

# Summer Student Awards Program 2018

## Application Instructions



**Canadian  
Frailty  
Network**

### Key Dates

Monday, January 29, 2018 – by 12 noon ET

Online Pre-Application Indication of Intent must be completed

Monday, February 12, 2018 – by 12 noon ET

Full application packages must be received by CFN

### Important preparation

Please read the **Program Guidelines** before registering your intent to apply online, and completing and submitting your application. All documents and a link to the online form are available on the [CFN website](#).

### Intent to Apply - Register online by January 29th

- A pre-application Intent to Apply is required to be eligible to submit an Application Package.
- Your Intent to Apply must be registered by 12 pm ET on Monday, January 29, 2018, using the prescribed online form. Any other method will not be accepted.
- Once you register intent online you will receive an email with your assigned CFN File # (e.g., SSA2018-##). The CFN File # must be used for all future correspondence and submission of the final Application Package (See below for further details).

### Application Package – Submit package by February 12<sup>th</sup>

- Applications will only be considered if an Intent to Apply has been registered online.
- Complete Application Packages in good order must be received by CFN by 12 pm ET on Monday, February 12, 2018.
- Applications must adhere to the guidelines that follow, and those included in the application form. Incomplete applications, and applications with sections exceeding the word/page maximums noted, will not be considered.
- Please note that the documents required from the applicant must be submitted as attachments to one (1) email. Multiple emails will not be considered.
- It is the responsibility of the applicant to ensure that all documents are received by the deadline, from all sources. Incomplete applications will not be considered.

## Application Package Checklist

Submit the items in your application in the format specified in the Application Checklist below. Send items:

- **By email:** [training@cf-nce.ca](mailto:training@cf-nce.ca) – **Please note** that all documents must be saved as a pdf and named as in the chart below, where ## = assigned CFN File # and Surname = Applicant’s surname.
- **By mail:** CFN, Kidd House, 100 Stuart Street, Kingston, ON K7L 3N6. Mailed items must be received by the applicable deadline.

Application Component	Prepared and sent by	Submission format: E -- by e-mail; P – printed	Deadline
Intent to Apply	Applicant	Must be completed online	<b>Monday, January 29, 2018 by 12 noon ET</b>
Application package	Applicant	E SSA2018-##_StudentSurname_App	<b>Monday, February 12, 2018, by 12 noon ET</b>  <b>Include all documents as attachments to <u>1 email</u> only.</b> Multiple emails from the applicant will not be accepted.
Applicant CV	Applicant	E SSA2018-##_StudentSurname_CV	
Learning Plan	Applicant	E SSA2018=##_StudentSurname_Learn	
Supervisor Endorsement	Supervisor	E SSA2018-##_StudentSurname_Super	<b>Monday, February 12, 2018 by 12 noon ET</b>
Transcripts	Post-secondary institution	P In sealed envelope from institution	<b>Monday, February 12, 2018 by 12 noon ET</b>

## Application Instructions

### Application

Save as PDF file named **SSA2018-##\_Surname\_App.pdf**

- Must be created using the Application Form template (Word document) from the CFN website – WITH NO CHANGES (i.e. single spaced, in Calibri 12 font, 0.4 inch margins)
- Adhere to word or section page limits.
- Applicant’s name in the header of the document (SURNAME, First Name), with CFN file ## used in your email notification – e.g. SURNAME, First Name (SSA2018-##)
- You may delete the specific section instructions but do not delete the section headings (appearing in blue in the Word document) or tables.

### Applicant CV

Save as PDF file named **SSA2018-##\_StudentSurname\_CV.pdf**

- **Maximum 2 pages**

### **Learning Plan**

Save as PDF file named **SSA2018-##\_StudentSurname\_Learn.pdf**

- **Maximum 2 pages**
- DO NOT complete the sections shaded blue (“Completed” column on page 1 and “Supervisor Evaluation at program completion” on page 2)

### **Supervisor Endorsement, Transcripts**

It is your responsibility to ensure that these are received by CFN by the deadline. Incomplete application packages will not be considered.

Please direct questions about the CFN Summer Students Award Program, including the application process, to [training@cfn-nce.ca](mailto:training@cfn-nce.ca), or by phone at 613-533-6000 ext. 79331



**Canadian  
Frailty  
Network**



**NCE RCE**

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