

ACHRI GRADUATE SCHOLARSHIP

Award Guide

Purpose of Award

ACHRI Graduate Scholarships (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 Scholarship if:

- they have applied to, or are currently enrolled in a graduate studies program (Master's or PhD) at the University of Calgary; and
- they have secured a training position with a primary supervisor who is a member of ACHRI; and
- they have [registered as an ACHRI trainee](#); and
- their research project fits with the mandate of ACHRI and the institute's research priorities.

Only one graduate application will be accepted from a single supervisor in a given competition. Funding is restricted to a maximum of two trainees per supervisor per competition round: one graduate level trainee and one postdoctoral trainee.

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.

The value of the ACHRI Graduate Scholarship is \$11,000 per year for MSc students and \$13,000 per year for PhD students. Both Master's and PhD-level ACHRI Graduate Scholarships must be supplemented by the awardee's supervisor at \$10,000 per year for a total annual compensation of \$21,000 for Master's students and \$23,000 per year for PhD students. By submitting an application for an ACHRI Graduate Scholarship, supervisors agree to this financial partnership with ACHRI.

ACHRI Graduate Scholarships may only be used for stipend support. These awards are intended to support trainees during full-time academic studies and research related to their degree. Any other employment and awards must be reported to ACHRI promptly. Tuition and other fees for the Faculty of Graduate Studies are the responsibility of the student.

ACHRI Graduate Scholarship is governed by the Graduate Award Regulation and the Cumming School of Medicine Funding Policy. Students who win other awards will have their ACHRI Graduate Scholarship and/or supervisor funding adjusted according to the FGS and CSM Funding Policy. When the term of the external award is less than the term of the ACHRI Graduate scholarship, once the external award has been paid in full, the ACHRI Graduate Scholarship will be reinstated and paid out to the original end date of the ACHRI Graduate Scholarship.

The duration the ACHRI Graduate Scholarship is minimum 12 months and maximum 24 months. Holders of the ACHRI Graduate Scholarship are expected to apply for internal and external awards or grants for which they are eligible, including those from provincial or national agencies. Renewal for the second year of ACHRI Scholarship funding is contingent upon satisfactory progress of the trainee, completion of a trainee progress report (approved by the supervisor), participation in the ACHRI training activities and events, and effort to secure external scholarships.

As part of their ACHRI Graduate Scholarship, trainees will be provided with a one-time allowance of \$1000 to be used for research-related travel (e.g., for attending a scientific meeting or a course related to their research/ field of study, or travelling to a partner laboratory or an external course to learn a new technique). This travel allowance is not transferrable to the trainee's supervisor or another trainee, and must be used by the end date of the ACHRI Graduate Scholarship. Trainees are not eligible to apply for ACHRI Trainee Travel Awards (but may apply for ACHRI Research Visit/ External Course Awards) until their travel allowance is spent in full.

Application Deadlines

New applications for ACHRI Graduate Scholarships are due by **5 PM local time on May 1**, for a September through August term, unless otherwise noted. Late applications will not be accepted.

Applications for renewal are due by **5 PM local time on July 15**, unless otherwise noted.

When the application deadline falls on a statutory holiday or weekend, applications are due on the next business day.

Application Instructions: New Applicants

In order to apply for an ACHRI Graduate Scholarship, candidates must submit the following:

- Completed Application form, available on the ACHRI website;
- Two-page version of the supervisor's CV, which should include biographical information, grant support, number of trainees supervised, and a list of selected publications from the last five years;
- Two letters of reference submitted by the referees via email. One of the letters must be from the proposed supervisor.
- One electronic copy of the applicant's academic transcripts, undergraduate and graduate (unofficial transcripts are acceptable).

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

Application Instructions: Renewing Applicants

In order to renew their ACHRI Graduate Scholarships for a second year of support, applicants must submit:

- Progress Report, available on the ACHRI website, completed by the trainee applicant;
- One letter of reference submitted by the applicant's supervisor via email describing the progress of the trainee and approving the renewal application;
- Updated electronic copy of the applicant's academic transcript (unofficial copies are acceptable in pdf or jpg format).

Renewal packages and reference letters should be sent **electronically** to the ACHRI STEP office at achri.training@ucalgary.ca.

It is the responsibility of the applicant and his/her supervisor to ensure all application documents are complete and submitted on time. Late or incomplete applications will not be accepted. If the application is deemed non-compliant (e.g., does not follow application instructions as stated; supporting documents exceed page limit, etc.), reviewers have the right to reject the application.

Adjudication Process and Evaluation Criteria

Eligible applications will be reviewed by the ACHRI Training Review Committee, selected from the ACHRI College of Reviewers, in conjunction with the ACHRI STEP Executive Committee. Applications will be adjudicated based on the following criteria:

- alignment of the proposed project with the mandates of the Program and ACHRI;
- significance and quality of the proposed project;
- quality of the candidate (e.g., academic excellence, research experience, awards);
- supervisor's research and training environment (e.g., publications, grant support, experience in trainee supervision).

Please note that applications are evaluated by a multi-disciplinary group of reviewers who may not have the in-depth knowledge in all the projects submitted. Applicants must ensure that their project proposals can be understood by a non-specialist reviewer.

Terms of the Award

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;
- participation of the awardee in training activities (i.e., courses, workshops, professional

- development opportunities) organized by ACHRI and/or ACHRI's partner programs;
- participation and presentation by the awardee at the ACHRI Annual Research Retreat (or another similar event);
- timely submission of trainee and mentor progress reports, final reports, and other documentation, as required;
- continued application for external funding support: with a goal of increasing ACHRI's training capacity, we require all of our awardees to explore opportunities for external awards, so that if successful, ACHRI's training funds can be released for supporting additional trainees. We also ask you to kindly notify us of any awards you may receive through either external or internal agencies or programs during the term of your traineeship with ACHRI.
- participation of the awardee's supervisor(s) in ACHRI Committees (including Training Review Committees), when asked.

Training must take place at the University of Calgary, except for short-term research-related visits to other institutions for up to three months per year.

Scholarships will terminate either at the end of the 24-month period or the last day of the month in which the Master's or PhD thesis is submitted to the Faculty of Graduate Studies (i.e., up to 30 days after oral thesis defense). The award holder must notify the ACHRI STEP office of their defense date when it is confirmed.

For trainees in the Leaders of Medicine program, the ACHRI Graduate Scholarship will only be provided during the research training component of the degree, and will terminate as soon as the MD component commences.

ACHRI Graduate Scholarships are not intended to be portable (e.g., change of supervisor, or transferring to a different program of study). Trainees are required to notify ACHRI STEP of any changes to their academic status, supervisor, program, or any other changes in circumstances that may affect the scope of their studentship and/or affect start dates and/or duration of studentship.

ACHRI Graduate Scholarship holders must notify the ACHRI STEP office if they are transferring from a Master's program to a PhD program (i.e., not completing the Master's degree prior to commencing the PhD degree). If an awarded trainee has used only one year of his/her ACHRI Scholarship for his/her Master's degree, he or she can apply as a new applicant for additional ACHRI support for their PhD degree, if eligible. If successful, the trainee will receive a maximum of 12 months of ACHRI graduate funding for their PhD degree.

Trainees who have been successful in obtaining external awards must take up the external award at the earliest possible date, and decline the ACHRI Graduate Scholarship. In case of a major external award, such as Tri-Council or AIHS, the trainee may choose to receive a one-time graduate student 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 trainees chooses to decline both the research allowance and the remainder of their ACHRI Graduate Scholarship in favor of the external award, he/ she may re-apply (as a new applicant) for the remainder of the ACHRI Graduate Scholarship 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 or travel allowance are not eligible to apply for ACHRI Trainee Travel Awards (but may apply for ACHRI Research Visits/ External Course Awards) until their allowance is spent in full.

Leave of Absence: ACHRI Graduate Scholarships are available for a total of 24 months (two-year term). During this time, trainees may take a maximum of 12 months of leave (unpaid) for significant life course changes, including parental leave, sickness or family illness, conditional upon approval of the supervisor and all associated funding agencies, including ACHRI. Any absences from training must be reported to the ACHRI STEP office immediately by the trainee or supervisor, if the trainee is unable.

Individuals may apply for a one-time, four-month paid parental leave during the course of their 24-month award term, contingent upon approval by ACHRI STEP 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, four may be allocated towards parental leave). Alternatively, trainees may request to have their ACHRI Scholarship payments suspended during parental leave.

With any questions, please contact the ACHRI STEP office at:

Email: achri.training@ucalgary.ca

Telephone: 403.220.8158