

## Guidelines and Instructions Breathing as One: Fellowships and Studentships

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### Introduction

The Lung Association is pleased to launch the request for applications for 2018 Lung Association Breathing as One Fellowships and Studentships.

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. CTS and its Canadian Respiratory Health Professionals (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.

The Lung Association - National Office offers two types of research trainee awards to the medical and scientific community: **post-doctoral fellowships** and **PhD graduate studentships**. Information and policies are provided in the following pages.

Application deadline: **FEBRUARY 28, 2018 by 3:30pm EST**

The forms may be downloaded from the Lung Association website:

[www.lung.ca/lung-research/apply-funding](http://www.lung.ca/lung-research/apply-funding)

## About the Lung Association Research Fellowships and Studentships Awards

The fellowship program of the Lung Association was established in 1959. It is financed by annual contributions from each provincial lung association in Canada and through partnerships. The Review Committee reviews the *Breathing as One: Fellowship and Studentship* applications for merit and funds are administered by The Lung Association - National Office.

The general objective of the fund 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 research environment, including the person with whom the applicant intends to work
- c) the quality of the research project
- d) the potential for the training to contribute to career development of the applicant

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:

- a) **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.
- b) **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.

- c) A Research 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.
- d) Pursuing a research study with respiratory health as the major focus.

### Submission Date

- Application deadline: **FEBRUARY 28, 2018 by 3:30pm EST**

### 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](http://www.lung.ca/lung-research/apply-funding)

1. Upload one (1) electronic copy of the application to: <https://form.simplesurvey.com/f/l/bao-trainee-competition-2017> by **FEBRUARY 28, 2018 by 3:30pm EST**. 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.
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. 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.
5. 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 Administrative Coordinator at the Lung Association - National Office or included with the application

**It is your responsibility to ensure academic transcripts are received directly at the Lung Association - National Office from the institution(s) by FEBRUARY 28, 2018.**

6. 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.
7. 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 or emailed directly to the Lung Association ([crobichaud@lung.ca](mailto:crobichaud@lung.ca)).

**It is your responsibility to ensure that the Referee Assessment Forms are received by the Lung Association - National Office in time for review.**

8. An explanation listing the period and reason for any interruption in pursuit of the candidate career either in or subsequent to training, if applicable.
9. 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 may result in the application being rejected.**
10. 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 given 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.** 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.
3. 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.
4. The award recipient (or the institution on his/her behalf) shall, if the need arises, immediately notify the Lung Association - National Office of his/her inability, for any reason, to continue in the educational program for which support was awarded.
5. 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.

6. The basic annual stipend for a Fellowship award is dependent upon academic, clinical and research experience. Stipends for candidates with a medical degree will be equivalent to those with a PhD except for those medical degree applicants who hold a license to practice medicine in a province or territory of Canada.

Research Fellowship	Stipend (CAD\$)
Applicants with MD, licensed in Canada, and 2 or more years research/clinical experience	\$55,000
Applicants with MD, not licensed in Canada, and 2 or more years research/clinical experience	\$45,000
Applicants with MD, licensed in Canada, and less than 2 years research/clinical experience	\$45,000
Applicants holding a PhD	\$45,000

7. The basic annual stipend for a Studentship Award, which includes PhD students and applicants with an MD who are not licensed in Canada and who have less than 2 years research/clinical experience, will be \$21,000 CAD.
8. Awards can be given for a period of two years but the second year is contingent on upon adequate progress and a successful renewal. **A request for renewal for Year 2 is required – this must be accompanied by a one-page progress report from the applicant AND a letter of support from the supervisor – these documents must be submitted by February 15, 2019 for renewal later the same year.** The report will be reviewed to determine whether sufficient progress has been made for renewal. Baseline progress for renewal after Year 1 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 year of support 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 (between August 31st and December 31st).
9. 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 Lung Association - National Office.
10. Typically awards start in September of the year of the award and end in August of the next year. Awards must start no later than September 1st of the year of the award.

RENASCENT Program

Breathing as One: Fellowship and Studentship awardees may be invited to participate in the CLA RENASCENT program.

## Review Process

1. Applications will be received at the Lung Association - National Office and screened by administrative personnel for completion. The Review Committee will review all applications and supporting materials.
2. The Review Committee meets between May and August to make funding recommendations. Funding announcements are made in August after the Lung Association - National Office fiscal arrangements are finalized.
3. A letter of notification including rationale for the decision regarding funding is sent out to all applicants.

## Financial Administration

1. A Research 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 announcing the award or as otherwise agreed. Awards can be renewed for a second year if a satisfactory progress report is submitted.
3. Funds are disbursed by the Lung Association - National Office twice yearly. The first instalment is normally paid out in September if the award is accepted. The second instalment is paid out the following March upon receipt of a satisfactory progress report in February.
4. The Financial Officer in 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.
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 available on the website. 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 Translation<sup>i</sup>

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 and six 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.

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### <sup>i</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