



Research  
Manitoba

2019

PROGRAM GUIDE for  
*Health Research  
Postdoctoral Fellowship  
Awards*

## Research Manitoba Postdoctoral Fellowship Health Research Guidelines

Research Manitoba partners with other Health Research Funders and Institutions for a coordinated competition where a single peer review process (managed by Research Manitoba) assesses applications for Award Funds from all partners and Research Manitoba.

This year's competition partners are:

- CancerCare Manitoba Foundation
- Children's Hospital Research Institute of Manitoba supported by the Children's Hospital Foundation of Manitoba

### **1. Purpose**

Postdoctoral Fellowships support highly qualified postdoctoral trainees to prepare for careers as independent health researchers. These exceptional trainees significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend and a travel allowance.

### **2. Eligibility**

To be eligible, the applicant:

- i. Must hold, at the time of latest possible start date of September 1st, either a Ph.D. degree in a health-related field or a health professional degree, such as an MD, DDS, DVM, BSc in Pharmacy, or equivalent;
- ii. Must not have more than three years of post-PhD cumulative experience and/or research training by the competition deadline (this calculation is based on the first PhD degree obtained, regardless of discipline, either course-based or research-based). Interruptions, delays or post-degree clinical training in your post-PhD cumulative experience and/or research training may be considered in determining eligibility if information on the interruption is provided;
- iii. Must not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes;
- iv. Must apply with a supervisor who is a university faculty member;
- v. Must undertake the fellowship on a full-time basis in the Province of Manitoba; and
- vi. Should undertake the fellowship in a research environment different from their doctoral or previous postdoctoral work OR clearly demonstrate that this postdoctoral training is complementary to their previous training.

Additional eligibility requirements for partner organizations:

#### **CancerCare Manitoba**

- The supervisor of the trainee has an appointment with CancerCare Manitoba or the Research Institute in Oncology and Hematology (RIOH)

#### **Children's Hospital Research Institute of Manitoba (CHRIM)**

- The supervisor of the trainee is a member of CHRIM.

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- The project must be directly relevant to child health (basic, clinical, community/population health);
- The supervisor must have adequate operating funding for the trainee's project;
- The award is for two years provided it is matched by the supervisor. If the supervisor cannot match the funding, the award will be for one year.

### 3. Funding

The fellowships:

- Are awarded on a competitive basis and are valued at \$36,750 (plus benefits);
- Will begin on September 1<sup>st</sup>;
- Are awarded for a 1-year period.

During tenure of an award, postdoctoral fellows are not permitted to hold another major salary award. They may, with the approval of their supervisor, engage in and be remunerated for limited (up to 4 hours per week) non-research academic activities which contribute to their development as independent investigators.

The maximum period of support at the postdoctoral level is **one year**.

Successful candidates will be eligible to request up to \$1,500 per annum for travel expenses for presentation of research results at national or international meetings. Travel to meetings where the candidate is not presenting their research results will be restricted to \$750 and will only be considered once in the term of the award. Travel funds may be accessed up to the end of the fiscal year (March 31<sup>st</sup>), after their award ends. For example, if you receive an award from September 1, 2017-August 31, 2019, you may access the second year of your travel amount up until March 31, 2020.

### 4. Assessment Criteria

Applications are evaluated in a competitive, merit review process that considers the following criteria:

- Potential of the applicant* including their education, training, experience, and academic achievement of the applicant (based on transcripts, reference letters, publications and depending on where the candidate is in their program, etc.) and the ability of the applicant to successfully complete the project;
- The quality of the proposed research project* including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed; and
- The quality of the applicant's research environment* including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise.

## 5. Application Materials

- i. See the checklist for Postdoctoral submission requirements
- ii. For support completing the online parts of your submission see the *Trainee User Guide*
- iii. Publication and funding updates are accepted up until the day before the review committee meets. Please email the [Manager, Programs](#) with your publication update if your application and CCV has already been submitted.
- iv. **Project Description:** A detailed description of your proposed research project following these format requirements must be attached as a .pdf to your online application:

### Page Setup And Format For Project Description Attachment

**Page Limit:**

3-page maximum (not including appendices)

**Margins:**

$\frac{3}{4}$ " (2 cm)

**Page:**

8.5" × 11" (21.5 X 28.0 cm) Font: 12 points

**Spacing:**

No condensed fonts or spacing

**Line spacing:**

Single-spaced

**Appendices:**

Materials provided in the appendices must be supplementary in nature, such as references and/or figures. The appendices must not be used to provide essential details of methods or study rationale that would normally be included in the Research Project Description proper.

**Reviewers will be under no obligation to read more than the first 10 appendix pages.**

## v. Referee Letters

Each candidate must arrange to have three individuals agree to provide supporting letters for their application.

**Content:** These letters should speak to the applicant's academic accomplishments and aptitude for research.

**Referees upload Letters of Assessment directly:**

The applicant will add each referee's name and that person's active email address where required in the applicant's GMS application. At the time of application submission, that referee will be automatically sent an email with an embedded link. The referee must go to the linked page and upload their signed, scanned to .pdf letter by the deadline.

See the GMS, the *Trainee User Guide* and *Referee Instructions* for additional information.

vi. **Transcripts**

These transcripts are required:

- All studies (both complete and in progress) at the doctoral (PhD) level and/or
- Health Professional degree (or equivalent).

Transcripts must be up-to-date and official. Transcripts are considered Official when sent directly from the academic institution to Research Manitoba or, if sent directly to the student, the transcript must remain inside an envelope sealed by the institution.

Students with 'International' (outside Canada and the USA) degrees may submit certified true copies of their Official Transcript(s), provided by their department and certified as true copies by their Department Head or delegate. 'International' transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

Transcripts printed by the fellowship applicant from their own online academic record are not considered official and will not be accepted.

**6. Deadlines**

Application Deadline

Friday, February 1<sup>st</sup>, 2019 (4:00 PM CST)

Assessor Letters and Transcripts Deadline

Friday, February 15<sup>th</sup>, 2019 (4:00 PM CST)

**7. Funding Decisions**

All funding decisions are final.

Funding decisions will be announced by the end of June 2019.