



Research  
Manitoba

2019

PROGRAM GUIDE for  
*Health Research  
Postdoctoral Fellowship  
Awards*

## Research Manitoba Postdoctoral Fellowship Health Research Guidelines

Research Manitoba partners with other Health Research Funders and Institutions for a coordinated competition where a single peer review process (managed by Research Manitoba) assesses applications for Award Funds from all partners and Research Manitoba.

This year's competition partners are:

- CancerCare Manitoba Foundation
- Children's Hospital Research Institute of Manitoba supported by the Children's Hospital Foundation of Manitoba

### **1. Purpose**

Postdoctoral Fellowships support highly qualified postdoctoral trainees to prepare for careers as independent health researchers. These exceptional trainees significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend and a travel allowance.

### **2. Eligibility**

To be eligible, the applicant:

- i. Must hold, at the time of latest possible start date of September 1st, either a Ph.D. degree in a health-related field or a health professional degree, such as an MD, DDS, DVM, BSc in Pharmacy, or equivalent;
- ii. Must not have more than three years of post-PhD cumulative experience and/or research training by the competition deadline (this calculation is based on the first PhD degree obtained, regardless of discipline, either course-based or research-based). Interruptions, delays or post-degree clinical training in your post-PhD cumulative experience and/or research training may be considered in determining eligibility if information on the interruption is provided;
- iii. Must not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes;
- iv. Must apply with a supervisor who is a university faculty member;
- v. Must undertake the fellowship on a full-time basis in the Province of Manitoba; and
- vi. Should undertake the fellowship in a research environment different from their doctoral or previous postdoctoral work OR clearly demonstrate that this postdoctoral training is complementary to their previous training.

Additional eligibility requirements for partner organizations:

#### **CancerCare Manitoba**

- The supervisor of the trainee has an appointment with CancerCare Manitoba or the Research Institute in Oncology and Hematology (RIOH)

#### **Children's Hospital Research Institute of Manitoba (CHRIM)**

- The supervisor of the trainee is a member of CHRIM.

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- The project must be directly relevant to child health (basic, clinical, community/population health);
- The supervisor must have adequate operating funding for the trainee's project;
- The award is for two years provided it is matched by the supervisor. If the supervisor cannot match the funding, the award will be for one year.

### 3. Funding

The fellowships:

- Are awarded on a competitive basis and are valued at \$36,750 (plus benefits);
- Will begin on September 1<sup>st</sup>;
- Are awarded for a 1-year period.

During tenure of an award, postdoctoral fellows are not permitted to hold another major salary award. They may, with the approval of their supervisor, engage in and be remunerated for limited (up to 4 hours per week) non-research academic activities which contribute to their development as independent investigators.

The maximum period of support at the postdoctoral level is **one year**.

Successful candidates will be eligible to request up to \$1,500 per annum for travel expenses for presentation of research results at national or international meetings. Travel to meetings where the candidate is not presenting their research results will be restricted to \$750 and will only be considered once in the term of the award. Travel funds may be accessed up to the end of the fiscal year (March 31<sup>st</sup>), after their award ends. For example, if you receive an award from September 1, 2017-August 31, 2019, you may access the second year of your travel amount up until March 31, 2020.

### 4. Assessment Criteria

Applications are evaluated in a competitive, merit review process that considers the following criteria:

- Potential of the applicant* including their education, training, experience, and academic achievement of the applicant (based on transcripts, reference letters, publications and depending on where the candidate is in their program, etc.) and the ability of the applicant to successfully complete the project;
- The quality of the proposed research project* including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed; and
- The quality of the applicant's research environment* including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise.

## 5. Application Materials

- i. See the checklist for Postdoctoral submission requirements
- ii. For support completing the online parts of your submission see the *Trainee User Guide*
- iii. Publication and funding updates are accepted up until the day before the review committee meets. Please email the [Manager, Programs](#) with your publication update if your application and CCV has already been submitted.
- iv. **Project Description:** A detailed description of your proposed research project following these format requirements must be attached as a .pdf to your online application:

### Page Setup And Format For Project Description Attachment

**Page Limit:**

3-page maximum (not including appendices)

**Margins:**

¾" (2 cm)

**Page:**

8.5" × 11" (21.5 X 28.0 cm) Font: 12 points

**Spacing:**

No condensed fonts or spacing

**Line spacing:**

Single-spaced

**Appendices:**

Materials provided in the appendices must be supplementary in nature, such as references and/or figures. The appendices must not be used to provide essential details of methods or study rationale that would normally be included in the Research Project Description proper.

**Reviewers will be under no obligation to read more than the first 10 appendix pages.**

## v. Referee Letters

Each candidate must arrange to have three individuals agree to provide supporting letters for their application.

**Content:** These letters should speak to the applicant's academic accomplishments and aptitude for research.

**Referees upload Letters of Assessment directly:**

The applicant will add each referee's name and that person's active email address where required in the applicant's GMS application. At the time of application submission, that referee will be automatically sent an email with an embedded link. The referee must go to the linked page and upload their signed, scanned to .pdf letter by the deadline.

See the GMS, the *Trainee User Guide* and *Referee Instructions* for additional information.

vi. **Transcripts**

These transcripts are required:

- All studies (both complete and in progress) at the doctoral (PhD) level and/or
- Health Professional degree (or equivalent).

Transcripts must be up-to-date and official. Transcripts are considered Official when sent directly from the academic institution to Research Manitoba or, if sent directly to the student, the transcript must remain inside an envelope sealed by the institution.

Students with 'International' (outside Canada and the USA) degrees may submit certified true copies of their Official Transcript(s), provided by their department and certified as true copies by their Department Head or delegate. 'International' transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

Transcripts printed by the fellowship applicant from their own online academic record are not considered official and will not be accepted.

**6. Deadlines**

Application Deadline

Friday, February 1<sup>st</sup>, 2019 (4:00 PM CST)

Assessor Letters and Transcripts Deadline

Friday, February 15<sup>th</sup>, 2019 (4:00 PM CST)

**7. Funding Decisions**

All funding decisions are final.

Funding decisions will be announced by the end of June 2019.

## Postdoctoral Fellowship Application Checklist

- Go to the Health Research Program page for Postdoctoral Fellowship Awards on the Research Manitoba website. Review this information and download and print all documents posted on this page.
- Determine which transcripts you will need to submit and order official transcripts from each institution. See the Transcripts section in the Program Guidelines section of your *Postdoctoral Fellowship Program Guide*.
- Create a GMS account (see the *GMS Trainee User Guide* for assistance).
- Complete or update your Canadian Common CV (CCV) – Research Manitoba version, and attach it to your GMS account (See the *GMS Trainee User Guide* for assistance).
- With the guidance of your Supervisor, complete the detailed description of your proposed research project, save it as a .pdf and have it ready to upload as an attachment to your GMS application. See the requirements in the Project Description part of the Program Guidelines section of your *Postdoctoral Fellowship Program Guide*.
- With the help of your Supervisor, select three people to write letters of reference for you. Send them the *Referee Instructions*, available on the Research Manitoba website.
- Begin to complete your GMS application.
- Ensure your Supervisor does or has done the following:
  - Creates their own GMS account
  - Provides you with their GMS account email (you'll need to enter it in your GMS application)
  - Submits an updated CCV- Research Manitoba version, ensuring that it is attached to their GMS account, and
  - Knows that you will need them to consent to your application from their GMS portfolio before your application can be submitted.
  - Send them the *GMS User Guide for Supervisors and Department Heads*, available on the Research Manitoba website for more information.
- Ensure your Department Head does or has done the following:
  - Creates a GMS account
  - Provides you with the GMS account email, and
  - Knows that they will be receiving an email confirming that your supervisor has approved your application and that you will need them to consent to your application from their GMS portfolio.
  - Send them the *GMS User Guide for Supervisors and Department Heads*, available on the Research Manitoba website for more information.
- On the Letters of Assessment page in your GMS application, provide the names and email addresses of the three individuals who have agreed to provide letters.
- Complete your online application, including attaching any required documents.
- Advise your Supervisor that they can review your application and CCV and provide their consent.
- Ensure that both your Supervisor and Department Head have consented to your application, then submit your completed application before **Friday February 1<sup>st</sup>, 2019 (4:00 PM CST)**.

- Ensure that a Hard Copy of the required transcript(s) are received by Research Manitoba\* before **Friday February 15<sup>th</sup>, 2019 (4:00 PM CST)**.
- Confirm within your GMS Portfolio page that the 3 supporting letters have been uploaded directly by your Referees into the GMS before **Friday February 15<sup>th</sup>, 2019 (4:00 PM CST)**.

**Transcripts can be mailed, couriered, or dropped off (or have the institution send to):**

Research Manitoba  
A201 Chown Building  
753 McDermot Avenue  
Winnipeg, MB  
R3E 0T6

## 2019 - Research Manitoba Trainee Applications Frequently Asked Questions

Please note, all answers to these FAQs can be found in the:

- *Program Guide* (available from the Research Manitoba webpage for your program)
  - [Trainee GMS User Guide](#)
  - *Supervisor/Department Head GMS User Guide*
  - *Application Form for your Award Program* on the GMS, and
  - *Application Checklist* for your program
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### **When will I know whether I am receiving an award or grant?**

All trainee applicants will be notified as to the status of their application by the end of June 2019. All applicants, whether successful or otherwise, will receive a notification letter through their GMS account.

### **When and where will awardees be announced?**

A list of awardees will be posted to our website after the Research Manitoba Board meets in Spring, 2019 to ratify the decisions made by the Board. All applicants, successful or otherwise, will receive a notification letter through their GMS account.

### **When can I see reviewer comments?**

All trainees will be able to see comments from reviewers in their GMS account at the end of June 2019.

### **What will the reviewers be looking for in my application?**

See 4. **Assessment Criteria** in the **Program Guidelines** section of your *Program Guide*.

### ***I Already Submitted Common CV to Research Manitoba, do I have to do it again?***

Each applicant will need to update their CCV (Research Manitoba version) and re-submit it to attach the newest version to their GMS account. Your portfolio page will indicate the most recent date a CCV was submitted (attached) to your application. (Your CCV must not be older than six months)

### ***How do I attach my CCV to my GMS account?***

Instructions are provided in the Creating your CCV and attaching it to your GMS Account section of the GMS Trainee User Guide, available in the GMS. Don't forget, the PIN/system account that you will use for this purpose of validating (connecting) your CCV to your GMS Account is the email address you use to login to your GMS account (i.e., your GMS system account email)

### What is the deadline for assessment/reference letters?

4:00 PM CST, Friday, February 15<sup>th</sup>, 2019. All letters must be received by Research Manitoba before this deadline – **no exceptions will be made.**

Read the Referees, following up section of the GMS Master's Studentship User Guide (within your Program Guide, or on the GMS).

### What are official transcripts? Where should transcripts be sent? What is the deadline for transcripts?

Review the instructions for submitting your transcripts in the **Application Materials** section of the **Program Guidelines** within your *Program Guide* and your *Checklist*, the information is also accessible from within the GMS.

### **Official Transcripts MUST be provided in hard copy**

Transcripts may be mailed or couriered (or have the institution send) to:

**Research Manitoba**

**A201 Chown Building**

**753 McDermot Avenue**

**Winnipeg, MB R3E 0T6**

### Are hard copies of the whole application required?

No, please do not submit hard copies of the whole application. ONLY TRANSCRIPTS are to be submitted in hard copy.

### Are hard copies of the applications required?

No, please do not submit hard copies. All parts of your application are managed through the GMS system.

### Where is the University of Manitoba on the list of institutions?

When you create your CCV account, we ask you for the name of the institution with which you are affiliated. To respond, you are directed to a list where the University of Manitoba is listed under 'T' for 'The'.

### I can't see or OPEN any of the PDFs attached to the GMS portfolio page.

Check your browser to make sure that your pop-up blocker is disabled.

### How do my Supervisor and Department Head consent to my application?

There is a special GMS guide for Supervisors and Department Heads. If you have not already done so, please email this guide (or the link to this guide) to your Supervisor and your Department.

### Grade Point Average (GPA)

Applications submitted through the Research Manitoba GMS require the identification of an applicant's Grade Point Average from the last 60 credit hours (the equivalent of the last full two years of study).

For Canadian and American transcripts, see: [Calculating Canadian / US GPA's](#) and the [Canadian GPA Equivalency Table](#).

For International transcripts (not Canadian and American), please use the conversion tables

linked from on the [International GPA Calculations page](#) of the University of Manitoba Faculty of Graduate Studies website.

**If your institution is not found in the listing, please contact the University of Manitoba's Faculty of Graduate Studies for assistance.**

**I still have questions.**

Please contact the Research Manitoba Help Desk at [helpdesk@researchmb.ca](mailto:helpdesk@researchmb.ca).  
(staffed from 8:30 am – 4:30 pm, Monday to Friday)