

CIP Application Checklist

- CIP Royal College Registration form
- PGME Registration form
- Statement of career plans (approx 1 page)
- Research Proposal (approx 3-4 pages)
 - Title of project
 - Hypothesis to be tested or series of questions to be tested
 - Rationale
 - Experimental design or methods
 - Discussion
 - Outline potential challenges, pitfalls and alternative strategies on how to interpret data collected
 - Role of the student (including the benefits for the student)
 - Outline of events
 - References
- Student Biosketch (template provided by jesslyn.kinney@dal.ca)
- Transcripts:
 - transcripts should be sent to directly to CIP Office and must be in the original, sealed envelope. Notarized copies will not be accepted.
- 2/3 reference letters:
 - must submit original letters or reference form (provided by jesslyn.kinney@dal.ca) with an ink signature, on official letterhead, in a sealed envelope to CIP Office.
- Letter (must submit original letter with an ink signature, on official letterhead, in a sealed envelope) and Biosketch (template provided by jesslyn.kinney@dal.ca) from Supervisor(s) outlining the following:
 - Supervisor's Statement of Support:
 - Source and duration of funding supporting the proposed project and applicant's salary
 - Applicant's role in the project
 - Research environment and personnel supporting the applicant (e.g. laboratory space, core facilities, technical stuff)
- Funding support letter (template provided by jesslyn.kinney@dal.ca)

NOTE: Royal College's CIP Standards: the supervisory committees for MSc trainees must consist of the supervisor(s) plus 2 additional members; for PhD trainees the committee must consist of the supervisor(s) plus 3 additional members. For both MSc and PhD, at least one member must be a clinician in the discipline of the trainee who represents the specialty/subspecialty in which the resident is registered who can facilitate the integration of clinical and research experience. Trainee supervisors who have little to no supervisory experience **must** co-supervisor with a senior faculty. **Supervisory Committee members must be approved by the CIP-RPC.**

Please submit all documentation electronically as ONE pdf.

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