

Interdisciplinary Fellowship Program 2020 Cohort Application Instructions



**Canadian
Frailty
Network**

Please read the Program Guidelines and these instructions carefully before registering your Intent to Apply online and completing and submitting your Application Package. All documents and a link to the online Intent to Apply form are available on the [CFN website](#).

1. Intent to Apply - Register online by Monday, November 4, 2019

- 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 noon ET on Monday, November 4, 2019 using the online form on the CFN website. Any other method will not be accepted. [Click here](#) to register your Intent to Apply.

After you register your Intent to Apply, you can start preparing your Application Package.

2. Request supporting documents

- Some documents required in your Application Package must come from others:
 - Transcripts
 - Partner Letters
 - Supervisor Endorsement
 - Professional References
- Partner Letters, Supervisor Endorsement, and Professional References can be uploaded online by your referees. Send them the links found in the Application Checklist.
- As these items can take some time to obtain, we suggest that you start working on securing these early in the development of your Application Package.
- It is the Applicant's responsibility to ensure that all documents are received from all sources by the Application Package deadline of Monday, December 16, 2019 by 12 noon ET. Incomplete applications will not be considered.

3. Prepare your application

- This document outlines the information that will be required in your Application.
- Preparing the content of your application in a Word document first will allow you to easily check word counts, edit, and facilitate easy review by your Supervisor. The online application system will be available to be populated after you submit your Intent to Apply. Once the Intent to Apply is submitted, you will receive your online application file number and you will be able to copy and paste into the online application.
- You will also need to ensure that your curriculum vitae (CV) is up-to-date. As part of your application, you will be required to upload your Canadian Common CV online as a PDF file.

4. Submit complete Application Package by Monday, December 16, 2019

- Online Applications must be completed by Applicants AND approved by their Supervisors online, by 12 noon ET on December 16, 2019.
- All other documents required as part of the Application Package are also due at this time (see 2. above), as well as a Signatures Form which must be signed by you, then your Supervisor. Your Supervisor will then obtain the signature of his/her Host Institution, who will forward the signed form to CFN.
- 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 Package in the format specified in the Checklist below.

- **Online**
- **By mail:** CFN, Kidd House, 100 Stuart Street, Kingston, ON, K7L 3N6

Application Component	Prepared and sent/submitted by	Submission format	Deadline
Intent to Apply	Applicant	Online	Monday, November 4, 2019 by 12 noon ET
Application Form	Applicant submits; Supervisor must approve	Online	<u>Online Application and all associated documents are due:</u> Monday, December 16, 2019, by 12 noon ET
Applicant CV (CCCV Generic Format)	Applicant	Online	
Partner Letters of Support	Partner	Online: 2020 IFP Partner Letter	
Supervisor Endorsement	Supervisor	Online: 2020 IFP Supervisor Endorsement	
Professional References	Professional References	Online: 2020 IFP Professional References	
Transcripts	Post-secondary institution(s)	By mail (in sealed envelopes directly from institutions)	
Signature Form	Supervisor or Host Institution	Online: 2020 IFP Application Signatures Form	

Application Package Instructions and Tips

SECTION 1: Information about the Applicant and Supervisor

This section will be pre-populated from the Intent to Apply you complete online. You will be asked to make any corrections necessary. All information can be edited by you or your Supervisor, except Applicant Name & Current Organization, and Supervisor Name & Host Institution. This information has been used to avoid

conflicts of interest when selecting reviewers. If you need to change this information, please contact us at training@cfn-nce.ca.

Please note that CFN is funded by the federal Networks of Centres of Excellence (NCE) program, and that some data collected in the Intent to Apply is for mandatory NCE reporting and will not be used in any other way and will only be seen by CFN Administrative Centre staff.

Fellowship Applicants

Applicants will be enrolled in and be in good standing, or have just completed, a professional, master's or doctoral degree program at a recognized university and will have relevant employment or life experience and the academic/other skills necessary to complete the Fellowship requirements. This program is open to Canadian citizens and those with Canadian Permanent Residency only.

Preference will be given to applicants who have demonstrated current or prior personal or professional interest in late life issues related to frailty. Examples of demonstrated interest may include pursuing late-life courses or specializations, or relevant work, community service or leadership experience.

Supervisor

A Supervisor must hold an academic or research appointment at a [CFN network member institution](#), or other Canadian university, affiliated institution or organization eligible to receive and administer Tri-Council funding. The Supervisor must also be eligible to receive Tri-Council funding. The supervisor's appointment must be in place by the effective date of funding and must not expire before the end date of funding. It must allow the individual to supervise the Applicant's proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees, and to publish research results. It must also oblige the Supervisor to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with Tri-Council funding.

A Supervisor assumes administrative and financial accountability for the Fellowship, including applicable reporting. Supervisors who receive CFN funding strictly for the purpose of stipends to the Fellow, must have the funds sent directly to a new research account at his/her institution, and the institution must report directly back to the Network on use of those funds (filing an SOA Form 300 report online) each year as part of the NCE reporting requirements. Each Fellow/Supervisor must also report details and costing of all in-kind and cash contributions applicable to the Fellow each year.

Host Institution

The Supervisor's Host Institution must be a Canadian university, affiliated institution or organization [eligible to receive and administer Tri-Council funds](#). As well as being eligible to receive and administer Tri-Council funds, the Institution must also be willing to execute a Network Agreement with CFN, through which the Institution and Supervisor will become CFN members and take on all the associated rights and obligations. It is not necessary for an Institution to be a party to the Network Agreement before applying. When an award decision is made, the process to execute a Network Agreement will take place.

SECTION 2: Research Project

Information you'll be asked for in the online application:

- Lay summary (max. 150 words)
- Project relevance and potential impact (max. 150 words)

Lay Summary (maximum 150 words)

Provide a non-confidential summary, in lay terms, of your research project highlighting project objectives and demonstrating how the proposal fits within the Interdisciplinary Fellowship Program. Ongoing feedback from lay members of our committees, patients and their families and support systems, indicates the importance of succinct, plain language descriptions of research, particularly in mobilizing research findings. We are looking for a brief description of the research, why you are conducting the research, and how it may impact health care for older Canadians living with frailty. The summary should be written at an eighth-grade reading level (Flesch-Kincaid scale). Please refer to [Guidelines for Writing a Lay Summary](#) on the CFN website to ensure your summary is accessible to a general audience. (Note: This summary will be evaluated by lay and scientific reviewers. For funded Fellows, this summary may be used in media releases, communications, and posted on the CFN website.)

Project Relevance and Potential Impact (maximum 150 words)

Describe why you feel the work you plan to carry out is important. Specifically, describe the relevance of your proposal to the CFN strategic priorities and the Fellowship Program goals. Identify how this project will improve the care of older adults living with frailty and support their family/friend caregivers.

SECTION 3: Interest and Value

Information you'll be asked for in the online application:

- Expression of interest (max. 250 words)
- The value you will bring to a Fellowship cohort, and specifically to an online collaborative project (max. 250 words)

Expression of Interest (maximum 250 words)

Why are you interested in Working with Older Adults Living with Frailty? Please outline your interest in the CFN Interdisciplinary Fellowship Program. Describe how your academic, research, professional and/or practical skills, and your life experience, will lead to your personal success in the Fellowship program.

Value Brought to Fellowship (maximum 250 words)

Describe how your participation will benefit the Fellowship program, the value you will bring to this Fellowship cohort, and specifically how your participation will enhance an online collaborative project developed by your cohort.

SECTION 4: Partnership Funding

Information you'll be asked for in the online application:

- For each partner contribution:
 - amount/value which is required for the minimum cash match for CFN funds
 - details if there are additional in-kind contributions
 - any potential conflicts of interest
- All other sources of support that relate to the Applicant during the Fellowship
- Indicate if you wish to be considered for any CFN corporate-sponsored Fellowships that may be open during the competition

Partner Contributions

You will be asked to list those partners that have agreed to provide minimum matching funds, in cash, for the Fellowship award (50% CFN funds, minimum of 50% funds from Applicant's partners), to be used only for stipend payments.

If you have other partner cash contributions over and above the minimum required by the Fellowship program, please include these in your application. You can also include eligible in-kind contributions from eligible sources that are contributing to your research or other activities associated with your Fellowship. One of the CFN's goals is to support productive partnerships and collaborations among all stakeholders, as the Network recognizes that networking and partnership arrangements are critical to the successful realization of its vision and mission. Eligible partners above the minimum matching cash requirement will be noted favourably.

Conflict of Interest

In the online application, you will be also asked to identify any potential conflict of interest (COI). Conflict of interest applies where an Applicant has a "financial interest" (as defined by [NCE Conflict of Interest Guidelines](#)) in a partner. COI does not preclude the partner or revenue source in any way but provides transparency to the review process. Applicants are also governed by the CFN Conflict of Interest Policy and Guidelines (see "[Researcher Resources](#)" in the Learning Centre.)

Eligibility

Any partner contributions must be from NCE-eligible partners, and the source of funds must also be eligible. NCE eligible partners include industry; not-for-profits including charities; foundations; universities; provincial agencies and departments; municipalities; most federal agency dollars; however, they do not include funding from other NCEs, Tri-Council funds, CFI, or Genome Canada. The source of funds for the cash contribution cannot be from an ineligible organization even if it flows through an eligible organization. For example, your Supervisor's Host Institution can contribute matching funds, but they cannot be from an ineligible source.

To ensure that your partners are appropriate, applicants are urged to carefully review information on expense eligibility, partner eligibility, and contribution eligibility and valuation. Please consult the [Tri-Council guidelines](#) for more details on partner or contribution eligibility and valuation, or contact your Supervisor's Host Institution's research office.

Partner Letters of Support

A Letter of Support is also required from each eligible partner listed in your application, detailing the extent of their contributions towards the Fellowship. The letter should specifically include reference to CFN and the Interdisciplinary Fellowship Program, details of the contribution (including source of funds, if cash contributions), the contribution amount (or in-kind value), and any conditions placed on funding.

The letter should be on the letterhead of the partner and signed by a person at the partner organization with the appropriate authority to authorize the cash contribution. Partner letters should be PDF files. We will accept letters sent directly by partners, if this is their policy.

Each letter should match the details provided in Section 4 of the Application. Where information differs between the letter and the information provided in the Application, the lesser of the two amounts will be considered in the application review process.

It is the responsibility of the Applicant to ensure that all documents are received by the deadline, from all sources. Applications that do not include Partner Letters with adequate details of the matching funding will

not be considered. Send your partners the [2020 Interdisciplinary Fellowship Program Partner Letter](#) link for them to upload their letter online.

Other Funding

Applicants are not prohibited from receiving other funding, however CFN funding is subject to [NCE Stacking Provisions and other guidelines](#), so Applicants are required to identify all other sources of support that relate to the Fellow, including fellowship or scholarship revenues, and research or other grants – no matter what the status, i.e. whether planned to be applied for, being applied for, about to be submitted, submitted, pending, etc. – for the entire period covered by the Fellowship (i.e. September 2020 to August 2021, inclusive).

CFN Corporate Partners

CFN has secured corporate partners willing to provide in-cash matching funds for applicants that have not secured their own partner (see Program Guidelines). Corporate partners may have specific requirements that must be met by the Applicant, including Fellow residency and Host Institution location.

SECTION 5: CV and Experience

Information you'll be asked for in the online application:

- List the institutions from which we will receive transcripts covering all post-secondary studies to-date, and include the academic degree granted or courses taken
- Upload a PDF of the full [Canadian Common CV \(CCCV\)](#) (Generic version)
- Outside of academic experience covered in the CV, and specifically relevant to the Fellowship:
 - any current/past professional employment and volunteer experience (max. 150 words)
- Any distinctions or other relevant information not captured in the CV or in the sections above (max. 150 words)

Official transcripts must be provided for all post-secondary and clinical/medical school studies to-date. These original transcripts must be provided in a sealed envelope and received by CFN directly from the issuing institution.

It is the responsibility of the Applicant to ensure that all transcripts are received by the deadline, from all sources. Application Packages missing transcripts will not be considered.

SECTION 6: Capacity Disclosure

Information applicants and supervisors will be asked for in the online application:

- Activities that will require a time commitment outside of the Fellowship: for each activity entered, you'll be asked for:
 - the type of commitment (research commitment; course commitment as instructor or student; professional practice; other commitment)
 - expected time commitment (# hours per week or month)
 - duration (# months between September 1, 2020 and August 31, 2021)

The Applicant and the Supervisor must complete this section of the online application, and in the Signatures Form, acknowledge that both are aware of their roles and responsibilities under the Fellowship Program, and that both have the time and resources to complete Program activities.

The CFN Fellowship Program is designed to be rigorous and challenging and requires ongoing dedication. The program requires a regular and substantial time commitment of the Applicant of approximately 10 to 12 hours

per week over a 12-month period to complete the Fellowship activities. A corresponding commitment of approximately 2 to 3 hours per week is appropriate for a Supervisor.

Applicants must have, and realistically allocate, sufficient expertise, supports, and dedication to complete the Program, including expertise in research, knowledge translation, and/or practice to develop, implement, and assess a world class knowledge creation and/or translation project.

Applicants and Supervisors must list all known and anticipated activities in each category that are expected over the course of the Fellowship (September 2020 to August 2021).

SECTION 7: Endorsement, References and Mentors

Information applicants and supervisors will be asked for in the online application:

- The name of your Fellowship Supervisor
- The names of two professional references relevant to the Fellowship, with the following information provided for each:
 - designations
 - title and organization
 - relationship to applicant
 - relevance to Fellowship

Each Applicant must provide an endorsement from your Supervisor. This endorsement should be submitted independently by your Supervisor, using the [2020 IFP Supervisor Endorsement](#) Form which can be downloaded and submitted online.

Each applicant must also provide two professional references relevant to the Fellowship.

Your references should be familiar with your professional, personal, and academic qualities, and be able to speak to your motivation and likelihood of success in the Fellowship program. These references should also be submitted independently by the referees, using the [2020 IFP Professional References](#) Form which can be downloaded and submitted online.

If selected for the Fellowship program, you may be required to establish Interdisciplinary or Patient and Family Support System Mentors; these are not required at the time of application.

It is the responsibility of the Applicant to ensure that all documents are received by the deadline, from all sources. Application Packages missing the Supervisor Endorsement Form or Professional References will not be considered.

SECTION 8 Approval and Signatures

Information applicants and supervisors will be asked for in the online application:

- Supervisors will be asked to log-on and review the online application and provide approval prior to submission by the Applicant

Each Applicant must also provide signed verification of the application.

Complete the “Fellowship Applicant” section of the [2020 IFP Application Signatures Form](#). After reviewing your online application, your Supervisor must then complete and sign the “Fellowship Supervisor” section and obtain the signature of the Vice-Principal Research (or designate) of his/her Host Institution. The completed form, with all signatures, can be uploaded [here](#).

It is the responsibility of the Applicant to ensure that all documents are received by the deadline, from all sources. Application Packages missing an Application Signatures Form including all three signatures will not be considered.

Please direct questions about the CFN Interdisciplinary Fellowship Program, including the application process, to training@cfn-nce.ca.



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