2015/2016

Robert Hayden
Research Fellowship
Submission Guidelines

(October 2014 Competition)

August 2014
Request for Applications
The Robert Hayden Research Fellowship
August 2014

Deadlines:

Relevance review through ICVHealth: September 1, 2014
Deadline for application to HSF: October 1, 2014
Notification of decisions: May 2015
Anticipated start date for successful applications: July 1, 2015

The BC Centre for Improved Cardiovascular Health (ICVHealth) is pleased to announce the Robert Hayden Research Fellowship, established in recognition of Dr. Hayden's significant contributions to cardiovascular care in British Columbia. The award was established in collaboration with Cardiac Services BC and the Heart and Stroke Foundation, BC & Yukon. The successful applicant will receive an in-training award in support of academic activities that will build on Dr. Hayden's legacy of excellence in research and clinical care.

Background:

Dr. Robert Hayden

Among his many accomplishments, Dr. Hayden was the principal surgeon when the Royal Columbian Hospital cardiovascular surgery unit was established in 1991. He was also a Clinical Professor in the UBC Division of Cardiovascular Surgery for over 25 years. Dr. Hayden recognized the importance of utilizing health information to guide and improve clinical practice and was instrumental in the development of the provincial registry for cardiac surgery, now known as HEARTIQ. The registry eventually expanded to include interventional cardiology and is now recognized as one of the most robust sources of cardiac data in Canada. Research and evaluation conducted using the registry has contributed to the high quality of cardiac care in British Columbia.

ICVHealth

ICVHealth was created to understand and improve the cardiovascular health of British Columbians through the generation and application of high-quality outcomes evidence. As part of British Columbia’s growing research strength in cardiovascular disease, ICVHealth aims to not only create new knowledge, but work closely with policy makers, clinical leaders and patient groups to facilitate the application of new information to improve health. ICVHealth comprises of a core team with competencies in epidemiology, biostatistics, health services research and knowledge translation.

Description:

The Robert Hayden Research Fellowship was established to promote cardiovascular outcomes research that utilizes the rich clinical data in HEARTIQ to improve cardiovascular care in British Columbia. The award will provide a stipend to support a post-doctoral fellow as outlined in the table below:
<table>
<thead>
<tr>
<th>Degree(s) held</th>
<th>Stipend (CDN $)</th>
<th>Maximum Years of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD, BM, DDS, DVM, and PharmD (or other regulated accredited health professionals who hold a license to practice in British Columbia)</td>
<td>$50,000</td>
<td>3</td>
</tr>
<tr>
<td>MD, BM, DDS, DVM, and PharmD (or other regulated accredited health professionals who have a PhD) who do not hold a license to practice in British Columbia.</td>
<td>$40,000</td>
<td>2</td>
</tr>
<tr>
<td>PhD</td>
<td>$40,000</td>
<td>2</td>
</tr>
</tbody>
</table>

An additional $2,500 per year is available to support travel for scientific purposes with the approval of the supervisor. Costs for data access and statistical support are covered under the terms of this award.

Projects must make use of HEART data and have a clearly defined impact on cardiovascular care in British Columbia. The successful candidate will be provided with a workspace at ICVHealth in Vancouver and work collaboratively with epidemiologists, biostatisticians and knowledge translation experts.

Applicants who hold other peer-reviewed funding or awards (national or provincial) are eligible to use the Robert Hayden Research Fellowship as a top up award to a maximum of $40,000 per year (PhD or non-BC licensed health professional) or $50,000 per year (BC licensed health professional).

**Eligibility:**
ICVHealth is partnering with the Heart and Stroke Foundation to administer the Robert Hayden Research Fellowship and provide a junior researcher with the opportunity to perform cardiovascular outcomes research in British Columbia. Please refer to the appended Heart and Stroke Foundation Research Fellowship Submission Guidelines for full eligibility criteria.

In addition, the applicant must:
- Conduct their training at an institution in British Columbia.
- Dedicate at least 75% of their time to the proposed research (50% for applicants with a health professional degree and license to practice in British Columbia).
- Provide a detailed cardiovascular research project that utilizes HEART data.
- Demonstrate a record of accomplishment and academic achievement relevant to the proposed plan of research.
- Identify one or more appropriate academic supervisor(s) whose area(s) of expertise match(es) that of the proposed project. The supervisor(s) must have an academic appointment at an institution in British Columbia.

**How to Apply:**
Applicants must contact ICVHealth (contact information below) prior to submitting an application to the competition to ensure the proposed project meets the requirements of the Robert Hayden Research Fellowship. Specifically, applicants will be required to submit:
- A maximum one page description of the research and its relevance to cardiovascular care and health outcomes in British Columbia (single spaced, 12pt font and 1 inch margins).
Submitted to ICVHealth no later than 16:00 PDT on September 1, 2014. The applicant should outline the objectives, hypothesis, study population, variables of interest, outcomes to be evaluated, and relevance of the research.

Applicants will be notified in writing by ICVHealth before September 15, 2014 whether the proposed project meets the requirements of the Robert Hayden Research Fellowship. At that time, eligible applicants can submit a full application to the Heart and Stroke Foundation.

**Full Applications:**
A complete full Robert Hayden Research Fellowship application includes the following:

- A complete Heart and Stroke Foundation Research Fellowship application [application](#).

**Eligible FULL Applications** must be post-marked no later than 16:00 PDT on October 1, 2014.

Applications are to be sent to the following address:

Research Department  
Heart and Stroke Foundation  
222 Queen St., Suite 1402  
Ottawa, ON K1P 5V9  
Attn: Robert Hayden Research Fellowship

Awards are tenable on July 1st, 2015.

**Selection Process**
All applications will undergo peer review by the Heart and Stroke Foundation’s Scientific Review Committee. The most highly rated application among those applying for the Robert Hayden Research Fellowship will be considered for funding. Please note that a score of at least 3.8 is required to qualify for the award.

Applications will be assessed on:

- The scientific merit of the research proposal
- The applicant’s demonstrated potential for research achievement
- The potential for the applicant to develop an independent research career
- The potential to improve cardiovascular disease-related treatment/outcomes in British Columbia

**Contact Information:**

To discuss the proposed research project, determine the availability of relevant HEART data, and verify if a proposed project qualifies for the award (in advance of September 1, 2014), please contact:

Melissa Pak  
Research Coordinator  
BC Centre for Improved Cardiovascular Health  
(604) 682-2344 ext. 66964  
mpak@icvhealth.ubc.ca

For more information about the initiative and application process, please contact:

Caroline Evans  
Coordinator – Strategic Initiatives, Policy and Research  
Heart and Stroke Foundation  
(613) 691-4041  
cevans@hsf.ca
# Junior Personnel Award Programs

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A. General Information

1) Our Vision
Healthy lives free of heart disease and stroke. Together we will make it happen.

2) Our Mission
The Heart and Stroke Foundation’s mission is to prevent disease, save lives, and promote recovery.

3) Application Submission Deadline
Applications for the Research Fellowship competition must be post-marked no later than 16:00 (PDT) on October 1, 2014.

Applications post-marked after the deadline will be considered late.

It is the responsibility of the applicant to ensure that application packages and items arriving separately are delivered to HSF before the deadline.

HSF reserves the right to decline late or incomplete applications.

4) Incomplete/Unacceptable Applications
Applicants are strongly cautioned to carefully read and follow the instructions and requirements outlined in this guideline document as well as the Checklist page of the application form.

In order to maintain the principle of fairness to all applicants, regulations must be adhered to in the preparation of the Research Fellowship application. Any infraction of the rules will lead to the truncation or immediate rejection (without appeal) of the application. These regulations have the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

5) Re-Applying to the Research Fellowship Competition
If two (2) unsuccessful Research Fellowship applications have been made, a subsequent application will be considered only if there has been a change in supervisor and/or institution.

6) Competition Results
Results are posted on the HSF Research website (www.hsf.ca/research/) in May. Official letters are also sent in May.

7) Closing of Award
When work under an award is complete, or if for any reason the work cannot be continued, the award will be closed. Any remaining funds will be frozen and cannot be reallocated to other uses. The institution will prepare the final accounting and return outstanding funds to HSF.

8) Prolonged Absence from Work
The awardee or supervisor will notify HSF of any illness or other cause necessitating absence from work exceeding thirty (30) successive days. Continuation of the award will be at the discretion of HSF.

9) Non-Employee Status
The granting of an award is deemed to establish neither an employer-employee relationship nor a partnership between the grantor and the grantee.
10) Privacy Information

Providing your date of birth on the application form will ensure accurate identification of applicants and may be used by HSF for statistical purposes. This information will NOT be transmitted to any entity outside of the Heart and Stroke Foundation without the applicant’s consent.

11) Public Information

Successful applicants need to be aware that the title of their research project and the lay summary may be used without notification and put into the public domain. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

12) Ethical Requirements

By signing and submitting applications to HSF, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the following guidelines and host institution research policies, as applicable:

Applicants must ensure all experiments comply with the following guidelines and host institution research policies, as applicable:

- Good Clinical Practice (GCP).
- Good Laboratory Practice (GLP).
- In the case of laboratory animal experimentation, the guiding principles and standards enunciated by the Canadian Council on Animal Care².
- Guidelines and standards for biological and chemical hazards as outlined in the Public Health Agency of Canada Laboratory Biosafety Guidelines³.
- Any research involving human pluripotent stem cells must adhere to the CIHR Guidelines for Human Pluripotent Stem Cell Research⁴. The institution must notify HSF as to the results of the review by the CIHR’s Stem Cell Oversight Committee.

13) Indirect Costs

The HSF supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).

14) Open Access to Research Outputs Policy

HSF requires that all researchers supported in whole or in part through HSF make their research outputs publicly available as soon as possible but no later than six months after the final publication or availability of results. In this policy, HSF defines research outputs as peer-reviewed journal publications, research data, and the results of clinical trials that will not be published in peer-reviewed journals. Compliance with the Open Access to Research Outputs policy is a condition of acceptance of all HSF research funding.

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⁴ See [www.cihr-irsc.gc.ca/e/42071.html](http://www.cihr-irsc.gc.ca/e/42071.html) for details.

15) Publications

Recipients of Personnel Awards must acknowledge the support of the Heart and Stroke Foundation in all scientific communications and press releases related to their Award. To facilitate the implementation of HSF’s program for knowledge transfer and exchange, we request that HSF be notified in advance of the publication date of any major publications arising from research funded by HSF.

16) Four Themes of Health Research

Research Fellowship applicants must estimate what proportion of the proposed research and proposed project budget falls under the four health research themes. This data is gathered for Foundation use only.

The four (4) themes of health research as defined by the Canadian Institutes of Health Research are:

- **Basic Biomedical** (I)
  
  Research with the goal of understanding normal and abnormal human function, at the molecular, cellular, organ system and whole body levels, including the development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

- **Clinical** (II)
  
  Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

- **Health Services/Systems** (III)
  
  Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and ultimately our health and well-being.

- **Social, Cultural, Environmental and Population Health** (IV)
  
  Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine health status.

17) Lay Reviewers

HSF incorporates lay reviewers on Scientific Review Committee (SRC) panels in order to increase accountability and transparency of the HSF review process and to ensure the research is aligned with its goals and mission. HSF places a high priority on ensuring appropriate lay summaries are submitted as part of each application. If the application is accepted for funding and the lay summary is identified as unsatisfactory, funds will be encumbered pending receipt of a satisfactory lay summary.

18) Multiple Submissions

Multiple submissions from Personnel Award applicants are not permitted. Where partnership programs are in place, the applicant must contact HSF for more information.
19) **Transfer of Award**

Personnel Awards are not transferable under any circumstances.

Recipients of Personnel Awards are not permitted to change supervisors, projects, or institutions without the documented permission of HSF. The institution to which the awardee is moving will be required to supply the same supporting documentation as was required in the original application.

The Personnel Award recipient must immediately notify HSF should he/she is unable to continue his/her current research program.

The Personnel Award recipient must immediately notify HSF should he/she relocate outside of Canada. Continued funding is at the discretion of HSF.

20) **Status of Publications**

Any manuscript, paper, etc. included with an application, but not yet published must be accompanied by documentation from the journal verifying whether it has been submitted, accepted for publication, or is in press. Letters confirming acceptance of a publication of must be received by the Foundation no later than January 2 of each year.

21) **Maximum Number of Personnel Awards per Supervisor/Mentor**

The HSF will not fund more than four (4) Personnel Awards per supervisor/mentor at one time. This does not include persons supported by provincial Heart and Stroke Foundation awards or other granting agencies.

22) **Partial Awards**

Partial awards of less than one (1) year are not available to Personnel Award applicants.

23) **Financial Report**

HSF requires, from the institution, a financial accounting report of all HSF awards, to be received annually no later than August 1.

24) **Financial Claims**

Invoices or expense claims must be submitted to HSF no later than thirty (30) days after the termination of the award.
B. Research Integrity Policy

The primary objective of HSF’s Research Integrity Policy is to protect and defend the integrity of the research process and to deal with allegations of scientific misconduct in a timely and transparent fashion. HSF agrees with and has adopted the basic policies and recommendations outlined in the Tri-Agency Framework: Responsible Conduct of Research\(^5\). As a condition of funding, all HSF grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

HSF defines research misconduct to include actions that are inconsistent with “integrity” as defined by the Tri-Agency Framework, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.\(^6\)

HSF will deal with allegations of scientific misconduct in the following manner:

- Any allegation of scientific misconduct will be initially reviewed by HSF to determine whether an investigation is warranted. If it is felt that an investigation is required, HSF may request that this be conducted by the host institution of the individual considered to have performed the alleged misconduct. In allegations specifically related to the peer review process, the investigation may be conducted jointly by the institution and HSF.

- HSF will not act on verbal allegations of misconduct. All allegations must be submitted in writing. Although the confidentiality of persons who submit an allegation of scientific misconduct will be protected as much as possible, it must be recognized that due process will often result in the identity of this person being released to the investigating institution.

- The institution will be required to submit a written report upon conclusion of the investigation. This report will summarize the findings of the investigation and any future actions that will be undertaken by the institute as a result of the findings.

- In cases where misconduct is concluded to have occurred, HSF may apply sanctions against the individual(s) implicated. These sanctions will range from a reprimand letter to a ban from applying for or holding Foundation funds for a set period of time.

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C. Specific Program Information

1) Description

1.1 Research Fellowship

The Heart and Stroke Foundation Research Fellowship is an "in-training" award intended for individuals with (or expecting) a degree at a doctoral level (e.g. PhD, MD, BM, DDS, DVM, or equivalent degree). The objective of this award is to attract and foster young investigators to initiate and/or continue research training in the cardiovascular or cerebrovascular field. Each application, including the development of the research plan, is considered to be a joint submission by the applicant and the identified supervisor.

Research Fellowship awards are normally tenable in Canadian universities but may be awarded to Canadian citizens for study abroad. In these circumstances, detailed justification must be provided by the applicant and will be reviewed for eligibility. Non-Canadian citizens must conduct their training at a Canadian institution.

A Research Fellowship awardee may not be in receipt of another major Personnel award (i.e. from another national funding agency) at the same time as holding a Personnel Award from HSF. However, an awardee may accept supplemental funding (no greater than 50% of the value of the Heart and Stroke Foundation award), if it is from a local or provincial funding source. Awardees of the Robert Hayden Research Fellowship may use these funds as a top up award to other peer-reviewed personnel awards (national or provincial) to a maximum of their allowable HSF stipend ($40,000 per year for PhD or non-BC licensed health professionals; $50,000 per year for BC licensed health professionals).

This award becomes tenable July 1 and must begin by January 1 of the year following the announcement of the competition results.

2) Eligibility Criteria

2.1 Specific – Research Training / Experience

For the purpose of this funding opportunity, interruptions, delays, or post-degree clinical training in an applicant’s post-PhD or MD cumulative experience may be taken into account in determining eligibility. Detailed information and documentation on the interruption, including specific dates, must be provided. Please note that personal absences such as parental leave or medical issues are considered eligible interruptions. Personal career choices such as professional or independent work experience and certain elective leaves (i.e. vacation, etc.) are not considered eligible interruptions.

HSF uses the date of doctorate level degree completion to determine applicant eligibility and post-degree experience. This is the date on which all requirements of your degree have been met, including successful defense and submission of the corrected copy of your thesis. To facilitate accurate calculation of post degree experience, please ensure that foreign degrees are listed with their Canadian equivalencies.

a. **Applicants with a PhD degree** are eligible for this award, however they must not have completed more than four (4) years of post-PhD research experience as of July 1 of the award year.

b. **Applicants with a health professional degree at doctoral level** (e.g. MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals who have a PhD) who **hold a license to practice in a province or territory of Canada**, are eligible for this award, however they must not have completed more than five (5) years of post degree experience as of July 1 of the award year. Undergraduate and a standard length of residency training...
are not considered as post-degree experience. This eligibility also applies to applicants who hold a PhD degree and a health professional degree (with a license to practice).

c. Applicants with a health professional degree at doctoral level (e.g. MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals who have a PhD) who do not hold a license to practice in a province or territory of Canada, are eligible for this award, however they must not have completed more than four (4) years of post degree experience as of July 1 of the award year. Undergraduate and a standard length of residency training are not considered as post-degree experience. This eligibility also applies to applicants who hold a PhD degree and a health professional degree (with no license to practice).

2.2 Other Eligibility Criteria

a. Applicants wishing to undertake post-PhD training in the same department in which they received their doctoral training or with the same PhD supervisor must provide strong justification. Details outlining these circumstances should be presented in Section 15b and will be reviewed for eligibility.

b. Clinical, non-research focused fellowships are not eligible.

c. Applicants with a health professional degree and license to practice will be considered only if it is clear from the application that at least 50% of the applicant's time and effort will be devoted to the research project(s) and clinical activities upon which the research project(s) is/are immediately dependent.

d. Applicants with a health professional degree who do not hold a license to practice or applicants with a PhD degree must dedicate at least 75% of their time to the proposed research.

e. Applicants with a medical degree who hold a license to practice medicine in a province or territory of Canada are eligible for this award in support of their MSc or PhD degree studies. Individuals with a medical degree who are not eligible to apply for this award in support of their MSc or PhD degree studies include:
   i) Applicants with a foreign MD/PhD who are enrolled in a doctoral program.
   ii) Applicants with a medical degree and enrolled in a doctoral program, but who do not hold a license to practice in a province or territory of Canada.

f. Applicants may not hold or have held a prior North American, or equivalent, faculty appointment (i.e. tenure track or full time appointment).

g. Individuals who have held an HSF Doctoral Research Award (pre-PhD) are not precluded from applying for a Research Fellowship award.

h. Individuals are eligible to receive only one (1) Research Fellowship from HSF during their research training. This includes awards through the HSF open competition and strategic initiative.

3) Evaluation Criteria

All applications undergo peer review by HSF.

The major criteria in evaluating the applications will be:

a. The quality of the applicant (documented publication(s), research experience and potential, and reference letters):
b. The proposed supervisor and research environment, including grant funding, mentorship and environment; and

c. The quality of the research project.

Major criteria in evaluating applications to the Robert Hayden Research Fellowship competition will be:

a. The scientific merit of the research proposal;

b. The applicant’s demonstrated potential for research achievement;

c. The potential for the applicant to develop an independent research career; and

d. The potential to improve cardiovascular disease-related treatment/outcomes in British Columbia.

Note: A significant portion of the evaluation will be based on the applicant's merit. Should any significant changes to an application occur from the time of submission to award notification, HSF reserves the right to withdraw that application from the competition.

4) Tenure

a. The award normally commences on July 1 for a period of up to 36 months depending on the degree(s) held by the recipient (see Section 5 below). Previous awards from other granting agencies will be taken into consideration in calculating the number of years of HSF support. The term of the award will include reasonable holiday time according to the arrangement with the supervisor.

b. The award may be terminated at any time for good cause by the recipient, the sponsoring institution, or HSF.

c. Awardees may not hold a faculty appointment. The Research Fellowship award will be terminated upon receipt of a faculty appointment.

d. During tenure of this award, the recipient may not sit for a specialty qualifying examination without permission from HSF.

e. The recipient is entitled to a paid parental leave of six (6) months. In such cases, tenure of the award will be extended by six (6) months. The recipient can view the HSF parental leave guidelines at hsf.ca/research/en/node/53 for further details.

f. The recipient must immediately notify HSF should significant changes in research activities occur during the tenure of this award.

5) Stipend and Allowances

a. The stipend and duration of support are indicated in the following table:

<table>
<thead>
<tr>
<th>Degree(s) Held by Recipient</th>
<th>Stipend (CDN $)</th>
<th>Maximum Duration of Support (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals, or paramedics who have a PhD, who hold a license to practice in the Canadian province or territory where they will conduct their research training.</td>
<td>$50,000</td>
<td>3</td>
</tr>
<tr>
<td>MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals, or</td>
<td>$40,000</td>
<td>2</td>
</tr>
</tbody>
</table>
paramedics who have a PhD, who do not hold a license to practice in the Canadian province or territory where they will conduct their research training.

|   | PhD | $40,000 | 2 |

b. An amount of up to $1,500 per year is available to research fellowship awardees ($2,500 for Robert Hayden Research Fellowship awardees) for travel for scientific purposes with the approval of the supervisor. Recipients can view the HSF travel guidelines at hsf.ca/research/en/node/52 for further information.

c. The recipient may, with the approval of his/her supervisor, engage in and receive remuneration for departmental activities, including undergraduate teaching, which contributes to his/her development as a researcher. These activities must not impinge upon the time dedicated to the proposed research training.

6) Application

Applicants must send to the Heart and Stroke Foundation:

- One (1) original (including wet ink signatures) version of the completed Junior Personnel application (HSF Form R5).
- One (1) collated copy (photocopied or printed) of the completed Junior Personnel application.
- One (1) CD or USB key containing one (1) PDF file of the complete application submission. Please refer to section 6.1 for the required structure and format of the PDF file.

Each copy of the completed, collated application must include:

a. A two (2) page detailed description of the proposed research, including the rationale, hypothesis, objective and experimental approach and the timeline. Applicants to the Robert Hayden Research Fellowship must propose a cardiovascular research project that utilizes HEARTiS data.

b. A completed Supervisor Statement form which describes:

- An overview of the research and academic training environment;
- Details on resources, programs, technologies, etc. which will be made available to the applicant;
- Specific knowledge and skills that will be acquired by the applicant; and,
- Contribution of the applicant to the proposed research including the role of the applicant in relation to others carrying out the proposed research.

If applicable: the role of all co-supervisors and the estimated percentage of time spent supervising the applicant must be clearly stated in the Supervisor Statement form. Failure to complete all supervisory information renders the application incomplete. HSF reserves the right to decline incomplete applications.
c. A printed copy of the supervisor’s (and co-supervisor’s, if applicable) Common CV form (HSF version only). This is a web-based form, which allows CV information to be entered online (refer to https://ccv-cvc.ca/indexresearcher-eng.frm for further instructions).

d. A letter from the relevant program director, division head or department head confirming the applicant’s percentage protected time for research (See Section 2.2 c. & d.).

e. Three (3) letters of recommendation and assessment forms in sealed envelopes with the signature of the referee across the seal. The letters, for which the forms are provided at the end of the application, must describe and evaluate the applicant’s professional and academic capabilities for this award. One (1) letter may be from either the supervisor or co-supervisor. The other two (2) letters must be from individuals under whom the applicant has studied, but who will not be involved in the supervision or evaluation of the applicant’s research program. The three (3) sealed envelopes (each containing one (1) letter and one (1) assessment form) must be attached and included in the application package.

   *Note: If letters of recommendation arrive separately from the application package, it is the responsibility of the applicant to ensure that the documents are post-marked on or before the deadline, signed and sealed. HSF reserves the right to exclude letters of recommendation and assessment forms that arrive late or without the signature of the referee across the seal.

f. An explanation listing the period and reason for any interruption in pursuit of the applicant’s career (if applicable). See Section 15a of the application form.

g. A detailed justification of undertaking post-PhD training in the same department in which the applicant received his/her doctoral training or with the same PhD supervisor (if applicable). See Section 15b of the application form.

h. If applicable, a detailed justification for conducting research training outside of Canada, including anticipated plans of returning to Canada following the completion of the research training (see Section 15c of the application form).

i. Complete publication information (see Section 16 of the application form).

j. A one (1) page progress report describing previous research experience of the applicant (see section 17 of the application form). Applicants are encouraged to summarize their research experience and may discuss progress made on the proposed research project or experience from other research projects.

k. A complete structured lay summary with a clear explanation of how the proposed research is relevant to heart disease and/or stroke. The lay summary must be written in everyday language (for a general audience) at a level no greater than Grade 10. The structured lay summary is a required section of the application form. Three (3) structured lay summary samples can be viewed on the HSF Research website at:

   www.hsf.ca/research/sites/default/files/LaySummary_sample1.pdf;
   www.hsf.ca/research/sites/default/files/LaySummary_sample2.pdf;
   www.hsf.ca/research/sites/default/files/LaySummary_sample3.pdf.

**6.1 CD Submission of Application**
The applicant must submit one (1) PDF copy of the full application on a CD. The PDF file name should be in the following format: RF-15 Last nameFirst name (e.g. RF-15 SmithJohn). The label on the CD should contain the following information.

- Name:
- Program Type: RF 2015/2016
- Title of Research Proposal:
- Date:

The PDF must be organized in the same order as the paper application. Attachments should be inserted within the application where appropriate. Appendices (if applicable) should appear after page 11. HSF will attach copies of the letters of recommendation and the referee assessment forms to the PDF prior to sending the application to reviewers.

In addition, the applicant is required to place bookmarks in the PDF for the following sections:

- Applicant’s publications (page 4)
- Supervisor’s Statement (page 7)
- Lay summary (page 8)
- Research proposal (page 10)
- Supervisor’s CV

Please note the page numbers are provided for reference purposes only. The page number is not required in the bookmark name.

Mac Users: Ensure that the CD is created for viewing on a PC.

7) Monitoring Progress

A progress report must be submitted annually to HSF no later than one (1) month after the start date of the award (e.g. award start date is July 1, 2015, the first progress report is due August 1, 2016). The progress report template is available at hsf.ca/research/en/node/18.

Continuation of the award is contingent upon HSF receiving a completed progress report.

8) Final Report

A final report must be submitted to HSF no later than one (1) month after completion/termination of the award (e.g. award ends June 30, 2017, the final report is due August 1, 2017). The final report template is available at hsf.ca/research/en/node/18.

Contact the Heart and Stroke Foundation at:

| Research Department | Tel: (613) 691-4043 |
| Heart and Stroke Foundation | Fax: (613) 569-3278 |
| 222 Queen Street, Suite 1402 | Email: research@hsf.ca |
| Ottawa, Ontario K1P 5V9 | Website: www.hsf.ca/research |