

# 2018 Summer Student Awards Program

## Call for Applications/Program Guidelines



### Introduction

CFN (Canadian Frailty Network) is a not-for-profit network funded by the federal Networks of Centres of Excellence (NCE) program, with a mission to improve the care of older Canadians living with frailty, and support their families and caregivers.

We achieve our mission by increasing frailty recognition and assessment, by providing evidence for decision making including citizen engagement, by training the next generation to care for this vulnerable population, and by catalyzing policy and practice change in health and social care systems to ensure that the needs of this vulnerable population are met. We are a multi-disciplinary, multi-sectoral network that nurtures productive partnerships and collaborations among all stakeholders including patients, families and caregivers. Our work spans all settings of care, from acute and critical care to community care, and includes end-of-life care and advance care planning.

A crucial part of our NCE mandate is to develop the next generation of Highly Qualified Personnel (HQP) – the scientists, clinicians and health and social services professionals that will improve care for older adults living with frailty. [CFN's Training Program](#) has been designed to meet this mandate.

**CFN invites eligible undergraduate students to submit applications for our 2018 Summer Student Awards Program. This interdisciplinary, experiential program has been designed to provide participants with a frame of reference for examining healthcare experiences for Canada's older adults living with frailty.**

### Funding & Minimum 100% Matching Funding Requirement

Up to ten (10) awards of a maximum of \$4,000 each are available from CFN. The student's supervisor must also guarantee that the student will be provided with a minimum of 100% matching funds (to that of CFN funding) paid as salary and benefits. Each award covers 14 weeks of full-time student participation between Monday, May 14 to Friday, August 17, 2018.

Matching funds must be NCE-eligible. NCE eligible sources include corporations, not-for-profit organizations, and government, but exclude the federal funding bodies such as Granting Councils, CFI, other NCEs and CECRs, and Genome Canada. Please consult the [Tri-Council guidelines](#) for more details on eligibility.

### NBHRF Collaboration

In New Brunswick, the competition is presented in collaboration with the [New Brunswick Health Research Foundation \(NBHRF\)](#). Up to two students from New Brunswick (NB) will be funded under the terms of the collaboration, with NBHRF as the matching fund partner for NB applicants. Please see the Application Instructions for details.

### Important Dates

Pre-application Indication of Intent deadline	Monday, January 29, 12 noon ET
Application deadline	Monday, February 12, 2018 at 12 noon ET
Announcement of Awards	March 2018
Term of Award	May 14 – August 17, 2018
Student Evaluation and Award Completion Report due	September 30, 2018

## Eligibility

To be eligible to apply for an award, a student must:

- be enrolled full-time in an undergraduate degree program at an eligible Canadian university at the time of application
- have completed all of the course requirements of at least the first year of university study (two academic terms) of his/her degree
- be in good academic standing at his/her university

Additionally:

- his/her supervisor must be eligible to receive grant funding from CIHR, NSERC or SSHRC, holding an academic or research appointment at a Canadian university eligible to receive and administer TriCouncil funds and
- the supervisor's host institution must have, or be willing to execute a Network Agreement with CFN

## Requirements and Evaluation Criteria

In addition to completing the activities outlined in their Learning Plans, successful applicants must also:

- complete three (3) online modules of the CFN Training Program during the award period:
  - Orientation to Canadian Frailty Network
  - Overview of Frailty and Frailty Assessment Tools
  - Overview of Best Practices for Patient/Citizen Engagement
- attend all webinars in the Canadian Frailty Network Webinar Series during the award period, complete all online quizzes related to the webinars, and participate in online discussion posts following each webinar.
- attend the CFN Annual 2018 Conference (September 20-22, 2018), and participate in all trainee activities, including submitting abstracts and exhibiting posters that represent the products of their summer activities.

Applications will be evaluated according to the following criteria:

1. Alignment of the proposed summer activities with the strategic priorities of CFN
2. Scientific/academic excellence of the proposed summer activities
3. Capacity and aptitude of the student to be successful in the Award Program

## How to Apply

**A pre-application Intent to Apply must be submitted online for this Award competition, followed by full application package. Please read the Application Instructions carefully before registering your Intent to Apply.**

Instructions on how to apply and all forms and templates required can be found on the Summer Student Awards Page at <http://www.cfn-nce.ca/training/summer-student-awards-program/2018-summer-student-awards/>.

Applications will not be considered unless this indication of intent has been submitted electronically through the prescribed form on the [CFN website](#), by the deadline. **Please read the Application Instructions before registering your intent to apply.**

A complete application package is comprised of:

1. Application form
2. Learning plan
3. Student's curriculum vitae (CV)/resume
4. Endorsement from the proposed supervisor
5. Student transcripts

It is the student applicant's responsibility to ensure that all materials have been successfully received by CFN by the deadline. Incomplete or late submissions will not be considered.

## Funding Conditions

- CFN funds will be paid to the host institution in two installments: 75% when complete Award Acceptance documentation is received by CFN, and the balance when all requirements have been completed, including submission of Award Completion documentation to CFN by the specified deadline.
- Each award covers 14 weeks of full-time student participation. If a student does not complete the full 14 weeks on a full-time basis, or fails to meet other Award requirements, the Award will be pro-rated accordingly by CFN.
- If the matching funds are less than specified in the application CFN funding will be reduced accordingly.
- All funds may only be used for student income and related mandatory contributions, although host institutions are encouraged to fund mandatory contributions.
- If the work the student will be undertaking during the award tenure requires ethics approval, proof of ethics approval must be submitted with the acceptance of award documentation, or the offer will be rescinded.
- A student may only hold one CFN Summer Student Award throughout his/her post-secondary academic career. Award recipients are required to acknowledge CFN in any communication or publication related to their summer activities.

## Contact for Further Information

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



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