



## CIP E-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
- Biosketch and CV
  - Students bio-sketch and CV
  - Supervisor(s) bio-sketch and CV 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 staff)
- Transcripts:
  - E-transcripts should be emailed to [mrdo@dal.ca](mailto:mrdo@dal.ca).
- 2/3 reference letters:
  - References on official letterhead of the provider with an ink signature, to be scanned and emailed directly from referee(s) to [mrdo@dal.ca](mailto:mrdo@dal.ca).
- Funding support letter

**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.**

### CIP Manager

[emma.marquis@dal.ca](mailto:emma.marquis@dal.ca)

**Website:** <https://medicine.dal.ca/research-dal-med/capacity/cip.html>