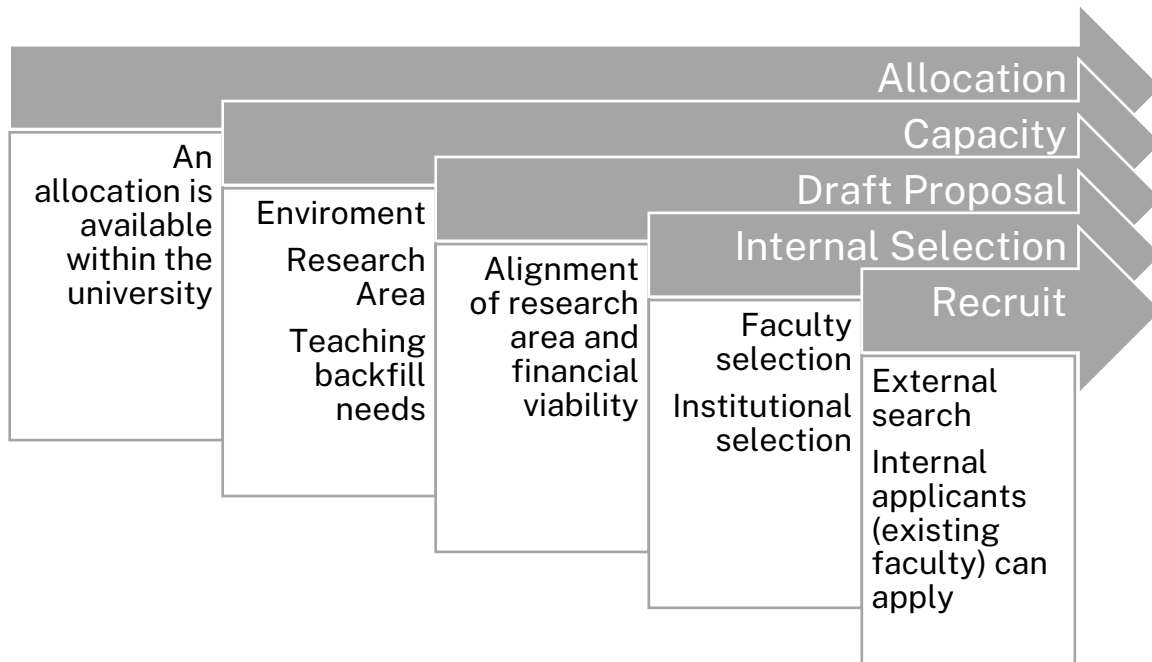


Overview of Faculty of Health Internal Process for Allocating Canada Research Chairs (CRCs)

This resource has been prepared to give a high-level overview of how a CRC is obtained in the Faculty of Health. For more information on the CRC program, visit [this page](#).



Stepwise process:

- 1. An allocation is announced by the Office of the Vice-President, Research and Innovation (OVPRI) for assignment to a Faculty in the University.**
The information provided by OVPRI will include the research domain (NSERC, CIHR, SSHRC) and the level of the available Chair allocation(s) (Tier I or II). This competition is called to decide on the specific research topic for the available CRC allocation(s). There is no discussion of candidates at this stage. An application form is provided.
- 2. Interested Faculties prepare an application for internal review and selection by OVPRI.**
To shortlist proposed CRCs within the Faculty of Health, the following occurs:
 - a. Internal, Faculty of Health Call for Proposals**
The Faculty communicates the above competition details and sets an internal, Faculty of Health deadline. Proposals are invited by research area; the proposal may be prepared by a Unit Director alone or by a collection of researchers (from within a Unit or spanning multiple Units). A home Unit for the proposed CRC must be identified and the Director of that Unit engaged (see next point).
 - b. Unit Level Capacity Considerations**
The Director of the School/College where the CRC would be based assesses the financial and workload viability of adding a CRC to their faculty compliment. This process is supported by the Dean's Office.
 - c. Chosen Research Area/Topic**

The OVPRI's application form is completed to outline the merit/need for a CRC in the proposed area of research. Those preparing the proposal are invited to discuss the file, if desired, with the Associate Dean, Research and Director, Research.

d. **Submission to the Dean's Office.**

The draft OVPRI application is submitted to the Dean's Office. Applications are assessed by the Associate Dean, Research and the Director, Research, and a recommendation is made to the Dean. Only one proposal, if any, is selected per available allocation.

3. **The Dean's Office submits the chosen application to OVPRI.**

A committee reviews all submissions from Faculties across campus and selects the top file for each allocation available.

4. **The successful application/Faculty then begins advertising and recruiting for the CRC position via typical HR processes.**

An external search is required, however, internal candidates (i.e., existing Dalhousie faculty) can apply.

5. **The search concludes and a successful candidate is identified and notified.**

At this stage, the successful candidate is not yet a CRC, but will proceed with an application to the CRC program. They may take up an appointment in the Faculty at this time.

6. **With the support of the Office of Research Services and the Dean's Office, the successful candidate prepares an application to the CRC program.**

The file is externally reviewed by content/research area experts and the CRC program selects recipients for available Chairs. There is no guarantee of a successful CRC application.

7. **The University and prospective Chair is notified of the CRC program's decision.**

If unsuccessful, the individual may be given the opportunity to reapply.