



the CTN  
CIHR Canadian  
HIV Trials Network

le Réseau  
Réseau canadien  
pour les essais VIH des IRSC



# The CTN/OHTN Awards Programme

## The CIHR Canadian HIV Trials Network (CTN)

The CTN is a non-profit partnership committed to developing treatments, vaccines and a cure for HIV disease and AIDS through the conduct of scientifically sound and ethical clinical trials. Sponsored by the Canadian Institutes of Health Research (CIHR) and supported by the University of British Columbia and St. Paul's Hospital (Providence Health Care), the CTN provides a full range of clinical trial resources from its national office in Vancouver to several clinical research sites across Canada.

## The Ontario HIV Treatment Network (OHTN)

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 <[http://www.ohtn.on.ca/Documents/About-Us/OHTN\\_Strat\\_Plan\\_to\\_2015.pdf](http://www.ohtn.on.ca/Documents/About-Us/OHTN_Strat_Plan_to_2015.pdf)>, 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.

## The Programme

The CTN/OHTN Awards Programme offers training opportunities to outstanding young researchers at major Ontario centres. The goals of the program are:

- To encourage the further career development of researchers who have completed professional training in HIV research, to help meet the need for trained investigators of HIV projects or HIV clinical trials in Ontario,
- To foster a dynamic research environment at Ontario HIV care centres and institutions.

### Awards:

New fellowships are awarded each year. Specific fellowships are provided on behalf of the CTN and a named sponsor. In this case it will be the CTN/OHTN.

### Amount:

Each fellow receives salary and benefits totaling \$50,000 per year. An additional travel allowance of up to \$5,000 per year is held at the CTN for expenses to attend the CTN Semi-annual meetings and the Canadian Association of HIV Research (CAHR) conference. The OHTN requires that CTN/OHTN fellows apply to present their work at the Annual OHTN Research Conference. The OHTN will provide up to \$1,000 in support to attend the OHTN Research Conference.

If a fellowship is not held for the full year, the fellow must immediately notify the CIHR Canadian HIV Trials Network and OHTN. A prorated reduction in funds will then be made.

### Eligibility:

Applicants must have completed an MD or PhD or equivalent. Fellowship candidates with an MD must have completed their residency training program. Fellowship applicants must have completed their PhD to be eligible. Applicants must be a Canadian citizen or have landed immigrant status.

Applicants for the Postdoctoral Fellowship Award must conduct their investigations under the supervision of an investigator based in an Ontario hospital, university or other Ontario institutional setting. Consideration will also be given to candidates who wish to conduct their investigations under the supervision of an investigator 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.



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### **Supervisor:**

The supervisor must be an affiliate investigator of the CTN or OHTN investigator and be willing to direct the fellow in an experiential learning program.

### **Sponsoring Institution:**

Each fellow must develop and run their research work at a recognized Ontario institution. The sponsoring institution must be prepared to provide suitable space and research facilities.

### **Transfer:**

If a fellow transfers to another institution, the award terminates. However, he/she may apply to have the unspent portion allocated for use at the new institution. Such a request must be supported by a revised application plus a letter of undertaking from the supervisor at the new institution in Ontario, similar in content to the letter required from the supervisor in the initial application.

### **Tenure:**

The application should describe a two-year training program. All awards are approved on a year-by-year basis, with a starting date of July 1. Alternate starting dates will be considered upon request. The maximum tenure for a fellow is two years. To be considered for the second year, the fellow must submit a progress report after the first seven months, as outlined in the section entitled "Request for Renewal."

### **Clinical Trial Protocol:**

During the course of the fellowship, each fellow is required to develop an HIV clinical trial protocol or research project and submit it to a sponsor for support (CIHR, NIH, OHTN etc).

### **Earnings from Other Sources:**

During the tenure of this award the fellow must devote 75% of his/her time to the fellowship. He/She is not permitted to hold a second major scholarship.

He/She may, with the approval of the supervisor, engage in and accept remuneration for limited

departmental activities not to exceed 25% that contribute to his/her development as an independent researcher.

### **Payment:**

The award is paid to the fellow's sponsoring institution in semi-annual installments. OHTN will pay the first six months directly and CTN will provide the second half (25K each). The institution, in turn, pays the fellow in accordance with its payroll procedures, making the appropriate deductions. As well, the institution's policies regarding medical benefits, vacation, leave of absence, etc. apply.

### **Reports:**

At the end of the fellowship period, the fellow must provide a written report detailing the achievement of his/her training objectives as listed in his/her application. This will include presentations, publications, the yearly presentation at CAHR and OHTN, as well as an indication according of his/her future plans. The report should include: 1) a list of the projects that he/she was involved with and any publications and/or presentations that resulted; 2) details of all community engagement activities undertaken, such as presentations or workshops delivered to community members/organizations (e.g. CATIE, CTAC, ACT); and 3) any guidance provided to or sought from community members/organizations.

### **Publications:**

Fellows are required to acknowledge the assistance given by OHTN and the CTN, the sponsors of the award, in any publications or presentations.

### **The Training Objectives:**

The training program contemplated by the applicant and supervisor should supplement the applicant's present training and experience in the specialized field of HIV/AIDS.



## The Initial Application

A complete application must contain:

1. A covering letter from the applicant, which must include (max: 2 pages):
  - a summary of training and experience to-date (particularly as they pertain to HIV trials);
  - a description of what he/she is currently doing and plans to be doing in the future;
  - how the fellowship would fit into his/her long-term career plans; and
  - how the research proposed is relevant to the strategic aims of the OHTN.
2. A letter of undertaking from the supervisor, which must include (max: 2 pages):
  - the nature and content of the research project or clinical trial arranged for the candidate. (Include all relevant training activities—formal and informal—and the supervision that would be provided);
  - a description of how the proposed training program would supplement the candidate's present training;
  - a description of the supervisor's recent and current research work in research projects and how the candidate's career track fits into that work;
  - additional information about the supervisor's current position and background, including relevant supervisory experience and publications; and
  - information regarding additional remuneration of the fellow.
3. A completed, signed application form.
4. Letters from at least two references assessing the applicant's qualifications as a scholarship candidate.
5. Any other documents the applicant feels are pertinent to the application.

## The Request for Renewal

To be approved for the second year, the fellow must submit a progress report at the end of the first seven months. It must include:

- a description of progress to-date in the training program outlined in the initial application;
- a description of any progress made towards the development of a research protocol;
- a detailed outline of the proposed activities during year two;
- a performance assessment from the supervisor;
- any supporting documents thought to be pertinent; and
- a statement regarding additional remuneration received by the fellow during the first year of the award.

## The Deadline

THE DEADLINE FOR SUBMITTING APPLICATIONS AND RENEWAL REQUESTS IS JANUARY 31, 2011.

Complete applications and requests for renewal must contain all the required information as listed in the previous section.

### **They must be submitted to both:**

Ms. Jacqueline Sas  
Manager, Postdoctoral Fellowships and Committees  
CIHR Canadian HIV Trials Network  
620B - 1081 Burrard Street  
Vancouver, BC V6Z 1Y

And

Ms. Jennifer Major  
Manager, Research Funding & Development  
Ontario HIV Treatment Network (OHTN)  
600 - 1300 Yonge Street  
Toronto, ON M4T 1X3  
P: (416) 642-6486 ext.2249  
F: (416) 640-4245  
www.ohtn.on.ca



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Late or incomplete applications cannot be considered.

More information may be obtained by calling Ms. Jacqueline Sas at the CTN's National Centre at 1-800-661-4664, or Ms. Jennifer Major at OHTN (416) 642-6486 ext 2249.

## The Adjudication Process

Adjudication Committee operates under the policies of the CTN and CIHR. Its members serve without remuneration. Composed chiefly of distinguished clinical researchers, the Committee relies heavily on the peer review process. The adjudication favours applicants with high potential who are working with CTN affiliated sites/Canadian centres that can channel their potential into broad experience in the formulation and execution of research projects, including: scientific methodology, epidemiology and data management.

All factors are considered, including:

- the applicant's ability, educational background and career plans;
- the proposed program of training and supervision; and
- the research activities to be undertaken.

## The Adjudication Committee

### Chairman

DR. ANITA RACHLIS  
Division of Infectious Disease  
Sunnybrook Health Sciences Centre  
University of Toronto  
Toronto, ON

### Members

DR. MARIANNE HARRIS  
Clinical Research Advisor  
John Ruedy Immunodeficiency Clinic  
Vancouver, BC

DR. STANLEY READ

Division of Infectious Diseases  
Hospital for Sick Children  
University of Toronto  
Toronto, ON

LYNN STEVENSON

Community Representative  
AIDS Coalition of Nova Scotia  
Halifax, NS

DR. JEROME TEITEL

Hemophilia Care Centre  
Department of Medicine  
St. Michael's Hospital,  
University of Toronto  
Toronto, ON

DR. MARK WAINBERG

Professor of Medicine  
McGill AIDS Centre  
Jewish General Hospital  
Montreal, Quebec

### Secretary

MS. JACQUELINE SAS (ex officio)  
Manager, Postdoctoral Fellowships and Committees  
CIHR Canadian HIV Trials Network  
Vancouver, BC

### Privacy Statement:

According to the Privacy Act and the Access to Information Act, applicants must be aware of the use and disclosure of the information contained in their application. This information will not be released without the candidate's consent.

### Announcements of Winners:

The recipients of the CTN Postdoctoral Fellowship awards will be announced at the Spring semi-annual meetings of the CTN which are held in conjunction with The Canadian Association for HIV Research (CAHR) annual meeting.

Vancouver, October 7, 2010