ACHRI POSTDOCTORAL FELLOWSHIP SUPPORT

Award Guide

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 Support if:

- they are being recruited for a postdoctoral training position at the University of Calgary with a primary supervisor who is a full member of ACHRI or
- they have accepted a postdoctoral training position at the University of Calgary 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.

Please note that as part of the application process, ACHRI requests a written confirmation from the UCalgary postdoc office that all the eligibility requirements have been met by the applicant and his/her supervisor prior to release of funds.

Please note that trainees previously funded through the Cumming School of Medicine postdoctoral fellowship program in partnership with ACHRI are not eligible for additional ACHRI postdoctoral fellowships support.

Only one fellowship application will be accepted from a single supervisor in a given competition. Funding is restricted to maximum two trainees per supervisor per competition cycle: one graduate level trainee and one postdoctoral fellow (or clinical fellow).

To qualify for ACHRI postdoctoral fellowship support, a trainee must not have more than four years of post-PhD or health professional degree cumulative experience and/or research training at the time of commencement of the award (September). Please note that to be eligible as a postdoctoral scholar at the University of Calgary, the candidate must have been awarded a PhD or equivalent within the five years immediately preceding the appointment, or ten years from the completion of an MD, DDS, DVM or equivalent.

Postdoctoral fellows who engage in research under the supervision of their PhD supervisor are not eligible for ACHRI Postdoctoral Fellowships.

Applicants with a PhD degree wishing to pursue research training through the Canadian Child Health Clinician Scientist Program (CCHCSP) must apply for a local funding match through this stream. Medical
residents and fellows wishing to pursue CCHCSP training must apply through the ACHRI Clinical Research Fellowship stream.

Applicants whose supervisors hold a primary appointment at the Cumming School of Medicine will be automatically considered for a CSM Postdoctoral Fellowship award. Top-ranking postdoctoral applicants will be nominated by ACHRI for CSM Postdoctoral Fellowship awards, subject to final approval by the CSM office.

**Financial Support**

ACHRI Postdoctoral Fellowship funding is a partnership with the Primary Supervisor for a total annual compensation of $50,000 plus benefits. ACHRI will contribute $25,000 each year (no benefits) and the supervisor is responsible for providing $25,000 and benefits each year.

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

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, effort to secure external fellowship support, as well as participation in the ACHRI trainee presentation series and other training activities of ACHRI, as requested.

**Application Deadline**

New applications are due on **May 1 by 5:00 PM** for the award start date of as early as July 1; and **November 1 by 5:00 PM** for a January start, unless otherwise noted. When deadlines fall on a statutory holiday or weekend, applications are due on the next working day.

Deadlines for submitting renewal applications will be communicated to renewing applicants via email.

It is the responsibility of the applicant and supervisor to ensure all application documents are complete and submitted. Late or incomplete applications will not be accepted. Note, 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: 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. For postdoctoral fellows, only graduate
program transcripts are required. 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 ACHRI fellowship funding 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**

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

- project’s fit with ACHRI’s mandate and research granting priorities
- quality of the candidate: academic excellence, research experience, awards
- significance and quality of the proposed project
- supervisor’s research and training environment: 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**

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

Supervisors may only submit a total of two applications per competition (one graduate and one postdoctoral), and will be limited to having a maximum two awarded trainees per competition cycle: one graduate level trainee and one postdoctoral or other trainee category.
Trainees awarded stipend or salary support through the ACHRI Research Training Platform (i.e., graduate studentship support or postdoctoral fellowship support) are considered part of the ACHRI STEP (Strategic Training and Education Program). As such, 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;
- completion of any seven training activities organized by ACHRI (i.e., courses, workshops, professional development opportunities) over the course of their funding through ACHRI;
- timely submission of trainee and mentor progress reports, final reports, and other documentation, as required;
- participation and presentation by the awardee at the ACHRI Annual Research Symposium, ACHRI Trainee Presentation Series, and other trainee events and activities;
- 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 other 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.
- agree to publication of the Award, including the awardee’s name and description of the project.

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.

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

ACHRI fellowships must be held for a minimum of 12 months.

ACHRI scholarships may be deferred for up to 12 months after the start of the award (i.e., September – August or January – December) 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 (which 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 Alberta Innovates, the trainee may choose a one-time postdoctoral research allowance of maximum $5,000 (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, and the trainee has a minimum of 12 months left of their ACHRI fellowship award, 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 as a new applicant (i.e.,
Trainees who hold major external awards at the time of application for ACHRIR fellowship support are not eligible for an ACHRIR research allowance.

Holders of an ACHRIR research allowance are not eligible for ACHRIR 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 parental leave, sickness or family illness conditional upon approval of the supervisor and all associated funding agencies, including the ACHRIR Research Training Platform. Any absences from training must be reported to the ACHRIR Research Training Platform office immediately by the trainee or supervisor, if the trainee is unable.

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

- Email: achrir.training@ucalgary.ca
- Telephone: 403.220.8158