of any consent forms (draft is acceptable) 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.

#### **CANOC 10**

**Curriculum Vitae** – Submit your curriculum vitae (not to exceed five pages). Include your complete address, telephone number and e-mail address.

#### **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.

#### **CANOC 11**

**Supervisor's Material (your supervisor must be a co-investigator with the CANOC Collaboration research team)** – The supervisor's material may be sent electronically, directly from the supervisor, to [jmajor@ohrn.on.ca](mailto:jmajor@ohrn.on.ca), or may be sent in a separate envelope, signed and sealed by the supervisor, by the application deadline.

Your CANOC supervisor is expected to review your proposal and provide you with assistance in the development of a community engagement plan. Your supervisor must also submit a testimonial providing an assessment of your abilities and promise as a researcher. Your 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 you to carry out the proposed study.
- b. If your project is contributing directly to your supervisor's research program, please provide a description of your particular role and responsibilities in your supervisor's research, as well as any funding support available to you through your supervisor's research. Your supervisor should also describe any plans to give you opportunities for independent work.
- c. A statement that an ethical review of the work, if applicable, has been arranged. If approval has already been granted, please ensure that you submit the ethics approval certificate with your application. In instances where the name and/or project title on the ethical approval certificate differ from that on the Facesheet, your 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 your project, your supervisor should make this explicit and provide an explanation.

- d. A copy of your supervisor's curriculum vitae (not exceeding five pages), including complete address and telephone number.

**Reference Letters** – Testimonials are required from **two (2)** individuals (other than your supervisor) who have had an adequate opportunity to assess your potential. The testimonials should address your promise and your ability to benefit from research training, and your commitment to HIV research in a community setting. 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 - 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.

**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.

**Transcripts** – You 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 separately or directly from the university, if they cannot be submitted with the proposal. It is recommended that these be ordered as early as possible so that they arrive by the application deadline.

### **Submitting the Proposal**

Please submit 6 collated sets (the original plus 5 copies) of the application to the OHTN. The top copy must show original signatures and this original copy should not be stapled together. The only item that should not be copied is the Checklist. Please submit this form at the front of the original copy only.

It is your responsibility to ensure that the 5 copies are identical to the original and that they are stapled or clipped together so that there are no loose papers (except in the case of materials submitted in sealed envelopes, which will be copied at The OHTN office). All proposals must be submitted using the forms provided on the OHTN and/or the CANOC website.

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 must be sent via courier and date stamped by August 31, 2009. Late applications will not be accepted.**

Address your submission to:

CANOC Collaboration Trainee Grants & Awards  
c/o Jennifer Major  
Ontario HIV Treatment Network  
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.

The proposal should be in a format that allows comfortable reading. Characters must be no less than 11 point font. Use single-sided sheets (8 1/2" x 11"), number each page and leave margins of 1" on all sides. Ensure that photocopies are legible, and that text material is submitted in original size.

**The OHTN, acting on behalf of the CANOC Collaboration, reserves the right to refuse to review any application that does not adhere to these Guidelines.**

## **Peer Review Process**

CANOC Collaboration Trainee Grants and Awards will be submitted for review to both external reviewers, and to members of the OHTN's Scientific Review Committee (SRC). Reviewers 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 CANOC.

Reviewers 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.

All decisions and recommendations made by the reviewers, and accepted by the CANOC Collaboration Steering 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 CANOC Collaboration Steering Committee.

## **Terms of Award**

The duration of the CANOC Collaboration Trainee Grant or Award will be for one year. If an applicant does not commence work on his/her research within four months of the award being made, the award will be forfeited.

The CANOC Collaboration Trainee Grant or Award normally begins on September 1 and terminates August 31 of the following year.

### Amount of Grant and Award

The amount of a CANOC Collaboration Trainee Grant is \$20,000 for 1 year.

The amount of a CANOC Collaboration Trainee Award is \$21,000 for 1 year for Masters and PhD candidates and \$40,000 for Postdoctoral candidates.

Funds for travel will be provided to recipients of the CANOC Collaboration Fellowship to attend the Annual CAHR, CANOC, and OHTN Research Conferences during the year of their award.

Successful applicants are required to devote themselves to the purposes of the CANOC Grant or Award for the full period of the award.

### **Reporting Requirements**

The CANOC Collaboration requires a final report (maximum four (4) pages) covering the entire funding period of the CANOC Grant or Award. This should include the following:

- Project Summary: describe your activities during the entire funding period and list major successes of your research training.
- Project Outcomes: describe the outcomes of the award. 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.
- 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 and CANOC'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 your research in more detail (if applicable).

Awardees should give one copy to their CANOC supervisor.

The supervisor is requested to review the final report and submit a confidential assessment to the OHTN indicating the future potential of the individual as a researcher. The final report and the Supervisor's assessment must be received within four months following termination of the award.

As the CANOC Collaboration may wish to disseminate the results of the work that 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 the end date as possible and no later than 3 months after the end date.



## ***Acknowledgement***

In all publications resulting from research supported by the CANOC team, the following acknowledgement should be included:

This research was supported by the CIHR Team in HIV Treatment Outcomes: The Canadian Observational Cohort (CANOC) Collaboration, funded by the Canadian Institutes of Health Research.

## ***Notifications***

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

A successful applicant must consult the CANOC Collaboration Steering Committee, via 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 CANOC Collaboration Steering Committee prior to implementation.

## **Communication Requirements**

For the CANOC Collaboration Trainee Grant or Award, recipients are required to present their work at the annual CANOC meeting prior to the CAHR conference, and to submit an abstract for presentation at CAHR and/or the OHTN's Annual Research Conference.

The CANOC Collaboration and the OHTN assume the responsibility for disseminating the information contained within submitted reports via the CANOC and OHTN websites. However, CANOC and OHTN affirm that the results are the intellectual property of the award recipient and recognize 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 CANOC Collaboration with copies of all publications arising from work supported with this grant to post to the CANOC website, and for reporting purposes to the Collaboration's funder – the Canadian Institutes of Health Research.

## **Contact Information**

For questions about the CANOC Collaboration contact:  
Alexis Palmer  
Project Coordinator  
Drug Treatment Program  
BC Centre for Excellence in HIV/AIDS  
Vancouver, BC  
Phone: (604) 682 2344 ext. 63237  
E-mail: [apalmer@cfnenet.ubc.ca](mailto:apalmer@cfnenet.ubc.ca)

For questions about the application process contact:  
Jennifer Major  
Manager, Ethics & Research Development  
Ontario HIV Treatment Network  
Toronto, ON  
Phone: (416) 642 6486 / 1 877 743 6486  
ext. 2249  
E-mail: [jmajor@ohntn.on.ca](mailto:jmajor@ohntn.on.ca)