

ACHRI CLINICAL RESEARCH 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. 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 Clinical Research Fellowships are competitive 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 are physicians who may be residents and fellows, including those enrolled in a Master's or PhD program or a certification program (e.g., Canadian College of Medical Geneticists (CCMG)). Candidates must have been awarded a medical degree acceptable to the College of Physicians and Surgeons of Alberta (CPSA) and have successfully completed a residency training program or equivalent in Canada or elsewhere, with training acceptable to the Department (or clinical service) that is supporting the Clinical Research Fellowship.

To qualify for the ACHRI Clinical Research Fellowship, applicants must be eligible to be registered with the [Postgraduate Medical Education \(PGME\) office](#) at the University of Calgary and must meet all CPSA registration requirements including English Language Proficiency for international applicants.

Candidates are eligible to apply for an ACHRI Clinical Research Fellowship if they have secured a clinical research training position, with research protected time at minimum 70 percent. Candidates are encouraged to solicit both a primary research supervisor and a primary clinical supervisor relevant to the discipline of interest. Research supervisor must be a member of ACHRI, and clinical supervisor must be a member of a formally recognized and accredited Royal College of Physicians and Surgeons of Canada or the Canadian College of Medical Geneticists (CCMG), in a child health discipline.

All applicants must be working within the child health and wellness context. Successful applicants/awardees will be registered with ACHRI as trainees.

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), University of Calgary and allied facilities.

Applicants from other jurisdictions, including from out of province and international are encouraged to apply.

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

Financial Support

Annual salary will be commensurate with the year of training (e.g., post graduate medical year 4) as defined by the current PARA Collective Agreement.

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

Health benefits are not provided by the ACHRI Clinical Research Fellowship and ACHRI training programs in general.

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 accept the external award and decline the ACHRI Clinical Research Fellowship. If the trainee is awarded external funding after having been chosen for an ACHRI Clinical Research Fellowship, and the external award remuneration is less than the amount for an ACHRI Clinical Research Fellowship, the trainee may request a top-up of salary to meet the original ACHRI award amount.

As part of their fellowship award, trainees will be provided with a one-time allowance of \$1,000 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.

Term of Support

The term of fellowship support is maximum two years (24 months). Renewal for the second year is contingent upon satisfactory progress in research work of the trainee as well as participation in ACHRI training activities and events.

Application Deadline

New and renewing applications are due by **the deadline indicated on the [ACHRI website](#), for a term commencing as early as July 1 of the same year and no later than July 1 of the following year.** 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](#);
- Two letters of reference submitted by the referees via email to achri.training@ucalgary.ca. One of the letters must be from the proposed research supervisor. If there are co-supervisors, a joint letter should be submitted, and the second letter should come from another referee.

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.

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.

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 Training and Education Committee. Applications will be adjudicated based on the following criteria:

1. Novelty and impact of the proposed project and its alignment with the purpose of the fellowship, as described above
2. Clarity of the research proposal, feasibility within allocated time, 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 demonstrated by research outputs, *or* potential impact of research training on career trajectory, as well as letters of reference

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, including patient partner reviewers.

Terms of the Award

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

- Abide by [current policies of PGME with respect to Clinical Research Fellowships](#), under the supervision of a PGME clinical program director;
- 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 national child health research training platforms (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.

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

Email: achri.training@ucalgary.ca

Telephone: 403.220.8158