



Research  
Manitoba

2020

*Health Research  
Postdoctoral  
Fellowship*

**PROGRAM GUIDE**

## 1. Preface

Research Manitoba is a provincial funding agency, which provides funds for research and innovation in health, natural sciences and engineering, and social sciences and humanities in Manitoba. Through funding received from the Province of Manitoba, Research Manitoba facilitates a number of research grants and awards programs.

## 2. Purpose

Health Research Postdoctoral Fellowships support highly qualified postdoctoral trainees to prepare for careers as independent researchers. These exceptional trainees significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend for up to a maximum of one year.

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 (CHRIM) supported by the Children's Hospital Foundation of Manitoba

**Only students whose research is affiliated with either of these institutions (CancerCare or CHRIM) are eligible for this award.**

## 3. Award Amounts and Duration

The maximum term for the Health Research Postdoctoral Fellowship is one-year. Postdoctoral Fellowships are awarded on a competitive basis and are valued at \$36,750 (plus benefits).

Included in the award is a \$1500 Travel Grant to be used during the term of the award (CHRIM only).

Funding decisions will be announced by the end of June 2020 and the start date for successful awards is September 1, 2020. All funding decisions are final.

## 4. Application Deadline

Application Deadline: **Monday, February 3, 2020 (4:00PM CST)**

Assessor Letters and Transcripts Deadline: **Tuesday, February 18, 2020 (4:00PM CST)**

## 5. Eligibility

All applicants must meet the following criteria to be considered for support:

- i. Hold, at the time of latest possible start date of September 1<sup>st</sup>, either a PhD degree in a health-related field or a health professional degree, such as an MD, DDS, DVM, BSc in Pharmacy, or equivalent
- ii. 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. Apply with a supervisor who is a university faculty member
- iv. Undertake the Fellowship on a full-time basis in the Province of Manitoba
- v. 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
- vi. Not simultaneously hold any major awards for salary purposes for the term of the Health Research Postdoctoral Fellowships
- vii. Not simultaneously hold a university faculty appointment or equivalent

### **Partner Eligibility Requirements**

The following are eligibility requirements for funding from 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.
- 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

## 6. Other Sources of Income (Employment and Other Awards)

During the tenure of this award, Health Research Postdoctoral Fellows are not permitted to hold another major salary award.

With the approval of the Health Research Postdoctoral Fellows' supervisor, they may engage in and be remunerated for limited (up to 4 hours per week) non-research academic activities which contribute to their development as an independent investigator.

## 7. Application Requirements

Applications for the Health Research Postdoctoral Fellowship require the following information to be included:

- i. **Lay Summary of Research Project (maximum 2000 characters):** Provide a non-technical summary of your research, written in simple and clear language suitable for a lay audience reading at a grade 6 level. The summary should indicate how your research ultimately can improve personal health, the health of populations and/or the health delivery system. If this application is seeking support from one of the partner organizations, use this section to explain, in terms appropriate for a lay audience, why your project fits the mission of that organization.
- ii. **Research Project Description (maximum 3 pages, not including appendices):** Clearly indicate the rationale and methodology for the proposed study.
  - Any materials provided in the appendices must be supplementary in nature, such as references and/or figures. The appendices must not be used as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description.
- iii. **Assessor Letters:** Each candidate must arrange to have three individuals agree to provide supporting letters for their application. These letters should speak to the applicant's academic accomplishments and aptitude for research.

**Note:** Referees upload Letters of Assessment directly to Research Manitoba. Applicants need to add each referee's name and active email address in the application form. Once an application is submitted, referees will be automatically sent an email with an embedded link. The referee must go to the linked page and upload their signed PDF letter by the Assessor Letter and Transcript deadline. See [Referee Instructions](#) for additional information.

- iv. **Research Training Environment & Applicant Training Expectation (maximum 2000 characters):** In consultation with your Supervisor, outline below the strengths of the proposed research training environment and your own individual training expectations as they relate to your future career goals.
- v. **Special Circumstances Affecting Your Research Productivity (maximum 500 characters)**
- vi. **Transcripts:** The following 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 remains inside the sealed envelope provided by the institution.

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

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.

Students with International degrees must also provide a printout showing their current GPA as calculated by their institution in Manitoba. This printout should be provided to Research Manitoba in an envelope sealed by the institution, with an institutional signature over the seal of the envelope, by the Assessor Letter and Transcript deadline.

- vii. **Canadian Common CV (CCV):** An updated Research Manitoba Canadian Common CV (no older than six months) is required from *both* the applicant and supervisor for submission. Publication and funding updates are accepted via email up to the day before the review committee meets. Please email the [Manager, Programs](#) with relevant updates after the application deadline.

For support completing your application and CCV please see the **Trainee GMS User Guide**

## 8. Assessment Criteria

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

- i. Potential of the applicant. Key aspects that will be of particular note to the review committee includes:
  - The education history and trajectory of the applicant
  - The training and experience the applicant has had
  - Academic achievement (e.g., a strong GPA above 4.0)
  - The publication of peer-reviewed manuscripts
  - Strong letters of reference
  - The ability of the applicant to successfully complete the project
- ii. 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, feasibility, and promise of the methods proposed
- iii. 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

## 9. Regulations, Policies and Other Information

Research Manitoba reserves the right to determine the eligibility of applications, based on the information therein. Research Manitoba also reserves the right to interpret the regulations and policies governing its funding opportunities.

All applicants and grant holders must comply with the regulations set out in the [Research Manitoba Finance and Administration Guide](#).

## 10. Contact Information

For questions regarding the application and submission process, please contact:

**Jennifer Cleary**

Manager, Programs

[jennifer.cleary@researchmb.ca](mailto:jennifer.cleary@researchmb.ca)

204.924.7070

For support with GMS, please contact:

**Research Manitoba Helpdesk**

[helpdesk@researchmb.ca](mailto:helpdesk@researchmb.ca)

Monday – Friday – 8:30AM – 4:30PM

## [Health Research Postdoctoral Fellowship Application Checklist](#)

Please see the **Trainee GMS User Guide** for additional support on the GMS and the CCV.

- Carefully review the eligibility requirements to ensure you are eligible to apply
- Determine which transcripts you will need to submit and order official transcripts from each institution
- Complete or update your Research Manitoba Canadian Common CV (CCV) and attach it to your GMS account
- With the guidance of your supervisor, complete the detailed description of your proposed research project.
- With the help of your supervisor, select three people to write letters of reference for you. Send your referees the **Referee Instructions** available on the Research Manitoba website.
- On the **Letters of Assessment** page in your application, provide the names and email addresses of the three individuals who have agreed to provide letters.
- Ensure your supervisor does the following:
  - Creates their own GMS account (if they do not already have one)
  - Provides you with their GMS account email
  - Submits an updated Research Manitoba CCV, ensuring that it is attached to their GMS account
- Ensure your supervisor knows they must consent to your application from their GMS portfolio before your application can be submitted
- Send your supervisor the **GMS User Guide for Supervisors and Department Heads**
- Ensure your Department Head does the following:
  - Creates a GMS account (if they do not already have one)
  - Provides you with their GMS account email
- Ensure your Department Head knows that they will be receiving an email confirming that your supervisor has approved your application and that they will need to consent to your application from their GMS portfolio

- Send your Department Head the **GMS User Guide for Supervisors and Department Heads**
- Ensure that both your supervisor and Department Head have consented to your application, then submit your completed application before **4:00 PM CST, Monday, February 3, 2020.**
- Ensure that a hard copy of the required transcript(s) are received by Research Manitoba before **4:00 PM CST, Tuesday, February 18, 2020.**
- Confirm within your GMS Portfolio page that the **three (3)** supporting letters have been uploaded directly by your Referees into the GMS before **4:00 PM CST, Tuesday, February 18, 2020.**

**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