

Guidelines and Instructions
Breathing as One: Fellowship and Studentship Awards

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Introduction

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

These awards were formerly known as Canadian Lung Association (CLA) - Canadian Thoracic Society (CTS) Fellowships and Studentships. The awards have been renamed to reflect the funding organization. The Canadian Thoracic Society and its Canadian Respiratory Health Professionals (CHRP) 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).

This competition is open to Doctoral students and PhD or MD researchers who are conducting respiratory research that aligns with the Lung Association mandate and the objectives identified for this competition. 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 national 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 Fellowship and Studentship* applications for merit and funds are administered by The Lung Association - National Office.

The objective of the Breathing as One Fellowship and Studentship awards is to build Canadian research capacity that contributes to the field of respiratory health in Canada. 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 applicant (academic record, research experience and potential, and documented publication(s)).
- b) The quality of the research project.
- c) The research environment, including the person with whom the applicant intends to work.
- d) The potential for the training to contribute to career development of the applicant.
- e) Applicant's ability to secure matching funds for the one (1) year duration of the Fellowship or Studentship 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.

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

Priority will be given to a Canadian citizen, permanent Canadian resident or landed immigrant. These awards are normally held at Canadian institutions.

To be eligible for a *Breathing as One Fellowship or Studentship Award* the applicant must meet the following criteria:

- a) Pursuing a research study with respiratory health as the major focus.
- b) **Studentship applicants** - should be enrolled or accepted in a graduate (thesis based) program at the Doctoral level at a Canadian academic institution. Individuals who have applied to a graduate program but have not received acceptance may apply for a Studentship award. The award, however, will be conditional on acceptance into the program. Candidates are only eligible to apply for the Studentship award in the first three (3) years of doctoral their studies.
- c) **Fellowship applicants** - should be working under supervision of a faculty member at an accredited Canadian academic institution. Under special circumstances, an applicant may pursue a fellowship in another country; however, the applicant must justify why he/she could not find the same kind of training in Canada and he/she must have plans to pursue a career in research in Canada.
- d) A Fellowship or Studentship awardee may not be in receipt of another major award at the same time as holding a Fellowship or Studentship Award from the Lung Association - National Office.
- 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) Applicants must be able to secure matching funds for the one (1) year duration of the Fellowship or Studentship 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 or Studentship 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-trainee-competition-2020-registration> by **June 30, 2020 by 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-trainee-competition-2020-application> by **July 17, 2020 by 3:30pm EDT**. The electronic file 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 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. 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 by 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 the Common CV form (as used for 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 and Studentship Awards

The following general conditions apply to fellowships and studentship 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 studentship and 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 annual stipend for a Fellowship award is based on a 60:40 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. The Fellowship award is valued at \$45,000 or \$55,000 annually (see criteria in table below) for a maximum of one (1) year in which the Lung Association will contribute either \$27,000 or \$33,000 (60%) annually (see criteria in table below) and the applicant's supervisor, host institution, and/or a partner agency is required to contribute the remaining funding, \$18,000 or \$22,000 (40%) annually (see criteria in the table below) 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.

Research Fellowship	Stipend (CAD\$)
Applicants with MD, licensed in Canada	\$55,000
Applicants with MD, not licensed in Canada	\$45,000
Applicants holding a PhD	\$45,000

8. The annual stipend for a Studentship 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. The Studentship award is valued at \$21,000 per year for a maximum of one (1) year in which the Lung Association will contribute \$10,500 (50%) annually and the applicant's supervisor, host institution, and/or a partner agency is required to contribute the remaining funding \$10,500 (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. The Studentship award is prioritized for PhD students in their first three (3) years of a PhD program, thus candidates are only eligible to apply for the Studentship award in the first three (3) years of their doctoral studies.
9. Funds may not be matched by funds from tobacco and/or cannabis industry and/or supervisors holding or having held funding, directly or indirectly from tobacco and/or cannabis industry.
10. Funds from the Lung Association are a salary or living stipend and are not to be used to pay for benefits.
11. Awards can be given for a period of one (1) year with the second payment to the awardee contingent upon adequate progress demonstrated in a progress report submitted by the awardee. The report will be reviewed to determine whether sufficient progress has been made. Baseline progress is that the awardee has at least one presentation of an abstract stemming from the originally submitted project submitted at a provincial, national or international meeting that is external to the awardee's host institution. If adequate progress has not been made, the second payment 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.
12. All applications involving human/animal investigation must be accompanied by a letter of approval from the ethics committee of the university and, if applicable, 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 Manager, National Research Programs at the Lung Association - National Office, as soon as possible. No funds will be made available until this letter of approval has been received at Lung Association - National Office.
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 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. A Fellowship or Studentship awardee may not be in receipt of another major award at the same time as holding a Fellowship or Studentship Award from the Lung Association - National Office.
2. Awards are for twelve (12) calendar months from the date stated in the letter of offer or as otherwise agreed. Release of the second payment will be made if a satisfactory progress report is submitted.
3. If the award is accepted funds will be disbursed by the Lung Association - National Office. The first instalment will be paid out in September of the first year of the award. Upon receipt of a satisfactory progress report in February, the second instalment will be paid out in March of the first year of funding.
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 the award in your application.
5. The Lung Association - National Office reserve 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 or change in awardee status during the award period, you must immediately notify the Lung Association - National Office in writing. Unspent funds in the award account must be refunded to the 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. The awardee will also need to 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 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

