

## **ACHRI CLINICAL RESEARCH FELLOWSHIPS IN CHILD HEALTH AND WELLNESS**

### **Award Guide**

#### **Definitions**

**Resident:** a medical resident who is enrolled in a Royal College Specialty Program and thus has met all the entrance requirements, which have been defined by the College, and is proceeding towards certification.

**Fellow:** a post-MD trainee who is registered with the Postgraduate Medical Education Office of the University of Calgary, Cumming School of Medicine, and who, regardless of the source of funding, is pursuing clinical or research training in their specialty/ subspecialty which will not be evaluated by the supervising facility for the purpose of Canadian licensure or certification by the College of Family Physicians, la Corporation professionelles des medecins du Quebec, or the Royal College of Physicians and Surgeons of Canada.

#### **Purpose of Award**

ACHRI Clinical Research Fellowships are competitive internal awards intended to provide salary support to eligible trainees who wish to pursue research training during their medical residency or fellowship years.

#### **Eligibility Criteria**

Candidates for the ACHRI Clinical Research Fellowship may be residents and fellows, including those enrolled in a Master's or PhD program or a certification program (e.g., CCMG).

Candidates are eligible to apply for an ACHRI Clinical Research Fellowship if they have secured a clinical research training position with a supervisor who is a member of a formally recognized and accredited Royal College of Physicians and Surgeons of Canada or the Canadian College of Medical Genetics, in a child health discipline, and is a member of ACHRI.

All applicants must be registered with ACHRI as trainees, and working within the child health and wellness context.

Only one fellowship application will be accepted from a single supervisor in a given competition.

ACHRI Clinical Research Fellowship funds may not be used to fund training of individuals at another institution outside of the Alberta Children's Hospital (ACH) and University of Calgary.

## **Financial Support**

ACHRI Clinical Research Fellowship awards may be used for salary support only, and may not be used for travel, relocation or other purposes.

Annual salary will be commensurate with the year of training (e.g., R IV) as defined by the current PARA Collective Agreement. Health benefits are not provided by the ACHRI Clinical Research Fellowships and ACHRI STEP in general, and are the responsibility of the trainee.

If the trainee is successful in obtaining a major award or a combination of several awards that are greater than or equal to the Program's standard stipend level, the trainee is expected to decline the ACHRI Clinical Research Fellowship award in favor of the other award(s).

If the trainee is awarded external funding after being chosen for an ACHRI Clinical Research Fellowship funded position, then the Research Fellowship funds will be used to fund another trainee, if one is available.

## **Term of Support**

The term of fellowship 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 ACHRI training activities and events.

ACHRI Clinical Research Fellowship support can be deferred for up to 12 months due to exceptional circumstances (such as parental leave), subject to mutual agreement between the trainee, supervisor, appropriate department, and ACHRI.

## **Application Deadline**

New and renewing applications are due by **5 pm local time on May 1** (or per special notice), for a term commencing on July 1 of the year following the application deadline. Late applications will not be accepted.

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

## **Application Instructions: New Applicants**

New applicants must submit:

- Completed Application Form, available on the ACHRI website;
- 2-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;
- Three letters of reference submitted by the referees via email; one of the letters must be from the proposed supervisor;
- Applicant Assessment Form, available on the ACHRI website, submitted by each referee via email;
- One copy of the applicant's academic transcript (unofficial copies are accepted).

Application packages and reference letters must be submitted electronically to the ACHRI STEP office at [achri.training@ucalgary.ca](mailto:achri.training@ucalgary.ca).

### **Application Instructions: Renewing Applicants**

In order to renew ACHRI Clinical Research Fellowship funding for a second year, applicants must submit:

- Progress Report, available on the ACHRI website, completed by the trainee;
- Letter of support written by the supervisor.

Renewal packages and reference letters must be submitted electronically to the ACHRI STEP office at [achri.training@ucalgary.ca](mailto: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 Clinical Research Fellowship 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 the Review Committee is 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.

The description of the candidate's research project is one of the main criteria for evaluating an application.

The clinical training time allocated cannot be greater than 50%.

Applications will be awarded based on excellence.

### **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 in training activities organized by ACHRI in collaboration with the CCHCSP (i.e., courses, workshops, professional development opportunities) over the course of their funding through ACHRI;
- timely submission of trainee and supervisor progress reports, final reports, and other documentation, as required;
- participation and presentation by the awardee at the ACHRI Annual Research Retreat (or another similar event) and other trainee events and activities.

As part of their fellowship award, trainees will be provided with a one-time allowance 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). Travel allowance is not transferrable to the trainee's supervisor or another trainee, and must be used by the end date of the fellowship. Trainees are not eligible to apply for ACHRI Trainee Travel Awards until their travel allowance is spent in full.

**Leave of Absence:** Funding is available for a total of 24 months (2-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.

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

**Email: [achri.training@ucalgary.ca](mailto:achri.training@ucalgary.ca)**

**Telephone: 403.220.8158**