

Guidelines and Instructions
Breathing as One: Allied Health Fellowship Award

Table of Contents

Introduction	1
About the Lung Association Research Awards Program	2
Eligibility.....	3
Instructions for Submitting a Fellowship Application.....	3
General Conditions of Fellowship Award.....	5
Review Process.....	6
Financial Administration	7
Completion of Award	7
Knowledge Translation ⁱ	7

Introduction

The Canadian Lung Association (CLA) is pleased to launch the request for applications for 2020 for the Lung Association Breathing as One Allied Health Fellowship awards.

These awards were formerly known as Canadian Lung Association (CLA) - Canadian Respiratory Health Professionals (CRHP) Fellowships. The awards have been renamed to reflect the funding organization. The Canadian Thoracic Society (CTS) and its CRHP Clinical Assembly remain partners in providing oversight and expertise in the peer review process.

Eligibility requirements for applicants have been broadened and awards are now open to members and non-members of CTS and CRHP who are conducting lung research that aligns with the Lung Association mandate and a respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio- pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist) for graduate study at the masters or doctoral level (**MDs are not eligible for Breathing as One Allied Health Fellowship support**). Information and policies are provided in the following pages.

Registration deadline: **June 30, 2020 by 3:30pm EDT**

Application deadline: **July 17, 2020 by 3:30pm EDT**

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

About the Lung Association Research Awards Program

The research awards program of the Lung Association was established in 1959. It is financed through donations to the provincial lung associations across Canada. Where possible, the Lung Association partners with outside organizations to match and/or leverage available funding. Based on the success of this approach and to significantly increase the number of outstanding applicants who will receive funding, we are excited to announce that beginning in 2019, CLA research awards are awarded contingent upon the awardee securing matching funds. The formula for matching is award-dependent, as described in the funding sections below. There are a number of options for applicants to pursue matching funds as these may be contributed by a number of sources, including the trainee supervisor, host institution, Provincial Lung Association, and/or a research partner. Applicants are required to identify matching funds sources and are encouraged to reach out to their host institution, as well as other funding organizations, including provincial lung associations, to determine whether they will participate in matching funds using their provincial Breathing as One funds or other available resources.

The Lung Association research awards are administered by The Lung Association – National Office (also known as the Canadian Lung Association, or CLA). A Review Committee reviews the *Breathing as One: Allied Health Fellowship* applications for merit and the funds are administered by the Lung Association - National Office.

The objective of the Breathing as One: Allied Health Fellowship award is to promote thesis-based graduate study in any area of lung health that contributes to the field of respiratory health in Canada. Fellowship studies should include research related to an applied or clinical question using quantitative or qualitative methodologies. The study may include a basic science component but the primary research questions must be applied or clinically focused.

Your application will be reviewed in detail by at least two reviewers. The reviewers rank the applications according to:

- a) Applicant's potential for successful program completion.
- b) Strength of postgraduate program and research project.
- c) Applicant's leadership and commitment to respiratory care area and professional development.
- d) Applicant's ability to secure matching funds for the one (1) year duration of the Fellowship award (see section below for formula). The applicant must include within their application a letter signed by the supervisor guaranteeing the matching funds for the duration of the award.

Applications that receive higher 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

To be eligible for a *Breathing as One: Allied Health Fellowship Award* the applicant must be:

- a) A Canadian citizen, permanent Canadian resident or landed immigrant. These awards are normally held at Canadian institutions.
- b) A respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist) (MDs are not eligible for Breathing as One allied health fellowship support).
- c) Enrolled in a graduate (thesis-based) program at the Masters or Doctoral level during the funding period (September 2020-August 2021). Individuals who have applied to a graduate program but have not received acceptance may apply for a Fellowship. The award, however, will be conditional on acceptance into the program.
- d) Pursuing a research study with respiratory health as the major focus.
- e) At the time of submission, and for the duration of the award, individuals who currently hold or have held and/or are being supervised by individuals holding or have held funding, directly or indirectly, from tobacco and/or cannabis industry are not eligible.
- f) Able to secure matching funds for the one (1) year duration of the Fellowship award (see section below for formulas). The applicant must include within their application a letter signed by the supervisor guaranteeing the matching funds for the duration of the award.

Submission Date

- Registration deadline: **June 30, 2020 by 3:30pm EDT**
- Application deadline: **July 17, 2020 by 3:30pm EDT**

Instructions for Submitting a Fellowship Application

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

1. Applicants must register at: <https://form.simplesurvey.com/f/l/bao-allied-health-fellowship-competition-2020-registration> by **June 30, 2020 at 3:30pm EDT**. Applicants are required to provide their name, the names of their supervisor(s) and referees, institution, the project title, keywords, and a maximum (one) 1 page abstract of your research project. The Lung Association will confirm receipt of your registration via e-mail.
2. Upload one (1) electronic copy of the application to: <https://form.simplesurvey.com/f/l/bao-allied-health-fellowship-competition-2020-application> by **July 17, 2020 at 3:30pm EDT**. The electronic copy must include a

completed copy of the application form with signatures and all the relevant documents (excluding Referee Forms, which will be sent in separately by the referee). 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.

3. 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.
4. Enter 'Applicant' name in header of all forms submitted.
5. Applicants 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.
6. Up-to-date official transcripts or certified true copies of transcripts for all post-secondary education are required.

Transcripts can either be forwarded directly to the Manager, National Research Programs at the Lung Association - National Office or included with the application submission.

It is your responsibility to ensure academic transcripts are received directly at the Lung Association - National Office from the institution(s) by July 17, 2020.

7. A completed statement from the proposed supervisor 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.
8. **Referee Assessment Forms are required** in place of reference letters. **Reference letters will not be accepted.** Request only two referees to complete the Referee Assessment form. One referee should be your supervisor or your program advisor (if a supervisor has not yet been identified). Your other referee should be either an academic referee or a recent or current employer. Under no circumstances may a referee be a family member. Select your referees with care, and have them represent what each knows best of your scholarly, research and clinical abilities, and pertinent personal characteristics. The completed forms are not to be included with the submission but emailed directly by the referees to the Lung Association (research@lung.ca).

It is your responsibility to ensure that the Referee Assessment Forms are received by the Lung Association - National Office on/by July 17, 2020 at 3:30pm EDT.

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 copy of the supervisor's (and co-supervisor's, if applicable) CV using the Academic version of Common CV form (as used by CIHR). **Failure to comply or the**

submission of an incomplete CV Module will result in the application being rejected.

11. Complete the application form, filling all the requested information and obtaining all required signatures.

General Conditions of Fellowship Award

The following general conditions apply to fellowship awards awarded by The Lung Association – National Office.

1. The Lung Association assumes no responsibility for accidents, illness, or claims arising out of studies, work, or other activities undertaken with financial support provided by The Lung Association.
2. Copyright of all publications belongs to the author(s). However, in **any publication arising from the fellowship supported by The Lung Association, acknowledgement of funding received from The Lung Association is required.**
3. It is understood that the name of the successful applicant, his/her field of study and some content of the lay abstract and final report to The Lung Association will be made public. Successful applicants 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 Lung Association.
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 are the responsibility of the recipient.
5. The award recipient (or the institution on his/her behalf) shall, if the need arises, immediately notify The Lung Association – National Office in writing of his/her inability, for any reason, to continue in the educational program for which support was awarded.
6. Normally awards support studies in a program at specific Canadian institutions with concurrence of the institution's executive head. Transfers to another institution are not normally permitted during the course of funding.
7. The Lung Association - National Office has limited funds and therefore, large fellowships are not available. The annual stipend for a Fellowship award is based on a 50:50 match formula between the Lung Association and the trainee's supervisor. The matching funding can include funding from the supervisor, the host institution, and/or a research partner, including a Provincial Lung Association. For **full-time students** the Fellowship award is valued at \$10,000 for one (1) year in which the Lung Association will contribute \$5,000 (50%) annually and the applicant's supervisor, host institution, and/or a partner agency is required to contribute the remaining funding \$5,000 (50%) annually for the length of term for the award. For **part-time students** the Fellowship award is valued at \$5,000 for one (1) year in which the Lung Association will contribute \$2,500 (50%) annually and the applicant's supervisor, host institution, and/or a partner agency is required to contribute the remaining funding \$2,500 (50%) annually for the length of

term for the award. Funds from the Lung Association will not be released until formal confirmation of matching funding is received from the supervisor. Full- and part-time status is defined by the registration status at the university. Graduate students at the Masters level may re-apply for funding for one (1) additional year. Graduate students at the PhD level may re-apply for funding for three (3) additional years. Please contact the Manager, National Research Programs at the Lung Association - National Office for more detailed information.

8. Funds may not be matched by funds from tobacco and/or cannabis industry and/or supervisors holding funding, directly or indirectly from tobacco and/or cannabis industry.
9. Funds from the Lung Association are a salary or living stipend and are not to be used to pay for benefits.
10. A Fellowship is awarded for a period of one (1) year, in two instalments, usually in September and March (unless otherwise agreed upon). A progress report must be submitted in February before the second instalment is paid. The report will be reviewed to determine whether sufficient progress has been made. If adequate progress has not been made, the second instalment will not be released. A financial statement by the Financial Officer and final progress report by the awardee are required at the end of the funding period.
11. 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 the Lung Association - National Office as soon as possible. No funds will be made available until this letter of approval has been received at the Lung Association - National Office.
12. An applicant may apply for both a fellowship and a research grant in a given year provided he/she meet the eligibility requirements and meet the requirements of the institution administering the funds.
13. Typically awards start on September 1 of the year of the award and end on August 31 of the next year. Awards must start no later than December 1 of the year of the award.

Review Process

Applications will be received at The Lung Association - National Office and screened by administrative personnel for completion and relevancy. The Review Committee will review all applications and supporting materials.

The Review Committee makes funding recommendations in August. Funding announcements are made in September.

A letter of notification including rationale for the decision regarding funding is sent out to all applicants via email.

Financial Administration

While the CLA always endeavours to fulfill our research funding commitments, as a charity, our research funding is contingent on the generosity of donors and we anticipate that the current pandemic may have financial implications which may influence available funding.

1. The recipient of a Breathing as One: Allied Health Fellowship Award is permitted to receive funding from other sources. Please inform the Manager, National Research Programs of other amounts received as soon as you know.
2. Awards are for twelve (12) calendar months from the date stated in the letter announcing the award or as otherwise agreed.
3. If the award is accepted funds are disbursed by The Lung Association – National Office twice yearly. The first instalment is normally paid out in September of the year of the award. Upon receipt of a satisfactory progress report in February of the following year, the second instalment is paid in March.
4. The Financial Officer at your University who deals with such funds will administer the award. Please include the name and address of the Financial Officer responsible for administering your award in your application.
5. The Lung Association – National Office 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.
6. In the event of termination of research training and/or graduate study during the award period, you must immediately notify The Lung Association – National Office in writing. Unspent funds in the fellowship account must be refunded to Lung Association - National Office. The recipient must contact the University Financial Officer and request that the funds be reimbursed.

Completion of Award

The Lung Association – National Office requires a final report at the end of the funding period. A final report template will be provided. The 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. The financial officer administering the award must submit a financial report upon completion of the award.

Knowledge Translationⁱ

1. Successful applicants will be highlighted in the National Funding Report posted on The 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 The Lung Association support is required in all publications or presentations.

3. Successful applicants will be requested to complete a survey (Fellowship/Grant Funding Impact Form) at three (3) and six (6) years following receipt of funding support. This information will be used to develop reports on the impact of The Lung Association's National Research Program for the Lung Association's Board of Directors and the public.

ⁱ 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