TERMS OF REFERENCE

ACHRI CLINICAL RESEARCH FELLOWSHIPS

POLICIES REGARDING ACHRI CLINICAL RESEARCH FELLOWSHIP FUNDED RESEARCH POSITIONS IN CHILD AND
WOMEN’S HEALTH, CUMMING SCHOOL OF MEDICINE, UNIVERSITY OF CALGARY

Updated June 15, 2017

1. DEFINITIONS

**Resident**  A medical resident who is enrolled in a Royal College Specialty or Canadian College of Medical Genetics Training Program and thus has met all the entrance requirements which have been defined by either College and is proceeding towards certification.

**Fellow**  A post PhD trainee or a post-MD trainee who is registered with the Postgraduate Medical Education Office of the University, Faculty of Medicine, and who, regardless of the source of funding, is pursuing clinical or research training 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.

**Canadian Child Health Clinician Scientist Program (CCHCSP) Pre-doctoral or Post-doctoral Trainee**  A candidate for the CCHCSP Program must hold an appropriate health professional degree in medicine, surgery, nursing, psychology, nutrition, rehabilitation sciences or communication disorders and must have completed appropriate education and clinical training to meet the requirements of an appropriate as a child health professional in Canada. Furthermore, any applicants interested in applying for the CCHCSP award – prior to applying for an ACHRI Clinical Research Fellowship Award – submit a letter of interest and their CV to the Calgary CCHCSP Executive Committee for their review and approval.

2. PURPOSE OF THE 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.

Candidates for the ACHRI Clinical Research Fellowships may include medical residents in pediatrics, obstetrics/gynecology, and genetics; trainees in specialty certification programs such as the Canadian College of Medical Geneticists (CCMG); and pre- and postdoctoral traineeships in
conjunction with the Canadian Child Health Clinician Scientist Program (CCHCSP). All applicants must be working within the child health context.

The ACHRI Clinical Research Fellowship program strongly supports the continuation and further development of subspecialty training programs within child health for the following reasons:

(a) The training of subspecialty research investigators is an essential activity within tertiary care academic programs. For physicians, it is a pre-condition of the maintenance of Royal College accreditation of such programs.

(b) The presence of research oriented trainees contributes to the establishment of essential scholarly activities within divisions, including high quality patient care as well as basic and evaluative research in support of this care. The reciprocal educational interaction between student and teacher contributes to a healthy academic environment, which is highly desirable in a tertiary care teaching hospital. The existence of such an environment is essential for the recruitment of high quality professional staff.

(c) Residents, fellows and other candidates with research skills act as role models for child and women’s health undergraduate and graduate students.

3. ELIGIBILITY

(a) Eligible applicants to the ACHRI Clinical Research Fellowships include:

- Residents (year 5 - 7) fulfilling their research training component;
- Residents enrolled in a Master’s or PhD program;
- Residents pursuing training through the CCHCSP program
- Postdoctoral fellows or residents in a certification program (e.g., CCMG).

All applicants must be working within the child health context.

(b) Candidates are eligible to apply for an ACHRI Clinical Research Fellowship if they have secured a training position with a supervisor who is a member of a formally recognized and accredited Royal College of Physicians and Surgeons of Canada or Canadian College of Medical Genetics training program in a child health discipline, and is a member of ACHRI (full or associate). The supervisor must be conducting research that falls under the mandate of ACHRI. To meet a minimum eligibility requirement, at least one of the members on the applicant’s training committee must be a member of ACHRI.

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

(c) MD Residents wishing to pursue research training through the CCHCSP must apply for local funding match through this stream. PhD students and postdoctoral fellows with a PhD degree, wishing to pursue CCHCSP training must apply through the ACHRI Graduate Studentship or ACHRI Postdoctoral Fellowship stream.
4. **FINANCIAL SUPPORT**

(a) ACHRI Clinical Research Fellowship awards may be used only for salary support and may not be used for travel, relocation or other purposes. Any costs associated with fellowship, other than salary, must be borne by the relevant program, the trainee, or the supervisor.

(b) The term of support is two years. Renewal for the second year is contingent upon satisfactory progress of the trainee.

(c) 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.

(d) Funding levels vary for each fellow category. Please refer to Addendum B of the Terms of Reference for details.

5. **PROCEDURES**

(a) The ACHRI Clinical Research Fellowship program will recommend funding as many quality candidates each year as the budget will allow in order to support subspecialty residents, fellows, CCMG postdocs and CCHCSP pre- and postdoc award recipients, with an understanding that the number of positions will vary on an annual basis. All positions will be awarded based on excellence.

(b) The training which is being supported must be compatible with the missions and roles, both academic and institutional of the ACHRI, Alberta Children’s Hospital Foundation (ACHF) and the Cumming School of Medicine of the University of Calgary; and for physicians conform to the standards of the Royal College.

For applications for training in an area outside a Royal College approved program, a letter of evaluation and support is required from the applicable Department residency program prior to the deadline.

In the event that more than one application is submitted from an individual subspecialty, a letter which prioritizes candidates must be submitted to ACHRI Research Training Platform by the subspecialty Program Director.

(c) **Application Submission Deadlines:** The selection and notification of successful applicants will be accomplished in a time frame similar to that of other centres. Applications are due by 5 pm local time on May 1 (or per special notice), for a term commencing in July of the year following the application deadline. When application deadline falls on a statutory holiday or weekend, the applications are due on the next working day. Late applications will not be accepted.

(d) **Evaluation Criteria:** In selecting candidates, the ACHRI Clinical Research Fellowship Review Committee will use the following evaluation criteria:
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);
• significance and quality of the proposed project;
• alignment of the proposed project with the mandates of the Program and ACHRI

In selecting candidates, the Review Committee should place considerable emphasis on the quality of candidates, the quality of the research project and the quality of the training programs (e.g., basic science, clinical science, health services research). The description of the candidate’s research project is one of the main criteria for evaluating an application. Clinical training time allocation must also be indicated; the clinical training time allocated cannot be greater than 50%. For CCHCSP candidates, a 90% protected time commitment for their research is required. Preference will be given to Canadian residents and landed immigrants as according to Canadian law. Foreign medical graduates and postdocs who are non-landed immigrants will be considered on the basis of their merit. Physicians must be eligible for placement on the Educational Register of the Alberta College of Physicians and Surgeons.

(e) **Term of Support:** Successful applicants to the ACHRI Clinical Research Fellowship will be appointed for a one-year term. Funding for a second year has priority and is contingent upon satisfactory progress of the trainee. Progress report is due May 1 (unless otherwise noted) and must be in the form of an application and progress report forms which can be obtained from ACHRI website or directly from the ACHRI Research Training Platform.

CCHCSP candidates can apply for a third and fourth year of funding as a unique exception. Such requests will be evaluated on a case-by-case basis.

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 the ACHRI Research Training Platform.

(f) **ACHRI Clinical Research Training Review Committee:** The ranking and final selection of eligible candidates will be the responsibility of the ACHRI Clinical Research Training Review Committee based upon the criteria outlined in 5(d) above.

The committee should be composed of the following voting members:

- Director of ACHRI or delegate;
- Five postgraduate residency program Directors or delegates: one representative from each Program: Paediatrics, Paediatric Medical Genetics, Paediatric Surgery, Paediatric Anaesthesia, Obstetrics and Gynecology;
- Biomedical Scientist, ACHRI
- Research Methodologist, ACHRI
- Project Manager, ACHRI (non-voting);

(g) **Application Submission Procedures:** Candidates seeking funding from the ACHRI Clinical Research Fellowship program should submit their application directly to ACHRI Research
Training Platform by the stipulated deadline, after ensuring that all documentation is complete. Files will not be deemed received until complete.

New applicants must submit:

- Completed application form, excluding Progress Report.
- 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.
- Three letters of reference submitted directly from the referees via email. One of the letters must be from the proposed supervisor.
- Assessment form, available on the ACHRI website, submitted directly from each referee via email.
- One copy of the applicant's academic transcript; unofficial copies are accepted.

Renewing applicants must submit:

- Completed application form, including Progress Report.
- 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.
- Two letters of reference submitted directly from the referees via email. One of the letters must be from the supervisor and should provide constructive comments on trainee's progress to date.
- Assessment form, available on the ACHRI website, submitted directly from each referee via email.
- One copy of the applicant's academic transcript; unofficial copies are accepted.

Application packages and reference letters must be submitted to the ACHRI Research Training Platform Office via email to achri.training@ucalgary.ca.

(h) **External Awards**: If an individual is awarded external funding after having been chosen for an ACHRI Clinical Research Fellowship-funded position, the trainee must decline the ACHRI Clinical Research Fellowship funding. These funds, released back to ACHRI will be reallocated to fund another trainee, if one is available.

6. **OBLIGATIONS OF AWARD HOLDERS**

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;
- Timely submission of trainee and mentor progress reports, final reports, and other documentation, as required;
- Participation by the awardee in the ACHRI Annual Research Symposium, ACHRI Trainee Presentation Series, and other trainee activities, workshops and seminars.
• Provision of biographical sketches to be used for reporting and publicity purposes;
• Participation by supervisors on the ACHRI Committees (including Training Review Committees) when asked.
ADDENDUM A
TO THE TERMS OF REFERENCE FOR
THE ACHRI CLINICAL RESEARCH FELLOWSHIPS

Application Streams and Eligibility

THIS ADDENDUM OUTLINES SPECIFIC APPLICATION STREAMS AND ELIGIBILITY GUIDELINES PERTAINING TO VARIOUS CATEGORIES OF TRAINEES FUNDED THROUGH ACHRI CLINICAL RESEARCH FELLOWSHIPS.

1.0 Graduate Students (Master’s and PhD) in Basic and Clinical Sciences must apply to the ACHRI Graduate Studentship competition for funding support. Please refer to the appropriate Terms of Reference for details.

2.0 Postdoctoral Fellows (post PhD) in Basic and Clinical Sciences must apply to the ACHRI Postdoctoral Fellowship competition for funding support. Please refer to the appropriate Terms of Reference for details.

3.0 Medical Residents must apply directly to the ACHRI Clinical Research Fellowship program for funding support in any fellowship discipline within the scope of the ACHRI Clinical Fellowship program, including CCMG and CCHCSP. Application deadline is May 1 or per special notice, for a term commencing in July of the following year. Salary levels are in accordance with the current PARA Collective Agreement. Duration of support is maximum 2 years, with the exception of CCHCSP trainees, which may require up to 4 years of funding support, considered on a case-by-case basis. Please refer to section 5.0 of this addendum, and the appropriate Terms of Reference for details.

4.0 Postdoctoral Fellows in the CCMG program must apply directly to the ACHRI Clinical Research Fellowship program. All other Postdoctoral Fellows must apply to the ACHRI Postdoctoral Fellowships competition for fellowship support. Duration of support for CCMG fellows is maximum 2 years. Salary levels are competitive with other similar funding programs, such as Calgary Laboratory Services.

5.0 CCHCSP Trainees

5.1 Only MD-degree holders applying to the CCHCSP program are eligible to submit applications directly to the ACHRI Clinical Research Fellowship to be considered for the local CCHCSP matching funds.

5.2 Postdoctoral applicants to the CCHCSP (including holders of a health professional degree, other than MD) must apply to the ACHRI Postdoctoral Fellowship competition; and PhD applicants to the CCHCSP (including holders of a health professional degree other than MD) must apply to the ACHRI Graduate Studentship competition to be considered for the local portion of the CCHCSP funding. Should these trainees be awarded through the ACHRI Graduate Studentship or ACHRI Postdoctoral Fellowship stream, their stipend support will be in accordance with these funding streams policies. Should these trainees be subsequently
accepted into the CCHCSP program, their funding support will automatically be transferred to the ACHF Clinical Research Fellowship funding envelope, effective on the start date of their CCHCSP traineeship, and will be subject to the CCHCSP policy.

The annual application deadline for ACHRI Graduate Studentships and Postdoctoral Fellowships is May 1. Trainees applying to the CCHCSP in November must submit their applications to the ACHRI Research Training Platform by the May 1 deadline of the same year; trainees applying to the CCHCSP in April must submit their applications to the ACHRI Research Training Platform in June of the year preceding the CCHCSP April deadline.

5.3 Those CCHCSP applicants who are unsuccessful in the ACHRI Graduate Studentship or Postdoctoral Fellowship competitions, but were ranked above the merit cut-off, will still be eligible to receive local matching funds for their CCHCSP training should they be successful in the national CCHCSP competition. Trainees who are ranked below the merit line in the ACHRI Graduate Studentship or Postdoctoral Fellowship competition will not be eligible for the local CCHCSP funding, even in the unlikely event that the trainee is successful in the national competition of the CCHCSP. In this case, the ACHRI Research Training Platform will advise the CCHCSP against funding the trainee.

5.4 CCHCSP candidates can apply for a third and fourth year of funding as a unique exception. Such requests will be evaluated on a case-by-case basis. The term of support for CCHCSP trainees cannot exceed 4 years, at a maximum of $35,000 per year, or $140,000 in total. After having been accepted into the CCHCSP program, a local funding match will be provided as per the CCHCSP funding levels: 25,000CAD per year for PhD students and 35,000CAD per year for postdoctoral fellows.
ADDENDUM B

TO THE TERMS OF REFERENCE FOR
THE ACHRI CLINICAL RESEARCH FELLOWSHIPS

Financial Support and Benefits

THE ACHRI CLINICAL RESEARCH FELLOWSHIP PROGRAM PROVIDES FUNDING SUPPORT TO RESIDENTS IN PEDIATRICS, OBSTETRICS/GYNECOLOGY, AND GENETICS; CCMG TRAINEES; AND PRE- AND POSTDOCTORAL TRAINEESHIPS IN CONJUNCTION WITH THE CANADIAN CHILD HEALTH CLINICIAN SCIENTIST PROGRAM (CCHCSP). THIS ADDENDUM OUTLINES SALARY SCALES AND APPLICABLE BENEFITS FOR EACH TRAINEE CATEGORY ELIGIBLE FOR FUNDING THROUGH THE ACHRI CLINICAL RESEARCH FELLOWSHIP STREAM.

1.0  Medical Residents in Research Training (non-Master's or PhD). ACHRI Clinical Research Fellows holding an MD degree are paid through the University of Calgary payroll as postdoctoral research fellows.

1.1 Salary Support: Remuneration for trainees holding an MD degree will be commensurate with their residency year as defined by the current PARA Collective Agreement.

1.2 Benefits: Trainees funded through the ACHRI Clinical Research Fellowship are not eligible for benefits.

1.3 Research Allowance/ Practice Stipend: Research allowance/ practice stipend will not be provided. Trainees are eligible to apply to ACHRI for additional funding to support travel as required.

1.4 Term: Duration of support is maximum 2 years, with the exception of CCHCSP trainees, which may require up to 4 years of funding support that will be considered and approved on a case-by-case basis. Renewal for the second and subsequent years of funding is subject to satisfactory progress of the trainee.

1.5 Maternity/ Parental Leave: Salary support will be suspended for the duration of the maternity/ parental leave. Upon return of the trainee from the leave, the fellowship will be extended by the number of months taken as leave.

2.0  Medical Residents enrolled in Master’s or PhD programs. ACHRI Clinical Research Fellows holding an MD degree and working toward a Master’s or PhD degree are paid through the University of Calgary payroll as graduate students.

2.1 Salary Support: Remuneration for trainees holding an MD degree enrolled in a Master’s or PhD program at the University of Calgary will be commensurate with their residency year as defined by the current PARA Collective Agreement.
2.2 Benefits: The Graduate Student Association (GSA) arranges an extended health and dental benefit plan which is compulsory for full-time students unless proof of alternative coverage is submitted to the GSA before the Fee Payment deadline. Benefits premiums are the responsibility of the trainee.

2.3 Research Allowance/ Practice Stipend: Research allowance/ practice stipend will not be provided. Trainees are eligible to apply to ACHRI for additional funding to support travel as required.

2.4 Term: Duration of support is maximum 2 years. Renewal for the second year is subject to satisfactory progress of the trainee.

2.5 Maternity/ Parental Leave: Salary support will be suspended for the duration of the maternity/ parental leave. Upon return of the trainee from the leave, the fellowship will be extended by the number of months taken as leave.

3.0 Medical Residents in CCMG Training. ACHRI Clinical Research Fellows holding an MD degree and working toward a CCMG designation are paid through the University of Calgary payroll as postdoctoral research fellows.

3.1 Salary Support: Remuneration for trainees holding an MD degree pursuing a CCMG designation will be commensurate with their residency year as defined by the current PARA Collective Agreement.

3.2 Benefits: Trainees funded through the ACHRI Clinical Research Fellowship are not eligible for benefits.

3.3 Research Allowance/ Practice Stipend: Research allowance/ practice stipend will not be provided. Trainees are eligible to apply to ACHRI for additional funding to support travel as required.

3.4 Term: Duration of support is maximum 2 years. Renewal for the second year is subject to satisfactory progress of the trainee.

3.5 Maternity/ Parental Leave: Salary support will be suspended for the duration of the maternity/ parental leave. Upon return of the trainee from the leave, the fellowship will be extended by the number of months taken as leave.

4.0 Medical Residents in CCHCSP Training. ACHRI Clinical Research Fellows holding an MD degree and training in the CCHCSP program are paid through the University of Calgary payroll as postdoctoral research fellows.

4.1 Salary Support: Total remuneration for CCHCSP trainees holding an MD degree will be commensurate with their residency year as defined by the current PARA Collective Agreement. 50% of the funding will be provided by CCHCSP at 35,000CAD per year; additionally, a match of
35,000CAD per year plus a top-up to the appropriate amount defined by the current PARA agreement will be provided by ACHRI.

4.2 Benefits: Trainees funded through the ACHRI Clinical Research Fellowship are not eligible for benefits.

4.3 Research Allowance/ Practice Stipend: Research allowance/ practice stipend will not be provided. Trainees are eligible to apply to ACHRI for additional funding to support travel as required.

4.4 Term: The term of support for CCHCSP trainees cannot exceed 4 years at a maximum of $35,000 per year (ACHRI match) plus a top-up to the amount corresponding to the residency year, as per the PARA Collective Agreement (top-up provided by ACHRI). Renewal for the second and subsequent years of funding for CCHSCP trainees is subject to satisfactory progress of the trainee.

4.5 Maternity/ Parental Leave: Salary support will be suspended for the duration of the maternity/ parental leave. Upon return of the trainee from the leave, the fellowship will be extended by the number of months taken as leave.

5.0 Postdoctoral Fellows (post-PhD) in CCMG Training. ACHRI Clinical Research Fellows holding a PhD degree and working toward a CCMG designation are paid through the University of Calgary.

5.1 Salary Support: Salary levels are competitive with other similar funding programs, such as Calgary Laboratory Services, at 51,500CAD per year.

5.2. Benefits: Trainees funded through the ACHRI Clinical Research Fellowship are not eligible for benefits.

5.3 Research Allowance/ Practice Stipend: Research allowance/ practice stipend will not be provided. Trainees are eligible to apply to ACHRI for additional funding to support travel as required.

5.4 Term: Duration of support is maximum 2 years. Renewal for the second year is subject to satisfactory progress of the trainee.

5.5 Maternity/ Parental Leave: Salary support will be suspended for the duration of the maternity/ parental leave. Upon return of the trainee from the leave, the fellowship will be extended by the number of months taken as leave.

6.0 CCHCSP Trainees. Trainees pursing CCHCSP training may be health professionals (such as MD Residents or post-Master’s degree nursing students), PhD Students or Postdoctoral Fellows (post-PhD). These trainees will be paid through the University of Calgary payroll according to their trainee category.
6.1 CCHCSP Doctoral Awards – Salary Support: PhD students pursuing CCHCSP doctoral training will be paid as graduate students, with a total stipend of 50,000CAD per year (includes CCHCSP contribution at 25,000CAD per year and ACHRI contribution at 25,000CAD per year).

6.2 CCHCSP Doctoral Awards – Benefits: The Graduate Student Association (GSA) of the University of Calgary arranges an extended health and dental benefit plan which is compulsory for full-time students unless proof of alternative coverage is submitted to the GSA before the Fee Payment deadline. Benefits premiums are the responsibility of the trainee.

6.3 CCHCSP Postdoctoral and Career Development Awards – Salary Support: MD-degree holders pursuing CCHCSP postdoctoral training will be paid as postdoctoral research fellows, with a total stipend commensurate with their residency year as defined by the current PARA Collective Agreement. Please refer to section 4.0 for details.

PhD-degree holders pursing CCHCSP postdoctoral training will be paid as postdoctoral research fellows, with a total stipend of 70,000CAD per year (includes CCHCSP contribution at 35,000CAD per year and ACHRI contribution at 35,000CAD per year).

6.4 CCHCSP Postdoctoral and Career Development Awards – Benefits: As part of the ACHRI Clinical Research Fellowship, trainees are eligible for the University of Calgary postdoctoral trainee benefits package. Additional benefits may be purchased through Alberta Blue Cross at the trainee’s expense. Benefits premiums are the responsibility of the trainee.

6.5 CCHCSP Trainees – Research Allowance/ Practice Stipend: Research allowance/ practice stipend will not be provided. Trainees are eligible to apply to ACHRI for additional funding to support travel as required.

6.6 CCHCSP Trainees – Term: The term of support for CCHCSP trainees cannot exceed 4 years at a maximum of 25,000CAD per year (for doctoral trainees) or 35,000CAD per year (for postdoctoral trainees and MD Residents) provided by ACHRI; plus a top-up to the amount corresponding to the residency year, as per the PARA Collective Agreement (top-up provided by ACHRI to MD Residents only). Renewal for the second and subsequent years of funding for CCHSCP trainees is subject to satisfactory progress of the trainee.

6.7 CCHCSP Trainees – Maternity/ Parental Leave: Salary support will be suspended for the duration of the maternity/ parental leave. Upon return of the trainee from the leave, the fellowship will be extended by the number of months taken as leave.