

# Department of Medicine Research Fellowship Award

INTERNAL/EXTERNAL - GUIDELINES



**Deadline: October 1<sup>st</sup> Annually**

**Completed Applications to [DoMResearch@nshealth.ca](mailto:DoMResearch@nshealth.ca)**

The Department of Medicine (DoM) has established a Research Fellowship Award for post-graduate clinicians and PhD scientists in the Department of Medicine, Dalhousie University, with funding from the University Internal Medicine Research Foundation (UIMRF). The main purpose of this award is to attract and foster the development of promising individuals as researchers.

## **DoM RESEARCH FELLOWSHIP AWARD CATEGORIES:**

- INTERNAL:** The applicant will do their training at Dalhousie University, and the proposed work will take place within the settings of the DoM/Nova Scotia Health. The supervisor must be a member of the DoM, Dalhousie University. DoM residents seeking DoM financial sponsorship for the Clinician Investigator Program (CIP) at Dalhousie University may apply via the DoM Research Fellowship (Internal).
- EXTERNAL:** The applicant will do their training at a facility external to Dalhousie University. The external supervisor must be supported by the Division in the DoM under which the applicant is applying for the fellowship, and the Division must assign a co-supervisor who must be a member of the DoM, Dalhousie University.

Each application will be considered a joint effort of the applicant and the supervisor(s) with whom the applicant will work. A letter of support from the Head of the Division is required, specifying plans for the trainee to return to work in the DoM (as applicable). Successful applicants may be required to sign a contract / letter of intent mutually agreed upon by the applicant, the Division Head and the Department Head. Please note, contracts will vary depending on the individual's and the Division's particular needs.

Applications must be completed in accordance with the guidelines given; and the application form and supporting documents must be submitted electronically with [DoMResearch@nshealth.ca](mailto:DoMResearch@nshealth.ca) by October 1st. Incomplete submissions or those received after the deadline will not be considered.

## **TENURE:**

DoM Research Fellowship competitions will be held annually. The Research Fellowship will commence the first of July (or a mutually agreed upon date) and continue for 12 months. This time frame will include a holiday at the discretion of the supervisor(s).

The Research Fellowship may be renewed for a second 12-month term, based on significant progress made by the applicant and availability of funds. Extension beyond the two-year limit may be permitted under special circumstances, with specific approval of the Department Head and DoM Research Committee.

Application for renewal must be made annually via a letter of request from the applicant, not to exceed one single-spaced typewritten page, indicating progress to date. A letter of support for renewal of the application must also be submitted by the supervisor(s) and it must clearly indicate the progress made during the fellowship. Both of these letters must be submitted five months prior to the end of the term to [DoMResearch@nshealth.ca](mailto:DoMResearch@nshealth.ca). Successful

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applicants will receive renewal deadlines and any additional directions in their notification letter. Renewal submissions made at other times of the year and/or requests for extensions beyond the two-year limit will be permitted only under special circumstances and with the specific approval of the Head of the Department and the DoM Research Committee. The Research Committee reserves the right not to award a renewal in a given year.

During tenure, the Fellow shall devote not less than 75% of their time to the purposes of the award in the chosen field of endeavour. The awardee may, with the approval of the supervisor(s) and the Head of the Department, engage in and receive remuneration for other departmental activities, including undergraduate teaching, which may contribute to the development of a researcher's career. These ancillary activities should not interfere with the primary research purpose of the award. An award may be terminated at any time for proper cause by either the awardee or the Department of Medicine.

### **SALARY:**

The basic stipend is dependent upon academic, clinical and research experience. In general, the remuneration will follow the guidelines established by Dalhousie University for post-graduate PhDs and the Maritime Resident Doctors for MD trainees. Applicants are expected to apply to other local, national and international research fellowship competitions. Awards from external funding agencies should be accepted in preference over UIMRF funding. In some instances where an external award is less than the equivalent of UIMRF remuneration, UIMRF may subsidise funding. In certain circumstances, external awards may be used for other relevant expenses to the project prior to recovery to UIMRF. This will be determined on a case-by-case basis in discussion with the DoM Research Director

### **ELIGIBILITY CRITERIA:**

The applicant must have an MD or a PhD degree. Applicants with an MD degree must be eligible for Royal College certification in Internal Medicine or one of its disciplines, and may apply for the award to undertake graduate studies leading to a Master's or PhD degree. This fellowship will normally be the first fellowship held by the applicant. Ideally, the successful applicant will be within five years of obtaining professional qualifications (MD, PhD, FRCPC).

### **APPLICATION PROCESS:**

Applications are to be submitted to [DoMResearch@nshealth.ca](mailto:DoMResearch@nshealth.ca) no later than October 1<sup>st</sup>. It is expected that, in general, the application will be submitted in the fall prior to the anticipated start date of the fellowship (at least 6 months prior to start). Applications for fellowships that are already underway may be considered on a case-by-case basis.

The DoM Research Fellowship application form must be used. The application must be submitted electronically and shall include:

- 1) Checklist.
- 2) Completed electronic copy of the application form (including all attachments and appropriate signatures).
- 3) Clear and concise description of the proposed research, not to exceed two single-spaced, typewritten pages (0.5 margins, Times New Roman 12 pt font); this should be written by the applicant in consultation with the supervisor(s). The research proposal should include a clear statement of rationale, objectives, hypothesis, experimental methods, expected outcomes and relevance.
- 4) Transcript of the applicant's academic marks with standing.
- 5) Copy of the applicant's CV (Canadian Common CV preferred).
- 6) Letter from the proposed supervisor(s) (DoM member, and external supervisor if applicable) appraising the applicant and the proposed research, and confirming that applicant will devote at least 75% of their time to the project. This letter will describe the nature and extent of any other work to be carried out by the awardee during the tenure of the proposed application, including educational activities. This letter will include a summary of resources and funding source(s) for the proposed project.

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- 7) Copy of the supervisor(s)'s CV (Canadian Common CV preferred).
- 8) Letter of recommendation from the Program Director (for MD applicants) or previous PhD thesis supervisor (for PhD scientist applicants).
- 9) Letters of recommendation from two additional professors, supervisors, or instructors under whom the applicant has taken previous training and who can specifically evaluate the applicant for the proposed award. Applicant to arrange for referees to send letters directly to [DoMResearch@nshealth.ca](mailto:DoMResearch@nshealth.ca) by October 1<sup>st</sup>.
- 10) Letter from the Division Head appraising the applicant and the proposed research program, and providing a brief outline of the applicant's anticipated role upon returning to the Division, as applicable.
- 11) Re-prints and pre-prints which are relevant to this proposal of the applicant's and the supervisor(s)'s published articles within the last five years.

**NOTE:** The application must be signed by the applicant, the supervisor(s) and the Head of the respective Division. The signature of the supervisor(s) will indicate that the supervisor(s) has read and approved the proposal as written by the applicant. Department Head signature will be obtained by the DoM Research Office during the application review process.

### **ADJUDICATION:**

The DoM Research Committee will review all applications for scientific merit, and will make recommendations of priority rating. Factors affecting the merit rating will include: training, experience and previous performance of the applicant and supervisor(s), the proposed protocol, and the research environment. Priority will be given to those who have a pre-established faculty position within the DoM to return to at the completion of their research fellowship training.

The DoM Research Committee reserves the right not to award a fellowship in a given year. An award may be terminated at any time for proper cause by either the awardee or the Department of Medicine.