

## ACHRI POSTDOCTORAL FELLOWSHIP IN CHILD HEALTH AND WELLNESS

### Award Guidelines

*The University of Calgary strives to create and maintain a positive and productive learning and working environment in which there is respect for the dignity of all persons and fair and equitable treatment of individuals in our diverse community. UCalgary has been named one of Canada's Best Diversity Employers five years in a row. As part of the UCalgary community, ACHRI believes that diversity in our team is a strength. ACHRI commits to considering qualified applicants from members of any and all equity seeking groups, including women, Indigenous peoples, persons with disabilities, and persons who are members of a visible minority group in Canada.*

#### Purpose of Award

ACHRI Postdoctoral Fellowships are competitive internal awards for the purpose of providing salary support to trainees pursuing postdoctoral research.

#### Eligibility Criteria

Candidates are eligible to apply for the ACHRI Postdoctoral Fellowship if:

- They are being recruited for, or are currently in a postdoctoral research position at the University of Calgary 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.

All applicants must be working within the child health and wellness context. Successful applicants/awardees must produce evidence of completion of a graduate degree prior to the start of the fellowship.

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

To qualify for the ACHRI Postdoctoral Fellowship award, a trainee must conform to the definition of a postdoctoral scholar as defined by the UCalgary Postdoc Office: this typically means that the candidate must have been awarded a PhD or equivalent within seven years immediately preceding the appointment, or ten years from the completion of an MD, DDS, DVM or equivalent (aside from time taken for leaves or other circumstances). Please note that ACHRI requests a written confirmation from the UCalgary postdoc office that all the eligibility requirements have been met by the awardee and his/her supervisor prior to release of funds.

ACHRI Postdoctoral Fellowships may be offered to applicants remaining at the same institution or within the same research environment where they completed their PhD, PhD-equivalent, or health professional degree, only under exceptional circumstances. In such cases, applicants must provide a compelling justification in the Special Circumstances section of the application form, along with supervision approval.

Current holders of internal and external fellowship awards such as CIHR, NSERC and other agencies, are eligible to apply for the ACHRI Postdoctoral Fellowship only if funding from these agencies will be ending within 12 months from the application deadline.

Eligible applicants whose supervisors hold a primary appointment at the Cumming School of Medicine will be automatically considered for a [CSM Postdoctoral Scholars award](#); top-ranking postdoctoral applicants from the ACHRI Postdoctoral Fellowship competition will be nominated by ACHRI for CSM Postdoctoral Scholars awards, subject to final approval by the CSM office. In case of a successful award through the CSM Postdoctoral Scholars program, ACHRI and CSM will split their funding contribution to the trainee. Please note that trainees previously funded through the CSM Postdoctoral Scholars program in partnership with ACHRI are not eligible for additional ACHRI postdoctoral fellowships support.

Only one fellowship application per supervisor will be considered in each competition cycle. Please note that renewal applications do not count toward the total number of applications from the same supervisor.

### **Financial Support**

ACHRI Postdoctoral Fellowship is a partnership with the Primary Supervisor for a total annual compensation of \$60,000 plus benefits. ACHRI will contribute \$35,000 each year (no benefits) and the supervisor is responsible for providing \$25,000 plus benefits each year. By submitting an application for an ACHRI Postdoctoral Fellowship award, supervisors agree to this financial partnership with ACHRI.

In case of a successful award through the CSM Postdoctoral Scholars Program in partnership with ACHRI, contributions from each party will be as follows: \$22,500 per year from ACHRI; \$12,500 per year from the Cumming School of Medicine; \$25,000 per year plus benefits from the supervisor.

Should a holder of the ACHRI Postdoctoral Fellowship be successful in obtaining another award, ACHRI will top up the other award to the ACHRI standard postdoctoral salary level of \$60,000 per year if the other award permits concurrent supplemental support.

As part of their ACHRI Postdoctoral Fellowship award, 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; 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 Postdoctoral Fellowship. 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.

ACHRI Postdoctoral Fellowship awards may only be used for salary support and may not be used for travel, relocation or other purposes. Health benefits are not provided as part of the award but must be provided by the supervisor.

## Term of Support

The term of the ACHRI Postdoctoral Fellowship support is minimum 12 months and maximum 24 months.

## Application Deadlines

Applications are due by the deadline indicated on the [ACHRI website](#), for a term commencing as early as September 1st of the same year and no later than July 1 of the following year. Late or incomplete applications will not be accepted.

Applications for renewal are due **by 5 PM local time** on the following dates:

- **June 1\*** for July – August term
- **July 15\*** for September – August term
- **November 1\*** for January – December term

## Application Instructions: New Applicants

To apply, candidates must submit the ACHRI Postdoctoral Fellowship Application available [online](#).

The application form will include the following components:

- Applicant's demographic information.
- Project title.
- Project description (maximum two pages).
- Information on the primary supervisor.
- Academic record, previous research experiences and awards
- Research outputs (publications, presentations, other).
- Proposed Training Environment and Expected Outcomes of Training.
- Two letters of reference submitted by the referees directly on the Good Grants platform. One of the letters must be from the proposed supervisor. If the applicant has co-supervisors, one of the letters should be written by one of the supervisors or both (as a joint letter). The second letter may come from another referee. The two references will receive an automated email prompting them to submit reference letters through the ACHRI central application platform, Good Grants.
  - The proposed supervisor (first referee) must complete a form regarding the training environment and provide a letter of reference directly on the platform.
  - The second referee is only required to submit a letter of reference.

It is the responsibility of the applicant and their 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.

## Application Instructions: Renewing Applicants

In order to renew their ACHRI Postdoctoral Fellowship funding 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;

Renewal packages and reference letters should be sent **electronically** to the ACHRI Training Program office at [achri.training@ucalgary.ca](mailto:achri.training@ucalgary.ca).

### **Adjudication Process and Evaluation Criteria**

Eligible applications will be reviewed by the ACHRI Awards Committee. Applications will be adjudicated based on the following criteria:

1. novelty and impact of the proposed work to advance research in the child health and wellness domain (including maternal health);
2. clarity of the research proposal and the applicant's role in the project;
3. training environment (e.g., proposed supervisor's publications, grant support, experience in trainee supervision, excellence in mentorship);
4. candidate's demonstrated commitment to research and scholarship evidenced by publications or other research outputs and letters of reference.

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 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 invited.

Training must take place at the University of Calgary, except for short-term research-related visits to other institutions subject to approval by ACHRI.

ACHRI Postdoctoral Fellowships non-transferable. Trainees are required to notify ACHRI of any changes to their academic status, supervisor, program, or any other changes in circumstances that may affect the scope of their fellowship and/or affect start dates and/or duration of fellowship. In such a circumstance, the trainee's eligibility for continuing to receive ACHRI funding will be reviewed on a case-by-case basis.

Holders of the ACHRI Postdoctoral Fellowship are expected to apply for internal and external awards or grants for which they are eligible, including those from provincial and national agencies. Renewal for the second year of ACHRI Postdoctoral Fellowship 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 fellowship support.

Should a trainee be successful in obtaining external or internal fellowship support once they have been offered the ACHRI Postdoctoral Fellowship funding, the trainee's eligibility for continuing to receive ACHRI funding will be reviewed on a case-by-case basis. Please contact the ACHRI Training and Education office for details.

Trainees who hold major external awards at the time of application for ACHRI Postdoctoral Fellowship 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 Conference Travel Awards (but may apply for ACHRI Research Visits/ External Course Awards) until their allowance is spent in full.

**With any questions, please contact the ACHRI Training and Education office at:**

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

**Telephone: 403.220.8158**