



Research  
Manitoba  
researchmanitoba.ca

# Research Postdoctoral Fellowship Program Guide

**Last updated:  
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## 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

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.

In addition to awards funded by Research Manitoba, other health research funders and institutions (listed below) partner with Research Manitoba for a coordinated competition where a single peer review process.

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
- George & Fay Yee Centre for Healthcare Innovation (CHI)

### **\*\*NEW for 2024**

Research Manitoba now provides awards for Postdoctoral Fellows without an affiliation with one of our funding partners. This includes applicants applying under Health, Natural Sciences & Engineering, and Social Sciences & Humanities.

## 3. Award Amounts and Duration

The maximum term for the Research Postdoctoral Fellowship is one-year. Postdoctoral Fellowships are awarded on a competitive basis and are valued at \$60,000 (plus benefits). Postdoctoral Fellows are eligible to hold a maximum of three (3) Research Postdoctoral Fellowships in their career.

Funding decisions will be announced by April 2024 and the start date for successful awards is September 1, 2024. All funding decisions are final.

## 4. Application Deadline

Application Deadline: **Monday, November 13, 2023 (4:00PM CST)**

Assessor Letters and Transcripts Deadline: **Monday, November 27, 2023 (4:00PM CST)**

## 5. Eligibility

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

- i. Hold, as of September 1, 2024, either a PhD degree 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 is an appointed scientist with the CancerCare Manitoba Research Institute.
- The theme of the research project must be directly related to either cancer or blood disorders.

#### 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

#### George & Fay Yee Centre for Healthcare Innovation (CHI)

- The supervisor must possess a record of productive patient-oriented research (POR) as described in their letter of support.
- The project needs to meaningfully engage patients as partners in research decision-making and/or focus on demonstrated patient-identified priorities (e.g. chosen from a priority-setting exercise, a priority set by the James Lind Alliance, etc.)

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

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

With the approval of the 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 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. It is recommended that applicants utilize a readability tool, such as the [Flesch Kincaid Calculator](#), to assess the reading level of their lay summary. 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.
  - Applicants which are partnered with the George & Fay Yee Centre for Healthcare Innovation POR program need to include specific details in their Research Project Description, as well as within the Letter of Support to be provided by their supervisor. Please see [Appendix A](#) for more information.
  - Figures used within the Project Description do not count towards the page limit. Where figures are used within the Project Description, additional space equivalent to the size of the figure(s) may be used for narrative.
  - 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:** Up-to-date official transcripts of all studies (both complete and in-progress) at the doctoral (PhD) level and/or Health Professional degree (or equivalent) are required.

Up-to-date official transcripts are to be e-mailed to [helpdesk@researchmb.ca](mailto:helpdesk@researchmb.ca) by the Assessor *Letters and Transcripts Deadline (Monday, November 27, 2023)*. Applicants can provide e-copy transcripts in any of the following ways:

- Transcripts e-mailed directly from the academic institution to Research Manitoba;
- Transcripts e-mailed to the applicant from the academic institution, and then forwarded to Research Manitoba (please include the original email from the academic institution in the forwarded e-mail);
- Hard copy transcripts uploaded by the applicant and e-mailed to Research Manitoba. Retain the paper copy of any uploaded transcripts, as you may be asked to provide it for verification purposes.

#### International Transcripts

- Applicants with international (outside Canada and the USA) transcripts may request the Manitoba institution they are currently accepted to, to email Research Manitoba a copy of the official transcript(s) used for acceptance into their current program. This would be in lieu of requesting a new transcript from their international institution.
- Students with international degrees must also request an email showing their GPA as calculated by their institution in Manitoba be sent directly from the institution to Research Manitoba.

Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered).

International transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

If you do not provide an up-to-date official transcript(s) your application will be deemed ineligible.

- 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 [Program Officer](#) 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)
  - Research Output (e.g. publication of peer-reviewed manuscripts, publication of community-based reports, conference presentations/posters, etc.)
  - Strong letters of support
  - 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
- iv. **CHI POR Applications** – An independent review committee will be established in consultation with the George & Fay Yee Centre for Healthcare Innovation to evaluate these applications. In addition to the key aspects noted above, this committee will also be evaluating how the applicant research project proposes to engage patients in decision-making about the research process (including budgeting for and implementing the engagement) and/or how the project focuses on patient-identified priorities (including an explanation of how patients were involved in identifying these priorities).

## 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](#).

Research Manitoba provides information sessions on our awards. Please contact your Faculty of Graduate studies for information on upcoming sessions, or to request one. We also provide grant writing tips on our [YouTube channel](#).

## 10. Contact Information

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

For support with GMS, please contact:

**Research Manitoba Helpdesk**

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

Monday – Friday – 8:30AM – 4:30PM

## Appendix A: George & Fay Yee Centre for Healthcare Innovation Patient Orientated Research Training Program

As home to the Manitoba SUPPORT Unit under CIHR's Strategy for Patient Oriented Research, the George and Fay Yee Centre for Healthcare Innovation (CHI) adopts CIHR's definition of patient-oriented research (POR) as a continuum of research with five key components: the meaningful engagement of patients as partners, a focus on patient-identified priorities, the improvement of patient outcomes, multidisciplinary partnerships with relevant stakeholders, and the application of knowledge to improve healthcare systems and practices. CHI operates under the principle that patient engagement in decision-making about the research process (e.g. identifying research priorities, clarifying and defining the research question; identifying outcomes that matter most to patients, informing research design and methods; collecting and interpreting data; and active involvement in knowledge translation) should be maximized and facilitated to the extent that patients and caregivers can and want to be involved. Working in accordance with CIHR's Patient Engagement and Capacity Development frameworks, CHI seeks to incorporate and build capacity with trainees around participatory approaches that reach beyond traditional research meetings to meet people where they are at and facilitate engagement on their terms, according to their interests and abilities.

Applicants should:

- Ensure that the hypothesis/research question, objectives, methodological approach and expected outcomes are described in sufficient detail for the reviewers to be able to assess the feasibility and overall merit of the proposed research in terms of its suitability as a training opportunity. The background information should provide the rationale and help to position the proposed research in the context of the current state of the field and the significance of the work being proposed.
- Ensure that the principles of POR (specifically patient engagement and identifying patient-orientated priorities) are demonstrated in sufficient detail for the reviewers to assess the applicant's understanding of POR and how POR is embodied in the proposed research project. The benefit of the proposed research study to patients must be clearly articulated. If the applicant has secured partnerships with patients, stakeholders, or community members this must be included, indicating how these partners are involved and how these partnerships will help make the project successful. If the applicant intends to obtain patient, stakeholder, or community partnerships or engagement, the strategy to obtain and implement these must be feasible and sufficiently detailed (including which research decisions partners will be engaged in; the level of engagement and potential participatory approaches used to engage partners). Partnerships are defined as collaborative and shared decision-making around the research process.
- Applications must include a letter of support from their supervisor that outlines the supervisor's experience with patient engagement and/or POR and how the student will be supported in this work within the broader context of their supervisor's program of research.



## [Appendix B: 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, November 13, 2023**.
- Ensure that an electronic copy of the required transcript(s) are received by Research Manitoba before **4:00 PM CST, Monday, November 27, 2023**. Transcripts are to be emailed to the Research Manitoba HelpDesk ([helpdesk@researchmb.ca](mailto:helpdesk@researchmb.ca)).
- 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, Monday, November 27, 2023**.