



Strong Applications:

Q: I am completing my Application Package and wondered what will you be looking for when making Fellowship offers? What makes a strong application?

A: Our program is interdisciplinary, welcomes trainees from three education levels (Masters, PhD, and Postdoctoral or working professional), and includes candidates from across Canada. All three of these factors will influence the final admission decisions to ensure diverse representation.

While there are many factors that go into putting together a strong application package, including the overall appearance (no spelling or grammatical errors, etc.), below are some things to which the adjudicators will be paying particular attention.

- The candidate's personal research project needs to demonstrate their interest in improving the lives of older adults living with frailty and their family and/or friend caregivers, and their project must be relevant to the lives of older adults living with frailty or their family and/or friend caregivers. The candidate must demonstrate strong evidence of a personal interest, academic or professional interest or experience, or career aspiration in late life issues related to frailty.
- The candidate should be able to demonstrate a breadth and depth of training and expertise, and the availability of time to successfully complete the Fellowship program.
- The candidate's supervisor must be able to demonstrate their willingness and ability to provide strong mentorship and support for their trainee.
- The candidate should have strong professional references who fully and strongly endorse the candidate and who provide strong evidence of their potential for success in the program.

In past applications, some common traits among outstanding applications include:

- A clear focus on frailty for their project, as well as a clearly established pattern of interest in learning more about older adults living with frailty and their family and friend caregivers, either through courses they've taken, or through past work history, or volunteer or work experience.
- An indication that they are aware of the importance of citizen engagement in research
- A desire to be part of an interdisciplinary learning experience, examples of how they have worked in interdisciplinary teams, and what experience or strengths they will bring to an interdisciplinary team
- Strong references which highlight their ability to work in interdisciplinary environments, and which demonstrate an interest in frailty

Extension to Application Deadlines:

Q: I'm not able to gather all of the information needed for the application in time for the deadline. Am I able to get an extension?

A: There are **no** extensions to the application deadline. Late submissions will not be accepted or considered.

IFP Commitment:

- Q:** Is there an estimate of the amount of time Fellows typically devote to the program? Would I be able to continue part-time work (3 days per week) while participating in the program?
- A:** The CFN Fellowship is designed so participants are able to continue/manage their work load and studies during the Fellowship. Fellows are expected to spend 10 to 15 hours per week on work related to the program.
- Q:** Do Fellows have to “physically” (versus electronically) congregate/meet? If so, where geographically?
- A:** The Fellowship program is designed so it is almost exclusively online. HQP are required to present a poster at the CFN 2021 annual conference. Travel costs for the conference will be subsidized.

Eligibility:

- Q:** My 4-year doctoral funding runs out in August. Does that make me ineligible to apply for the fellowship?
- A:** If you are eligible to apply for Tri-Agency funding on your own as of September 1 (i.e. you have obtained a college or university faculty position), then you are ineligible for our IFP program. Otherwise, you can apply at the following funding levels: PhD (if you are still working on your PhD) or Post-Doc/Working Professional (if you have your PhD as of September 1 but are working as a Post-Doc or in another salaried position).
- Q:** Am I eligible to apply for this funding opportunity if I intend to begin my master’s degree in January 2020?
- A:** You are not eligible to apply for this round but may apply when the submission call goes out for next year's program.

Citizenship:

- Q:** I am a PhD candidate and noticed that the Fellowship is open to Canadian citizens and permanent residents. My application for immigration is in process. Am I eligible to apply for the program while waiting for my immigration results?
- A:** No, all applicants for the Fellowship program must be Canadian citizens or permanent residents at the time of application.

Reapplication:

- Q:** I was a Fellow in a past cohort; am I eligible to apply for this year’s Fellowship?
- A:** No, past IFPs may not reapply for the Fellowship program.
- Q:** I was a Summer Student Award holder; am I eligible to apply as an IFP?
- A:** Yes, past SSAs are eligible to become IFPs.
- Q:** I am a past CFN IFP; am I able to apply as a Grant Project HQP?
- A:** Yes, past IFPs can be part of future CFN projects.

Concurrent/Simultaneous Posts:

- Q:** I am currently a CFN Project HQP. Am I eligible to apply for the Fellowship program as well?
- A:** No, you cannot hold two different pots of CFN funding concurrently.

French Language Submissions:

- Q:** My supervisors are bilingual but are more comfortable with French. Am I able to submit my Support Letter in French?
- A:** Yes. As a bilingual institution, we accept both English and French submissions.

Application Submission Problems:

- Q:** I'm having trouble accessing and submitting my online application because the system says my password is incorrect. What can I do?
- A:** Login information is case sensitive. Please ensure you are using the correct capitalization. If you continue to experience problems, please contact training@cfn-nce.ca.
- Q:** My Supervisor received my documents on time and has reviewed and approved them. When I tried to submit my application, I received the following message: "Your supervisor needs to approve your application before you are able to submit."
- A:** Your Supervisor needs to sign into the online system to approve your application before you can submit. The form for the [Supervisor Endorsement](#) can be found in the Training section of the CFN website. If you require assistance with the online system, please contact training@cfn-nce.ca.

Word Counts:

- Q:** Is there a word limit for the Supervisor Endorsement form under the Abilities, Capacity, and Impact and Relevance sections?
- A:** The form and instructions for the Supervisor Endorsement Letter can be found on the CFN website under the Training section. Word limits, if applicable, are specified for each section and must be fit into the space provided.

Transcripts:

- Q:** Some of my transcripts are coming from out of the country and will not arrive in time for the application deadline. Can I send email copies of these transcripts?
- A:** We accept emailed copies of out-of-country transcripts to serve as placeholders until the original transcripts arrive by mail.
- Q:** I have received my official, sealed transcript from my university; am I able to mail it to CFN or should it come directly from the university?
- A:** Sealed transcripts should be mailed directly from the university.

CVs:

- Q:** I am trying to finalize my application and am wondering which CV version to generate and attach from the [Canadian Common CV](#).
- A:** Select the "generic" option under CV for your CCCV.
- Q:** Does CFN want all past post-secondary activity or just activity from the last five years listed on the CV?
- A:** A full CV includes all past post-secondary activity, including that beyond the last five years.

External Placement:

Q: What does the one-month External Placement entail?

A: It is an opportunity for Fellows to gain new skills in a field they are not familiar with (such as working in Long Term Care) and identifying ways in which they can apply their research in that setting. Fellows are expected to spend a minimum of 140 hours on their placements. Fellows and their External Placement Supervisors will negotiate the specific expectations of the placement prior to starting.

Professional References:

Q: Do references have to be employers? Could they be professors who have supervised volunteer research?

A: References may also include professors who have supervised volunteer research.

Q: Can my Supervisor be one of my referees for the application?

A: Yes, your Supervisor can be one of your referees.

Q: Where are the forms to send to referees?

A: [Professional Reference Forms](#) can be downloaded and submitted online or submitted by mail at CFN, Kidd House, 100 Stuart Street, Kingston, ON, K7L 3N6.

Supervisors & Supervisor Endorsements:

Q: Can Supervisors and/or Students submit the completed Signatures Form directly to CFN at training@cfn-nce.ca.

A: Yes, it is acceptable for the Supervisor and/or Student to submit the completed [Signatures Form](#) directly to CFN. They can also be downloaded and submitted online.

Q: Can my supervisor be someone from my current place of employment?

A: Yes, your supervisor can be from where you currently work.

Q: I have two supervisors, but the website portal only allows one name. Is it possible to change this?

A: No, you are unable to list two supervisors. You can list one and identify the other in the research project section of the application.

Funding:**General Questions**

Q: How are the award funds meant to be spent? Do they fund the Fellowship and its associated course work, or is it for research or for another purpose?

A: The awarded funds are meant to enable you to conduct your research on frailty over the course of the Fellowship term.

Q: Can I include funding I have applied for and hope/expect to receive?

A: Yes, all funding secured or being applied for should be included.

Funding Levels

- Q:** I have registered my intent to apply for the IFP as a graduate student. I am also a working professional. Does this make me eligible to apply under the working professional category as well?
- A:** No. The working professional category (and accompanying higher stipend and higher matching funds requirement) is intended for working professionals who are not involved in any academic program/pursuits.

Partner Funding

- Q:** Does CFN accept Tri-Council as eligible partnership funds?
- A:** CFN does not accept Tri-Council (nor student stipends from CIHR research grants).
- Q:** Is a CIHR grant eligible as a source of partnership funding?
- A:** CIHR is not an eligible partner because it is a Tri-Council agency. 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.
- Q:** Does a student's funding package for their doctoral program qualify to use for matching funds?
- A:** No. Only new funding in addition to a student's graduate funding package qualifies.
- Q:** Where can I find information regarding eligibility criteria of partners?
- A:** Eligibility criteria can be found under "Eligibility" in the Partnership section of the application. You can also contact the research office at your Supervisor's institution. Additional details about partnership eligibility can be found [here](#).
- Q:** Are Department Awards considered eligible partner funding?
- A:** Department Awards are considered eligible partner funding *providing* they do not include any Tri-Council funding.

Partner Letters of Support

- Q:** Is a generic scholarship letter acceptable or does it have to outline that it is going toward the CFN Fellowship as matched funding?
- A:** The letter should specifically outline that it is going toward the CFN Fellowship as matched funding.
- Q:** Is there a template for the Partner Letter of Support? What specifically does the letter require?
- A:** There is no template for the Partner Letter of Support. Section 4 of the application instructions provides details of what should be included in the Partner Letter of Support.

