

ACHRI GRADUATE STUDENTSHIP SUPPORT

Award Information and Application Instructions

Purpose of Award

ACHRI Graduate Studentships (MSc/PhD) are competitive internal awards for the purpose of providing stipend support to trainees pursuing graduate research.

Eligibility Criteria

Candidates are eligible to apply for the ACHRI Graduate Studentship support if:

- they have secured a training position with a primary supervisor who is a full member of ACHRI; and
- they are conducting an eligible research program that falls under the mandate of ACHRI.

Only two applications will be accepted from a single supervisor in each competition. Funding is restricted to two trainees per supervisor per competition round: one graduate level trainee and one postdoctoral or other category.

If two or more trainees apply for an award for the same project, individual roles in the project must be clearly delineated.

PhD students wishing to pursue research training through the Canadian Child Health Clinician Scientist Program (CCHCSP) are to apply for a local funding match through this stream. Residents wishing to pursue CCHCSP training must apply through the ACHRI Clinical Research Fellowship stream.

Financial Support

In order to access the award, successful applicants must be enrolled in a Graduate Studies program at the University of Calgary at the time of commencement of the award.

ACHRI Graduate Studentship support is \$11,000 per year for MSc students (supplemented by the trainee's supervisor at \$10,000 per year for a total annual compensation of \$21,000) and \$13,000 per year for PhD students (supplemented by the trainee's supervisor at \$10,000 per year for a total annual

compensation of \$23,000). By submitting an application for ACHRI graduate studentship support, supervisors agree to this financial partnership with ACHRI.

The term of support is minimum 12 months and maximum 24 months. Renewal for the second year is contingent upon satisfactory progress of the trainee as well as participation in the ACHRI trainee presentation series and other training activities of ACHRI, as requested.

Applicants whose supervisors hold a primary appointment at the Department of Pediatrics at the Cumming School of Medicine will be automatically considered for matching funds through the Department of Pediatrics Graduate Studentship funding stream, to supplement their ACHRI Graduate Studentship Award. Please see the Terms of Reference for the Department of Pediatrics Graduate Studentship Award.

Please note that tuition and other fees for the Faculty of Graduate Studies are the responsibility of the student.

Application Deadline

All applications are due on **May 1** by 5:00PM for a September through August term, unless otherwise noted. When deadlines fall on a statutory holiday or weekend, applications are due on the next working day. It is the responsibility of the trainee and supervisor to ensure all documentation is submitted. **Late or incomplete applications will not be accepted.**

Application Instructions: New Applicants

In order to apply for funding, candidates must submit the following:

- Completed application form, excluding the Progress Report section.
- 2-page version of the supervisor's curriculum vitae, including: biographical information, grant support, number of trainees supervised, and a list of selected publications from the last five years.
- Two letters of reference submitted directly from the referees via email. Letters should provide constructive comments on trainee's academic achievements, research and professional experience, technical capability and potential, communication and teamwork skills and intellectual curiosity.
- One electronic copy of the applicant's academic transcript. Unofficial transcripts are acceptable.

Application packages and reference letters should be sent **electronically** to the ACHRI Research Training Platform office at achri.training@ucalgary.ca.

Application Instructions: Renewing Applicants

In order to renew an award for a second year of support, applicants must submit:

- Completed application form, including the Progress Report section.
- Updated 2-page version of the supervisor's curriculum vitae, including: biographical information, grant support, number of trainees supervised, and a list of selected publications from the last five years.
- One letter of reference submitted directly from the applicant's supervisor via email describing the

- progress of the trainee.
- Updated electronic copy of the applicant's academic transcript (unofficial copies are acceptable in pdf or jpg format).

Application packages and reference letters should be sent **electronically** to the ACHRI Research Training Platform office at achri.training@ucalgary.ca.

Evaluation Criteria

The ACHRI Training Review Committee ranks applications based on the following criteria:

- quality of the candidate: academic excellence, research experience, awards
- supervisor's research and training environment: publications, grant support, experience in trainee supervision
- significance and quality of the proposed project
- project's fit with the mandate of ACHRI and its Research Training Platform

A strong application:

- provides comprehensive information on the trainee's educational accomplishments, awards and honors and research experience
- ensures that the project description clearly states background information, aims, hypotheses and methodologies as well as the trainee's role in the project
- convinces reviewers that the proposed project is in line with the mandate of ACHRI and significant to the big picture of child/ maternal health
- includes strong letters of reference. Well-written reference letters play a critical role in making a strong case for the applicant, and present an opportunity to highlight traits, abilities, and talents that make the applicant stand out from the candidate pool.

Terms of the Award

ACHRI Graduate Studentship awards may be used only for stipend support and may not be used for travel, relocation or other purposes. Health benefits are not provided by the ACHRI Research Training Platform.

ACHRI Graduate Studentship awards are not intended to be portable (e.g., change of supervisor, or transferring to a different program of study).

Awarded trainees and their supervisors agree to certain obligations that include but are not limited to:

- acknowledgment of ACHRI in publications, presentations, communications and marketing materials associated with the funded research project;
- timely submission of trainee and mentor progress reports, final reports, and other documentation, as required;
- presentation on the progress of the research project at ACHRI's annual trainee speaker series.
- participation by the awardee in the ACHRI Annual Research Symposium and ACHRI Trainee Presentation Series;
- provision of biographical sketches to be used for reporting and publicity purposes;

- participation by supervisors on the ACHRI Committees (including Training Review Committees) when asked.

Trainees are expected to work full-time on research related to their degree. All other employment and awards must be reported to ACHRI promptly. Training must take place at the University of Calgary, except for short-term research-related visits to other institutions for up to 3 months per year.

The term of support is minimum 12 months and maximum 24 months. ACHRI graduate studentship support will terminate either at the end of the 24 month period or the last day of the month during which the Master's or PhD defense took place, whichever is earlier. If an awarded trainee only used one year of ACHRI support for one degree, he or she can apply as a new applicant for the 2nd year of ACHRI support.

Studentship support will terminate either at the end of the 24 month period or the last day of the month during which the Master's or PhD defense took place, whichever is earlier. The award holder must notify the ACHRI Research Training Platform office of their defense date when it is confirmed.

Studentship holders must notify the ACHRI Research Training Platform office if they are transferring from a Master's program to a PhD program. If an award holder only used one year of support for one degree (e.g., MSc), he or she can apply as a new applicant for the 2nd year of support (e.g., PhD).

Renewal is contingent on successful progress and participation in the trainee presentation series and other training activities of ACHRI, as requested. Additionally, ACHRI Graduate Studentship award recipients must apply for competitive external and internal awards in order to be eligible for renewal of their ACHRI studentship support.

ACHRI scholarships may be deferred for up to 12 months after the start of the award (i.e., September – August), due to another award or other circumstances.

Should a trainee be successful in obtaining an external or internal award either at or after the start of the ACHRI award, the trainee may choose one of the following options:

- a) receive a reduced amount of the ACHRI award as a top-up, provided the other granting agency has policy for holding multiple awards;
- b) suspend their ACHRI award for the duration of the other award (deferral cannot exceed 12 months) and resume ACHRI funding upon termination of the other award;
- c) in case of a major external award, such as Tri-Council or AIHS, the trainee may choose a one-time postdoctoral research allowance of maximum \$3,000 (or a prorated amount, if the remainder of ACHRI funding is less than 12 months). Should the trainee choose to accept the ACHRI research allowance, he or she agrees to use up his or her eligibility to receive or apply for ACHRI stipend support in future.

If the duration of the other award is more than 12 months, the trainee may decline the remainder of the ACHRI support in favour of the other award, and re-apply for the remainder of the ACHRI support in the future.

Trainees who hold major external awards at the time of application for ACHRI studentship support are not eligible for an ACHRI research allowance.

Holders of an ACHRI research allowance are not eligible for ACHRI Trainee Travel Awards.

Parental leave: Funding is available for a total of 24 months (2 year term). During this time, individuals may take a maximum of 12 months of leave (unpaid) for significant life course changes, including sickness, family illness or parental leave conditional upon approval of the supervisor and all associated funding agencies, including the ACHRI Research Training Platform. Any absences from training must be reported to the ACHRI Research Training Platform office immediately by the trainee or supervisor, if the trainee is unable.

Individuals may apply for a one-time, 4-month paid parental leave during the course of their 24-month term, contingent upon approval from the ACHRI Research Training Platform and Supervisor, if no other sources of parental leave supplements are available. Of note, the duration of paid leave will not extend the end date of the award (i.e. individuals will only be provided 24 months of stipend, of which, 4 may be allocated towards a maternity leave).

With any questions, please contact the ACHRI Research Training Platform office at:

Email: achri.training@ucalgary.ca

Telephone: 403.220.8158