

## Guidelines and Instructions for CLA-CTS/ERS Peter Macklem Fellowship Award Applications

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### Introduction

The Canadian Lung Association (CLA) and the Canadian Thoracic Society (CTS) are pleased to offer a joint CLA-CTS/ERS Peter Macklem Fellowship Award. Information and policies for this fellowship for the candidate going to Canada are provided in the following pages.

#### *For candidates going to Europe*

The ERS Long-Term Research Fellowship Rules & Regulations will apply (please refer to attachment). The candidate should use the same online application form as for any other ERS LTRF application via the website: <http://www.ersnet.org/ers-funding/fellowships/long-term/ers-cts-joint.html>

#### *For candidates going to Canada*

Upload one (1) electronic copy of the application no later than **JANUARY 30, 2017** to: <https://questionnaire.simplesurvey.com/s/macklem-2016>. The electronic copy must include a completed copy of the application form with signatures and all the relevant documents (excluding Referee Forms, which can be emailed directly by the referee to [research@lung.ca](mailto:research@lung.ca)). The Lung Association will confirm receipt of your application via e-mail. Please ensure that your e-mail address is included on page 1 of the application

The forms may be downloaded from the Canadian Lung Association website: [www.lung.ca/lung-research/apply-funding](http://www.lung.ca/lung-research/apply-funding)

### About The CLA-CTS/ERS Peter Macklem Fellowship Award

The joint CLA-CTS/ERS Peter Macklem Fellowship was created to build

capacity and expertise in the area of respiratory health and to promote excellence in research through 1-year funding opportunities towards research training and research projects in Canada or Europe. The CLA-CTS/ERS Peter Macklem Fellowship applicants going to Canada compete for funding in the CLA Fellowship competition. The intention is to have one awardee from Canada train in Europe and one awardee from Europe train in Canada through this fellowship program.

Dr. Macklem was a dynamic and respected leader in respiratory research and was internationally recognized for his achievements. A graduate of Queen's University, he pursued his medical studies and training in internal medicine and respiratory medicine at McGill. He became involved in research at an early stage of his career and passionately pursued it over the last 5 decades. As the founding Director of the Meakins-Christie Laboratories and in a variety of influential medical leading positions, he inspired and fostered the careers of many physicians and scientists around the world. Dr. Macklem received numerous awards most notably the Order of Canada in 1988 and the Trudeau Medal of the American Thoracic Society, the highest honour bestowed by the international respiratory community. To learn more about Dr. Macklem, please visit <http://meakins.mcgill.ca/macklem.php>.

The fellowship program of the CLA was established in 1959. It is financed by annual contributions from each provincial lung association in Canada and through partnerships. The CTS Research Committee reviews the CLA-CTS/ERS Peter Macklem Fellowship applications (for candidates going to Canada), with the CLA Fellowships, for merit and the funds are administered by the Canadian Lung Association.

Funding may support individuals completing research related to basic, applied or clinical study using quantitative or qualitative methodologies. Your application will be reviewed in detail by at least two reviewers. The reviewers rank the applications according to:

- a) the quality of the candidate (academic record, research experience and potential, and documented publication(s))
- b) the research environment, including the person with whom the candidate intends to work
- c) the quality of the research project
- d) the potential for the training to contribute to career development of the candidate

Applications that receive highest rankings and support the mission of The Lung Association are given funding priority. Therefore it is important that you provide all details required as clearly as possible to facilitate the review process.

## **Eligibility**

This award must be held at a Canadian institution.

To be eligible for a CLA-CTS/ERS Peter Macklem Fellowship Award the:

- Candidate should be either a member of the CTS or of the ERS, independently from the mobility scheme applied for (incoming to Europe or to Canada).
- Candidate must be a resident of a country from Europe (includes all European Union member countries).
- Candidate should be actively engaged in respiratory research/science/practice that is relevant to respiratory medicine, and have appropriate scientific or medical qualifications. Candidates must be postgraduates holding a university degree in the field of respiratory medicine/science (MD, MSc, PhD, MD-PhD) or equivalent.

As a minimum requirement candidates need to have graduated with an MD or MSc or equivalent at the time of application. In addition, candidates may also be qualified healthcare professionals (non-MD) working in respiratory medicine/health (nurses, physiotherapists, respiratory function technologists, allied respiratory professionals).

- Candidate must possess appropriate professional qualifications and experience according to the specific Fellowship applied for. Candidate must be currently engaged in pulmonary research or clinical pulmonary practice.

### **General Conditions of the CLA-CTS/ERS Joint Peter Macklem Fellowship Award**

The following general conditions will apply:

1. The CLA/CTS and the ERS assumes no responsibility for accidents, illness, or claims arising out of studies, work, or other activities undertaken with financial support provided by CLA/CTS and the ERS.
2. Copyright of all publications belongs to the author(s). Any publication, presentation, outcome or any other dissemination written or made in relation to a CLA-CTS/ERS Peter Macklem Fellowship should bear the following acknowledgement to indicate that said foreground was generated with the assistance of financial support from CLA/CTS and ERS:

*Dr First Name(s) FAMILY NAME(S) is the recipient of a CLA-CTS/ERS Peter Macklem Joint Research Fellowship - Number n°-201n. The research leading to these results has received funding from the Canadian Lung Association/Canadian Thoracic Society and the European Respiratory Society.*

3. It is understood that the name of the successful candidate, his/her field of study and some content of the lay abstract and final report to the CLA/CTS and ERS will be made public. Successful candidates are expected to facilitate knowledge translation in their field of expertise through presentations at conferences and/or workshops, including, where feasible,

conferences/workshops sponsored by the CLA/CTS and the ERS.

4. Any commitments (or expenditures) incurred by an award recipient either in excess of the current training funds or beyond the term of the training award is the responsibility of the recipient.
5. The award recipient (or the institution on his/her behalf) shall, if the need arises, immediately notify the CLA/CTS and the ERS of his/her inability, for any reason, to continue in the educational program for which support was awarded.
6. All applications involving human/animal investigation must be accompanied by a letter of approval from the ethics committee of the university or other institution(s) in which the work is to be undertaken. If the ethics approval is not available at the time of submission then it needs to be sent to CLA as soon as possible. No funds will be made available until this letter of approval has been received at CLA.
7. Duration of the award is a 12 month term
8. Typically awards start on July or September 1<sup>st</sup> of the year of the award and end June 30<sup>th</sup> or August 31<sup>st</sup> of the next year. Awards should be started within 1 year from the positive notification date at the latest.
9. Your **Home Supervisor** needs to provide the CLA-CTS with a signed **Home Supervisor's Release Form (only required if the project is a collaboration between the European Home Institution and the Canadian Host Institution)**, which you can download from the website. Your Home Supervisor's Release Form should confirm the relevance of and the support of your proposed work. It should attest your proficiency in the working language at the proposed Host Institute. If a return to the Home Unit is planned, a statement authorizing your leave of absence during the planned project period is required, indicating that, if successful, a position will be open to you upon completion of the Fellowship. A Statement confirming that facilities, funds and resources will be made available to the Fellow upon return, in order to enable him/her to conduct research activities/projects back at the Home Unit will also be required. The Home Supervisor will be requested **to return the form to you, with supporting documents, which include the Home Supervisor's CV and list of publications, as well as a statement on the candidate's salary status during the CLA-CTS/ERS Peter Macklem Fellowship.**
10. Your **Host Supervisor** needs to provide the CLA-CTS with a signed **Host Supervisor's Acceptance Form**, which you can download from the website. Your Host Supervisor's Acceptance Form should confirm that operational funds, facilities and resources are available for the project. It should also attest the Host Supervisor's commitment to the research project as outlined in the application and provide a recommendation for the candidate. The Host Supervisor will be requested **to return the form to you or send the form directly to the Canadian Lung Association with supporting documents, which include the Host Supervisor's CV and list of publications, as well as a statement on the candidate's salary status**

during the CLA-CTS/ERS Peter Macklem Fellowship.

### Submission Date

1. Upload an electronic copy of the application form with signatures and all the relevant documents (excluding Referee Forms, which can be emailed directly by the referee to [research@lung.ca](mailto:research@lung.ca)) by **JANUARY 30, 2017**.

## Instructions for Submitting a CLA-CTS/ERS Peter Macklem Fellowship Application

### *For candidates going to Canada*

The forms may be downloaded from the Canadian Lung Association website: [www.lung.ca/lung-research/apply-funding](http://www.lung.ca/lung-research/apply-funding)

1. Upload an electronic copy of the application form with signatures and all the relevant documents (excluding Referee Forms, which can be emailed directly by the referee to [research@lung.ca](mailto:research@lung.ca)) by **JANUARY 30, 2017**.
2. Do not use additional pages except where indicated. Keep the application as clear and concise as possible. Note that copies of your publications are not required.
3. Enter 'Applicant' name in header of all forms submitted.
4. Candidates are expected to include within the body of their application, and not in the appendices, all essential information required to permit assessment of the application. Additional information, such as academic transcripts, is to be included in the appendices.
5. Up-to-date official transcripts or certified true copies of transcripts for all post-secondary education are required.

**IT IS YOUR RESPONSIBILITY TO ENSURE ACADEMIC TRANSCRIPTS ARE RECEIVED DIRECTLY AT THE CANADIAN LUNG ASSOCIATION BY JANUARY 29, 2016.**

Transcripts can either be forwarded directly to the Manager, National Research Programs or enclosed in their sealed envelopes to accompany the application submission.

6. A completed Acceptance Form from the proposed Host Supervisor (Canadian Host Institute) that provides an overview of the research and academic training environment. Please give details on resources, programs, technologies, etc. that will be made available to the candidate, and on specific knowledge and skills to be acquired.
7. If the project is a collaboration between the European Home Institution and the Canadian Host Institution then a completed Release Form the Home Supervisor (European Home Institute) is required.
8. Request two referees to complete the Referee Assessment form. **Reference letters will not be accepted.** One referee assessment may come from a past or current supervisor or one co-supervisor. The other assessment must come from persons under whom the candidate has

studied but who will not be involved in the applicant's proposed research program. These forms may be included with the submission in sealed envelopes with the referee's signature intact across the seal or mailed directly to the National Office of The Lung Association.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE REFEREE ASSESSMENT FORMS ARE RECEIVED BY THE CANADIAN LUNG ASSOCIATION IN TIME FOR REVIEW OR INCLUDED IN THE APPLICATION.**

9. An explanation listing the period and reason for any interruption in pursuit of the candidate career either in or subsequent to training, if applicable.
10. A complete, printed copy of the host supervisor's (and co-supervisor's, if applicable) Common CIHR CV (academic version). Failure to comply or the submission of an incomplete Common CIHR CV (academic version) may result in the application being rejected.
11. Complete the application form, filling all the requested information and obtaining all required signatures.

## **Review Process**

### ***For candidates going to Canada***

1. The applications will be processed and reviewed by the CLA-CTS. The CLA-CTS/ERS Peter Macklem Fellowship Award Competition Guidelines will apply to the reviewing and selection process. After the CLA-CTS independent review process, those applications which meet the CLA-CTS/ERS Peter Macklem Fellowship eligibility criteria and which made it to the CLA-CTS top ranking will be submitted to the ERS for their final independent selection.
2. Funding announcements are made in Spring (in June) after the Canadian Lung Association fiscal arrangements are finalized.
3. A letter of notification including rationale for the decision regarding funding is sent out to all candidates (in June).

## **Financial Administration**

1. Recipients of a CLA-CTS/ERS Joint Peter Macklem Fellowship Award may not be financially supplemented by agencies other than the Home or Host institutes, or the Fellows personally. Therefore they may not run concurrently with other awards, funds, grants, fellowships, etc. during the same time period and related project.
2. Funds for the awardee going to Canada are disbursed by the Canadian Lung Association twice yearly to the Host institution. The first instalment is normally paid out in July or September (depending on start date) if the award is accepted.
3. A progress report is required prior to the release of the second instalment, which is paid out the following March. The progress report template is available on the CLA website.

4. The fellowship award paid by the CLA/CTS will be a maximum of \$60,000 CDN to be paid in two instalments to the Host institution. The Financial Officer at the Host institution who deals with such funds will administer the grant amount. The grant is provided solely in the form of a stipend: taxation issues, insurance, and social security are levied upon the fellow.
5. The Financial Officer at the Host Canadian Institute who deals with such funds will administer the award. Please include the name and address of the Financial Officer responsible for administering your award.
6. The Fellow going to Canada is subject to the CLA-CTS Performance Obligations before, during and after the CLA/CTS funding period; the CLA-CTS/ERS Peter Macklem Fellowship will be carried out in compliance with all of the conditions and provisions stated in the CLA-CTS/ERS Peter Macklem Fellowship Competition Guidelines.
7. The CLA/CTS reserves the right to terminate further payments and request a refund of the award in the event that the recipient fails to fulfill the conditions specified.
8. In the event of termination of research training and/or graduate study during the award period, you must immediately notify the CLA/CTS and ERS in writing. Unspent funds in the fellowship account must be refunded to CLA/CTS. The recipient must contact the University Financial Officer and request that the funds be reimbursed.

## **Completion of Award**

The CLA/CTS requires a financial statement by the financial officer and final report by the awardee is required at the end of the funding period (between August 31<sup>st</sup> and December 31<sup>st</sup>). The final report should include a description of contributions to respiratory health and your future commitment to the field. Please provide a brief summary of any course work or study carried out that relates to respiratory health, detailing results and implications. A list of relevant publications and presentations should be appended.

## **Knowledge Translation <sup>1</sup>**

1. Successful candidates will be highlighted in the National Funding Report posted on the Canadian Lung Association website under the Research section.
2. Publication of the research in a suitable, refereed professional journal, as soon as possible after completion of the study, is encouraged. Please notify the Manager National Research Programs of such publications. Acknowledgement of CLA/CTS and ERS support is required in all publications or presentations.
3. Successful candidates will be requested to complete a survey (Fellowship/Grant Funding Impact Form) at three and six years following receipt of funding support. This information will be used to develop reports on the impact of CLA's National Research Program for the CLA Board of Directors and the public.

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<sup>1</sup> CIHR Definition of Knowledge Translation:

- making users aware of knowledge and facilitating their use of it to improve health and health care systems
- closing the gap between what we know and what we do (reducing the know-do gap)
- moving knowledge into action