

2015 VCHRI Investigator Award Application Guidance Document

This guidance document outlines the required and optional components for the Award application. For each of the following components, you will need to submit a pdf document electronically. Either of each component individually or as one compiled pdf in the following order (total combined size not to exceed 8MB) by the deadline:

1. UBC Research Project Information Form (required)
2. Statement of Understanding (required)
3. Research Module (required)
4. Research Proposal (required)
5. Canadian Common CV (required for applicant)
6. Canadian Common CV for Mentor (Mentored Clinician Scientist applicants only)
7. Mentoring Plan (Required for Mentored Clinician Scientist applicants only)
8. Letter of support from Mentor (Mentored Clinician Scientist applicants only)
9. Research Infrastructure & Environment/Collaborations – additional 1 page (optional)
10. Appendices (optional)
11. Nomination letter from academic (UBC) Department Head* (required)
12. Nomination letter from your clinical (VCH) Department Head* (required)
13. Letter of reference (required)

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

Scanned or electronic copies of the signatures and all documents are acceptable; you do not need to submit the original documents.

If you have any questions or concerns, please email Kerri Abramson, Manager, Research Education & Internal Awards at kerri.abramson@vch.ca.

1. UBC Research Project Information Form (required)

The UBC [Research Project Information Form](#) (RPIF) will need to be completed. The applicant is responsible for obtaining all the appropriate signatures before the application is submitted.

Note: Signatures will not be provided immediately. Please ensure you allow time for your application to be reviewed by your Academic and/or Clinical Department and Faculty Dean's office.

As this is a salary award, the applicant is responsible for obtaining the Academic Department Head and Faculty Dean's signature. Please contact your Department to determine the turnaround time to obtain your Academic Head's signature. To obtain the Faculty of Medicine Dean's signature, please contact Bryan Wong, Database Analyst & Grant Applications Officer (bryan.wong@ubc.ca). The Faculty of Medicine's Dean's office will require 3 business days for signatures.

2. Statement of Understanding (required)

This form is a statement of understanding that outlines the salary commitment from UBC and VCH Research Institute. The applicant's and the Academic Department Head's signature are required.

3. Research Module (required)

The Research Module consists of a 9 page auto-fill form, with 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 Arial 10 format, and no other style formatting (e.g. bold) is possible. The character maximums (if listed) include spaces.

Signature pages

- Signatures are required by the applicant, Academic Department Head, Clinical Department Head, Faculty Dean and Office of Research Services.

Note: Signatures will not be provided immediately. Please ensure you allow time for your application to be reviewed by your Academic Department, Clinical Department, and your Faculty Dean office.

Description of Research Program

- This section only needs to be filled out by Clinician Scientist applicants.

Lay Abstract

- Provide a brief abstract for your project, written in simple and clear language suitable for a lay audience/press release (ie. Imagine explaining it to a grade 6 student).
- Include a statement of how your project may impact the health of individuals and/or health care delivery at VCH.

Note: If your proposal is funded, this abstract will appear on the VCH Research Institute web site. Please do not include anything that might compromise future protection of intellectual property or patenting.

Research & Environment/Collaborations

- Please describe the research space allocated for your research, as listed on page 1 of this module. List any other equipment and facilities available to you. Indicate whether these resources are dedicated or shared, and the extent to which you have access.
- Indicate the colleagues/research programs you are affiliated/associated with, and the nature of these collaborations. Clearly describe your role and contributions.
- You may add one additional page to this section. The additional page must meet the following formatting requirements:
 - Use single-spaced type in either Times New Roman 12 point or Arial 11 point
 - Print must be of letter quality and easy to read. Condensed type (e.g. "Narrow" font) or spacing is not acceptable
 - Print on one side of the paper only and paper must be letter-size (8.5" x 11")
 - Margins must be no smaller than 1" inch; no hanging indents allowed

4. Research Proposal (required)

Clearly describe a single research project that you plan to carry out during the tenure of this award. As this proposal is evaluated as part of the application, ensure that your proposal is rigorous and addresses key areas such as (but not necessarily limited to):

- rationale, what makes it significant
- current state of knowledge
- hypotheses/research question(s), objectives
- methodology (including analysis)
- expected outcomes and impacts (including direct impacts on healthcare if applicable)

The research proposal must be formatted as follows:

- Maximum of 5 pages, not including references, tables, or chart/figures
- Use single-spaced type in either Times New Roman 12 point or Arial 11 point
- Print must be of letter quality and easy to read. Condensed type (e.g. "Narrow" font) or spacing is not acceptable
- Print on one side of the paper only and paper must be letter-size (8.5" x 11")
- Margins must be no smaller than 1" inch; no hanging indents allowed

5. Canadian Common CV (required for applicant)

The applicant AND mentor must use the **Canadian Common CV Module** for this competition.

[How to create an account with Canadian Common CV](#)

6. Canadian Common CV for Mentor (Mentored Clinician Scientist applicants only)

See above for details on Canadian Common CV.

7. Mentoring Plan (required for Mentored Clinician Scientist applicants only)

The "Mentoring Plan" document must be completed, signed by both applicant and mentor, and attached to the research module.

8. Letter of support from Mentor (Mentored Clinician Scientist applicants only)

This letter of support from your mentor must outline:

- his/her full participation as your mentor
- his/her experience mentoring trainees/young faculty

9. Research Infrastructure & Environment/Collaborations – additional 1 page (optional)

You may add one additional page to the information listed in the **Research & Environment/Collaborations** section of the Research Module. The additional page must meet the following formatting requirements:

- Use single-spaced type in either Times New Roman 12 point or Arial 11 point
- Print must be of letter quality and easy to read. Condensed type (e.g. "Narrow" font) or spacing is not acceptable
- Print on one side of the paper only and paper must be letter-size (8.5" x 11")
- Margins must be no smaller than 1" inch; no hanging indents allowed

10. Appendices (optional)

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

11. Nomination letter* from your academic (UBC) Dept Head (required)

This letter must:

- confirm your academic appointment including rank and that you will have this appointment no later than July 1, 2015
- confirm the commitment of \$20,000 in start-up funds (MCS only)
- outline the Department's research career plan for you, including after the award term is completed (CS only)
- provide comments on your research performance and potential

12. Nomination letter* from your clinical (VCH) Dept Head (required):

This letter must:

- confirm his/her support of your pursuit of research and the willingness to backfill/cover your clinical shifts as agreed
- provide comments on your research performance and potential

Note for items 11 and 12: *The nomination letter can be a joint clinical/academic Head letter as long as all required points are addressed

13. Letter of Reference (required):

A letter of reference from someone knowledgeable about your research ability and experience, but not currently collaborating with you. It can be emailed from your referee's official institutional email address to kerri.abramson@vch.ca or mailed to:

Attention: Kerri Abramson
VCH Research Institute
Jim Pattison Pavilion North
#3665 – 910 West 10th Ave.
Vancouver, BC V5Z 1M9

Signature and Signature Process

- 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 Kerri Abramson if you are unsure about any of the requirements.

Investigator Awards Application Checklist

Investigator Award Component	Required/ Optional	Electronic Copy of Signature Page	Formatting requirements
1. UBC Research Project Information Form	Required	Required	
2. Statement of Understanding	Required	Required	
3. Research Module	Required	Required	
4. Research Proposal	Required	N/A	- Single spacing - 1" margins - No Hanging indents - 8.5" X 11" - 5 pages max
5. Canadian Common CV	Required		
6. Canadian Common CV for Mentor	Required for MCS applicants		
7. Mentoring Plan	Required for MCS applicants	Required	
8. Letter of support from Mentor	Required for MCS applicants		
9. Research Infrastructure & Environment/Collaborations – additional 1 page	Optional		- Single spacing - 1" margins - No Hanging indents - 8.5" X 11" - 5 pages max
10. Appendices	Optional		- Single spacing - 1" margins - No Hanging indents - 8.5" X 11" - 5 pages max
11. Nomination letter from academic (UBC) Department Head*	Required		
12. Nomination letter from your clinical (VCH) Department Head*	Required		
13. Letter of reference	Required		emailed from your referee's official institutional email address or submitted via mail

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