

# VCHRI Investigator Awards

## 2012 Competition Guidelines

### PURPOSE

To promote excellence and build health research capacity through peer-reviewed salary support awards for investigators located at VGH, UBC Hospital and G.F. Strong Rehabilitation Centre.

The 2012 VCHRI Investigator Awards competition is funded by VGH & UBC Hospital Foundation through their Adopt a Young Scientist Program and Best of Health Fund.

VGH & UBC Hospital Foundation is a registered charity that raises funds for the latest, most sophisticated medical equipment, world-class research and improvements to patient care for Vancouver General Hospital, UBC Hospital, GF Strong Rehab Centre and Vancouver Coastal Health Research Institute. The Foundation is pleased to partner with VCHRI and to raise money for these awards through their Adopt a Young Scientist Program and the Best of Health Fund.

There are two categories of investigator awards: Mentored Clinician Scientist Career Development Award (MCS) and Clinician Scientist Career Development Award (CS). These awards are aimed at clinician-scientists located at VGH, UBC Hospital and GF Strong Rehabilitation Centre, who want to reduce their clinical practice commitments in order to continue developing their research careers as independent investigators.

### THE AWARDS

#### **Mentored Clinician Scientist (MCS) Career Development Award**

These awards are \$75,000 per year for two years; renewable for a third year (based on progress reports), plus \$20,000 in start-up funds. The awardees must be actively mentored by a senior researcher, who has agreed to take on this role. Funding for this award comes from two sources: \$75,000 per year will be provided by VGH & UBC Hospital Foundation, and the start-up funds of \$20,000 must be provided by the award holder's academic department. Salary support will be provided to excellent clinician scientists at the beginning of their careers as independent investigators.

To be eligible, you must:

- Hold (at application deadline) a Ph.D., or an M.D. with a formal research training component as part of a fellowship, residency, or other further educational training
- conduct most of your clinical AND research work at one or more of the VGH, UBCH, or GF Strong sites (this does not include PHC, BCCA, BCCDC, or C&W); if you are not currently practicing at one of these sites, you must include a letter from the relevant

Vancouver Coastal Health (VCH) Clinical Head confirming you will be practicing at VGH, UBCH or GF Strong by July 1, 2012.

- do not currently hold a research salary award that is ongoing past June 30, 2012
- received your first university appointment at the clinical assistant professor/assistant professor level no earlier than July 1, 2009\* (last 3 years) from any institution **OR** if you do not yet have an appointment at this level, your academic department head's letter must confirm explicitly that you will be given such an appointment by July 1, 2012 if successful in this competition
- have a research mentor who will participate fully in the mentoring aspect of this program, as outlined in these guidelines. Note that an individual can be named as mentor for only one applicant per competition year, and for a maximum of two MCS award holders at any time. It is the responsibility of the applicant to ensure that the person they enlist as a mentor meets these conditions.
- have a commitment of \$20,000 in research start-up funds from your academic department/division (must be confirmed explicitly in the letter from your dept. head)
- have or have access to dedicated research space (VCHRI is unable to allocate new research space as a result of this award)
- will devote a significant amount of your time to investigator-initiated research

### **Clinician Scientist (CS) Career Development Award**

These awards are \$100,000 per year for two years; renewable for a third year (based on progress reports). Salary support will be provided to excellent clinician scientists continuing to develop their careers as independent investigators.

To be eligible, you must:

#### **At application deadline:**

- conduct most of your clinical AND research work at VGH, UBCH, and/or GF Strong sites (this does not include PHC, BCCA, BCCDC, or C&W)
- hold a Ph.D., or an M.D.
- devote a significant amount of your time to research, and have a record of research achievement
- have an ongoing, investigator-driven research program
- have a commitment to your career as a clinician scientist within your Academic Department beyond the term of this award, outlined explicitly within your Academic Department Head's letter
- have dedicated research space (VCHRI is unable to allocate new research space as a result of this award)

#### **By July 1, 2012:**

- be within six years (July 1, 2006\*) of your first university appointment as clinical assistant/assistant professor or higher from any institution
- do not currently hold an external research salary award that is ongoing
- do hold at least one external funded operating grant as a PI that will be ongoing past this date

\*Justified career interruptions are deducted from the calculation.

## **EXTERNAL SALARY AWARDS**

VCHRI requires holders of all VCHRI Investigator Awards to apply for external salary funding. If an investigator receives an external salary award, VCHRI must be notified immediately and the remainder of the VCHRI Investigator Award turned back. If the value of the external award is less, the external award will be topped up to the value of the Investigator Award for the original period of the Investigator Award.

## **IMPORTANT NOTES:**

1. Investigators with outstanding final project reports from any previous VCHRI internal competition at the application deadline will not be eligible for this competition.
2. If, during the term of the award, the Award winner's clinical or research work location changes so that they are no longer conducting most of their clinical practice AND research at VGH, UBCH, or GF Strong sites, they are required to notify VCHRI immediately and turn back the remainder of the Award.

## **DEADLINES**

**Registration is mandatory** for this competition. Complete the one-page registration form, which can be found on the VCHRI website [http://www.vchri.ca/s/Internal\\_Grants.asp](http://www.vchri.ca/s/Internal_Grants.asp) under "VCHRI Investigator Awards 2012", and submit it as an email attachment to Patricia Tait at [patait@vch.ca](mailto:patait@vch.ca). Your clinical and academic department head and mentor should be cc'ed.

Registration deadline (by email): **Tuesday, October 4, 2011 by Midnight (PST)**

Application submission deadline: **Tuesday, November 15, 2011 – paper copy by 6pm and electronic copy (email) by Midnight (both PST).**

## **COMPLETE APPLICATION REQUIREMENTS**

These guidelines and the following list of forms and documents comprising 'the application package' can be downloaded from the VCHRI website at [http://www.vchri.ca/s/Internal\\_Grants.asp](http://www.vchri.ca/s/Internal_Grants.asp) under "VCHRI Investigator Awards 2012."

<b>Required documents and signatures</b>	
<b>Documents</b>	<b>Signatures</b>
1. Academic Faculty Grant Application Cover Sheet	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Academic Department Head</li> <li>• Faculty Dean</li> </ul>
2. Research Module 2012	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Academic Department Head</li> <li>• Clinical Department Head</li> <li>• Faculty Dean</li> <li>• Office of Research Services</li> </ul>
3. VCHRI CV Module for you, the applicant. Updates to publication list can be forwarded to be included with your application for review, up to mid-January, 2012.	Applicant
4. <u>MCS applicants only</u> : VCHRI CV Module for your mentor	Mentor
5. <u>MCS applicants only</u> : A letter of support from your mentor outlining: <ul style="list-style-type: none"> <li>• his/her full participation as your mentor</li> <li>• his/her experience mentoring trainees/young faculty</li> </ul>	Mentor
6. <u>MCS applicants only</u> : Mentoring Plan: to be completed and signed by both applicant and mentor	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Mentor</li> </ul>
7. Statement of understanding re: ongoing salary commitment from UBC and VCHRI	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Academic Department Head</li> </ul>
8. Nomination letter* from your academic (UBC) Dept Head that must: <ul style="list-style-type: none"> <li>• confirm your academic appointment including rank and that you will have this appointment no later than July 1, 2012</li> <li>• confirm the commitment of \$20,000 in start-up funds (MCS only)</li> <li>• outline the Department's research career plan for you, including after the award term is completed (CS only)</li> <li>• provide comments on your research performance and potential</li> </ul>	Academic Department Head
9. Nomination letter* from your clinical (VCH) Dept Head must: <ul style="list-style-type: none"> <li>• confirm his/her support of your pursuit of research and the willingness to backfill/cover your clinical shifts as agreed</li> <li>• provide comments on your research performance and potential</li> </ul>	Clinical Department Head
10. A sealed letter of reference (to be submitted either with the application or sent directly to Patricia Tait at VCHRI) from someone knowledgeable about your research ability and experience, but <u>not</u> currently collaborating with you	Referee

\* can be a joint clinical/academic Head letter as long as all required points are addressed

## Formatting instructions and page limitations

**The Research Module is an auto-fill form**, using drop-down lists and text fields. For text fields you can either type directly onto the form or cut and paste from another file. All text will display in TNR 12 format, and no other formatting (e.g. bold) is possible. You can use the tab key to move from line to line. The character maximums (if listed) include spaces but not paragraph breaks.

**For the CV Module(s), and all Research Module attachments (including all four attachments listed below):**

- Use single-spaced type in either Times New Roman 12 point or Arial 11 point.
- Condensed type or spacing is not acceptable.
- All application pages must be single-sided, for both the original and the copies.
- Margins must be no smaller than 1"; hanging indents outside of the margins are not acceptable.
- If you are pasting information into the CV Module or attachments from other documents please ensure you re-format the information to fit within the above parameters.

### **Observe page limitations:**

The **Research Module** consists of 10 pages plus attachments. Each section of the Research Module has a maximum amount of space for text. The attachments are:

1. Research Proposal: maximum 5 pages, not including references, tables, chart/figures (however legends must be succinct, as details of methods and/or results should be included in the body of the proposal, NOT in the legends).
2. Mentoring Plan document: required for MCS applicants only. Use the template provided.
3. Research Infrastructure/Environment: if needed, a maximum of 1 page can be attached in addition to page 7 of the module.
4. Appendices: which may only include data collection tools, participant consent forms, letters of support from collaborating departments or organizations, and ethics approval certificates (if already approved). All other information included as an appendix will be removed from the application before being forwarded to reviewers.
  - Use only 8.5" x 11" paper for all appendices; supporting documents should be photo reduced if the originals are larger than 8.5" x 11".
  - No supplementary audio or video material will be accepted.

The **VCHRI CV Module** for the Investigator Awards competition can be up to 6 pages PLUS a list of publications from the past 5 years (note this difference from other internal competitions). No other CV format will be accepted for applicant or mentor.

## Signatures and Submission Process

- In addition to submitting the complete application to the UBC Faculty of Medicine and the Office of Research Services (ORS) for signatures, an abbreviated copy of the application must be provided for ORS records. This copy includes the following:
  - Faculty of Medicine Application Cover Sheet
  - Pages 1, 2, and 3 from the Research Module
- Faculty of Medicine internal review and grant facilitation is NOT required for this competition.
- If you plan to obtain an academic promotion as a result of this competition, please check with your Faculty to see if they require any additional paperwork.
- Academic Division Heads **CANNOT** sign in place of Department Heads, unless they are a designated signing authority from the Department Head at the time.
- Applications missing any required documents or signatures will not be accepted.
- Please check EARLY with Patricia Tait if you are unsure about any of the requirements.

### Copies for Submission

Both of the following must be received in the VCHRI office by the application submission deadlines for the application to be accepted. **Late applications will not be accepted.**

- 1 paper copy (original signatures) of all materials. Please put only 1 clip/elastic on the original copy, as additional copies may need to be made.
- 1 electronic copy: Email all documents that comprise your application to [patait@vch.ca](mailto:patait@vch.ca). Note that the electronic files do not require signatures. Please send these documents as individual files, do not amalgamate into one large PDF file.

### EVALUATION CRITERIA

Two reviewers will be assigned to each application. The selection committee's review and discussion will focus on the following:

- (1) the applicant's research training/experience, research productivity, and strength of the mentor/mentoring relationship (last point for MCS only)
- (2) the applicant's research environment, collaborations, commitment to research including their amount of protected time for research, research potential, and departmental support (both clinical and academic)
- (3) the research proposal itself, including the applicant's capacity to do the proposed work and the potential and/or expected impacts, including those on the provision of health care

## **APPROVALS**

Notification of awards will occur in February 2012. Funding will begin as of July 1, 2012. Awards must be administered through a UBC account. Note: You must have all required approvals in place before beginning your research project.

## **OUTCOMES & REPORTING**

1. Annual financial reporting is required.
2. Progress reports: To be eligible for the final year of funding, award holders must submit progress reports upon request by VCHRI at 12 and 20 months. These reports will include information on presentations and grants submitted/received, status of the research project, and progress in developing a research career. At a minimum, award holders must submit one operating grant application to an external peer-reviewed funding competition per year.
3. Final award reports are required at the end of the award term. Both VGH & UBC Hospital Foundation and VCHRI will use these final reports to publicize research activities and to evaluate the impact of the program.

## **CONTACT INFORMATION**

Direct all questions, as well as complete applications to:

Patricia Tait, Manager, HR, Policy & Planning, VCHRI  
Rm.100, Willow Chest Centre; 2647 Willow Street, Vancouver, BC V5Z 1P3

Phone: 604-875-4111, local 66782 Email: [patait@vch.ca](mailto:patait@vch.ca)

## **Clinician Scientist Mentoring at VCHRI**

### **Purpose of the funding program**

To support and encourage novice clinician scientists as they develop productive and successful research careers. After the term of the award, we expect the Award holders to continue to be active in research, hold operating grant(s), attract students, and contribute to fostering a culture of research in their departments/divisions.

An initial mentoring plan is required with application. Award holders are expected to work with their mentors and others, to develop their skills in areas such as, but not limited to:

- writing and submitting grant proposals
- writing and submitting manuscripts
- managing the research process
- politics of the organisation and/or the research community
- time management/organisational skills
- life/family issues with regard to the pursuit of research

### **Reporting**

Progress reports will be prepared jointly by the Award holder & Mentor upon request by the Manager, HR, Policy & Planning, VCHRI, at regular times during your award tenure. The report will document the activities of the award holder in the categories of:

- Plan progress
- Collaborations established
- Oral presentations given (internal and external)
- Grant proposals submitted, whether successful or not
- Manuscripts written, submitted for publication, and published
- General progress report on research

### **Responsibilities**

#### *VCHRI Executive Director*

- Meet with mentors and award holders as requested to establish connections, provide support, assist with problem solving.
- Communicate with department/division heads to facilitate support for award holders, as needed.

#### *Mentors*

- Undertake the task with commitment.
- Develop specific goals with award holder (as per mentoring plan)
- Meet regularly with Award holder to assess progress and provide advice.

#### *Award Holders*

- Meet with mentor at least 6 times per year (more often if mutually agreed upon)
- Act on advice of mentor
- Seek help as needed (from mentor, other researchers, consultants, VCHRI staff, etc)
- Make use of resources such as C2E2 consulting services, shared technical services, etc.