

Application process

4.1 Application components

4.1.1 New applicants

Application component	Details
CIP Application Form	<p>Application must be:</p> <ul style="list-style-type: none">• Initialed by applicant (clinical department & funding)• Signed by applicant• Signed by Program Director• Signed by prospective research supervisor• Signed by Graduate Unit (graduate stream), verifying acceptance, or supply confirmation of acceptance as available OR left blank if acceptance is still pending
Program Director Support Form	<ul style="list-style-type: none">• Completed and signed by the RCPSC Clinical Program Director• Commitment to 2 years of funding from Department sources, regardless of whether the application is approved for a Ministry of Health funded position.• Commitment to a minimum of 80% protected research time for the applicant.• The form should be copied to the Clinical Chair and Department Business Manager.
Canadian Common CV - Vanier-Banting Academic format	<p>Applicants are to submit a PDF copy of their up-to-date Canadian Common CV (CCV).</p> <p>Instructions for completing a CCV:</p> <ol style="list-style-type: none">1. Go to the Common CV website and "Login".2. Under "CV", select "Funding", then select Vanier-Banting and the appropriate CV type (Vanier-Banting Academic) from the dropdowns. Then click "Load".3. Enter all the relevant and necessary data and click on "Done". A validation will automatically be performed and errors, if any, will be displayed. The validation rules are specific to the selected CV type.4. Download and review a PDF copy of your CCV by clicking on "Preview" located at the top right of your CCV page (next to the "Load" and "Submit" buttons).5. When satisfied with your CCV, you can submit a PDF of the Preview copy of your CCV with the rest of your CIP-MOH award application. You do not need to submit your CCV through the CCV website for the purposes of this competition. <p>Additional instructions (for Vanier-Banting Academic CCV):</p> <p>In addition to the instructions in the CCV website, please follow the additional instructions below for the listed sections. Note that applicants should not feel obligated to complete every CCV field. The numerous fields are simply meant to capture information from different fields of research and for various funding opportunities.</p>

Entry limits

For the section "**Contributions**" the limit of entries for each sub-section are as follows:

- Publications: **20**
- Artistic Contributions: **10**
- Presentations: **10**
- Interviews and Media Relations: **10**
- Intellectual Property: **5**

The following sections have a limit of **5 entries per sub-section**:

- Activities
- Memberships

There are no limits for other sections of the CCV.

1. Section entitled "Education," sub-section "Degrees"

- a. Every degree (Bachelor, Masters and Doctorate) must be recorded in the CV whether they are complete or in progress. The following information should be entered in the applicant's CV:
 - i. Degree Type
 - ii. Degree Name
 - iii. Specialization
 - iv. Organization
 - v. Degree Status
 - vi. Degree Start Date (YYYY/MM)
 - vii. Degree Received Date / Degree Expected Date (YYYY/MM) (if applicable)
 - viii. Supervisor(s) (if applicable)
- b. If you have been or will be fast-tracked to a doctoral program, you should record your master's and doctoral studies separately as outlined below:
 - i. **Master's studies**
 1. Enter your master's information.
 2. Select *In progress* as the *Degree status*.
 3. Enter the *Degree start date*.
 4. Do **not** enter any information in the following fields:
 - a. *Degree received date*

b. *Degree expected date*

5. Click *Done*.

ii. **Doctoral studies**

1. Enter your doctoral degree information.

2. Select *In progress* as the *Degree status*.

3. Enter the *Degree start date*.

4. Click *Done*.

2. **Section entitled "*Education*", sub-section "*Credentials*"**

a. This section is designed to list all relevant qualifications (i.e., any designation earned to ensure qualification to perform a job or task such as a certification, an accreditation, a designation, certificates or diplomas gained from seminars, etc.).

b. If there are none, leave this section blank.

3. **Section entitled "*Recognitions*"**

a. Any training awards, honors, distinctions, prizes, acknowledgements, top-up awards and citations that the applicant received (competitive or not, monetary or not, declined, etc.) must be entered here. (e.g.: Canada Graduate Scholarship, Dean's list, etc.)

i. In the ***Recognition Name*** field (limited to 250 characters, including spaces), enter from which channel the recognition was obtained (competitive process or not), and from which source (Federal, Provincial, Non-Profit organizations, etc.). If the recognition was declined, it should also be indicated.

4. **Section entitled "*Employment*", sub-section "*Academic Work Experience*"**

a. List any work performed whereby the applicant/nominee received compensation for work. If this entry stems from work on a grant, only list work for which the applicant/nominee was not formally listed on the grant (i.e., not listed as: co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user).

b. If there are none, leave this section blank.

5. **Section entitled "*Employment*", sub-section "*Affiliations*"**

a. List the primary affiliation at time of application. To do so, you must indicate "yes" under the Primary Record field in the CCV for the current affiliation.

b. If there are none, leave this section blank.

6. **Section entitled "*Employment*," sub-section "*Leaves of Absence and Impact on Research*"**

a. Applicants must explain any gaps in the chronology of their experience. Applicants should describe

- any special considerations that have had an effect on their performance or productivity.
- b. They should include any considerations that may have resulted in delays in disseminating their research results, such as health problems, family responsibilities, disabilities, trauma and/or loss, pandemic impact or other circumstances, for example, the time necessary to complete a monograph, file a patent, or commercialize an industrial process or product; and for health professionals, engagement in post-degree non-research related clinical training (residency, etc.).
- c. If there are none, leave this section blank.

7. Section entitled "Research Funding History"

- a. This list should only include research funding entries in which the applicant was formally recorded as co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user.
- b. The information in this section should not duplicate information included elsewhere in the CCV (e.g. awards such as CGS Master's and Doctoral awards or any other type of federal or non-federal awards should be listed in "Recognitions" and not in this section).
- c. If there are none, leave this section blank.

For the following sections, entries should be significant and relevant to your application and your professional intent. There is a limit on the number of entries allowed for each sub-section. **If there are no contributions to add to a section, leave it blank. Do not repeat entries.**

8. Section entitled "Contributions"

- a. Applicants are encouraged to highlight a range of contributions (e.g., research publications, reports, books, guidelines, datasets, code, tools, standards, software, and commercialized products). Reviewers are asked to avoid using journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research publications. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.

b. Sub-Section "Publications"

- i. Only include publications that **have been accepted or are in press**. Do not include publications in preparation or submitted (unless available in a recognized scientific public archive).
- ii. In sub-section "Journal articles", clearly identify in the title if the publication stems from original research or if it is a review, a letter to the editor etc. (e.g. 'Original Research: Title XXX').
- iii. If the abstract of a poster from a conference was published in a conference journal, it should be

	<p>listed under the sub-section entitled "Conference Publications".</p> <ul style="list-style-type: none"> iv. Page ranges for publications must indicate the page numbers from the start of the publication to the end of the publication (e.g. if a journal is 150 pages long and the publication starts at page 20 and ends at page 47, then the page range will be pp. 20-47). v. Thesis should be included under sub-section "Thesis/Dissertations". <p>c. Sub-section "Presentations"</p> <ul style="list-style-type: none"> i. Clearly identify the type of presentation and only include entries where you were the presenter. ii. Conference poster presentations should be listed under this sub-section. Clearly identify in the title that it is a poster presentation (e.g. 'Poster Presentation: Title XXX'). iii. If the abstract was published in a conference journal, it should be listed under the sub-section entitled "Conference Publications" found under the "Publication" section. <p>9. Section entitled "Intellectual Property"</p> <ul style="list-style-type: none"> a. This section should include details for patents and intellectual property rights for technology transfer, products and services. Do not include publications in this section. Descriptions might include the title, patents or intellectual property rights number and date, country(ies) of issue, the name of the inventors, as well as relevance or impact of the stated item. <p>10. Section entitled "Activities"</p> <ul style="list-style-type: none"> a. For each activity listed, you must define your role. b. The activities and contributions defined in this section should include both academic and non-academic achievements, and their impacts. c. If there are none, leave this section blank. d. Sub-section "Supervisory Activities" <ul style="list-style-type: none"> i. Entries in this sub-section should only include those activities for which the supervision was done in an official capacity. Mentoring activities should be entered in Sub-section "Advisory Activities".
<p>Attestation of support and research environment from prospective supervisor</p> <p>Link to standardized form: insert hyperlink</p>	<p>An attestation form is to be completed by the applicant's prospective supervisor, using the standardized form provided by CIP.</p> <p>Attestation of support: The form should indicate the prospective supervisor's commitment to supervising the applicant through to the completion of the applicant's graduate degree (or equivalent academic program) and a commitment to the professional development of the applicant. The attestation should also confirm that funding is available for the applicant should they be unsuccessful with receiving a Ministry of Health funded position.</p>

	<p>Research training environment</p> <p>In addition to an attestation of support for the applicant, the form should also describe the space, facilities and personnel support that is available to the applicant.</p> <ul style="list-style-type: none"> ● It should demonstrate the commitment of the proposed supervisor(s) and their institution to support the development of the applicant’s research project (funding, facilities, equipment, etc.). ● It should also demonstrate a commitment to developing the trainee’s research, technical and professional skills and networks over the training period by providing career planning, skills development and networking opportunities to prepare the trainee for an impactful career.
<p>Letter of intent from applicant – One-page (1) maximum</p>	<p>The letter of intent should outline why the applicant is interested in CIP, what the applicant hopes to achieve through their participation in CIP, and the applicant’s future goals as a Clinician Scientist.</p> <p>Additionally, applicants are encouraged to discuss the following:</p> <ul style="list-style-type: none"> ● Provide an overview of how their previous research training and/or experience relates to the present proposal (i.e., how their previous experience will benefit their current/upcoming research training and work) and elaborate on their career goals, including how this may have been informed by careful career planning. ● Describe how the training they expect to acquire will contribute to their research goals and impacts they hope to achieve. ● If relevant, describe how additional training experience, including the development of research, technical and professional skills and networks, will contribute towards their career goals. ● Indicate why they decided upon the proposed training environment and how they expect it to support their learning and professional development.
<p>Research proposal – One-page (1) maximum</p>	<p>Please describe the nature of the research that the applicant will be undertaking in CIP if their application is successful.</p> <ul style="list-style-type: none"> ● The research proposal should be completed in collaboration with the proposed supervisor(s). ● The research proposal should be written in general scientific language. ● Include the specific hypothesis or aims of the research and describe the applicant’s role on the project. ● Applicants and their supervisor(s) should ensure that it provides a concise account of the subject matter, an overview of each part of the research plan, specific project aims and the methodology. The summary should reflect the significance of the project.

<p>Most significant contributions – One-page (1) maximum</p>	<p>Outline your most significant research-related contributions.</p> <ul style="list-style-type: none"> • The applicant must choose up to three (3) research-related contributions (e.g., research publications, reports, books, guidelines, datasets, code, tools, training and mentorship, volunteerism, community engagement, standards, software or commercialized products) that they judge to be the most significant and relevant to their research proposal. For each of these contributions, consider discussing the following: <ul style="list-style-type: none"> ○ The significance, relevance, and impact (e.g., influence on policy and practice, influence on direction of thought, use of research results by stakeholders, health outcomes, societal outcomes, and distinctions-based, meaningful and culturally safe health research) of your work. ○ Your role in the research, including clearly outlining your contribution to collaborative research or to the actual writing of joint publications (e.g., define your role in joint publications/projects, and consider your percent contribution to the team effort). ○ The significance, relevance, and impact of your work in relation to the social sciences and humanities, to the natural sciences and engineering, or to health-related fields and processes, if appropriate. ○ The impact and importance of these activities in terms of your career aspirations. • For each contribution, applicants are also invited to outline any contextual factors that impacted progress in their research or dissemination of results. Examples include health problems, family responsibilities, disabilities, trauma and/or loss, pandemic impact or other circumstances, for example, the time necessary to complete a monograph, file a patent, or commercialize an industrial process or product; and for health professionals, engagement in post-degree non-research related clinical training or activities (residency, etc.).
<p>Special circumstances (optional) – One-page (1) maximum</p>	<p>The CIP Residency Program Committee acknowledges that certain circumstances may legitimately affect an applicant's record of research achievement. Applicants are encouraged to explain any circumstances (<i>including gender, race, diversity, ability, sexuality, health disparities, educational access, etc.</i>) that have impacted their academic trajectory in order to allow for a fair assessment of their research achievement.</p> <p>Committee members are entrusted with the responsibility to assess the impact and significance of research contribution while taking into account the impacts of career interruptions as well as interpersonal, community, and career responsibilities.</p> <p>Applicants can describe circumstances such as administrative responsibilities, health problems, family responsibilities, disabilities, trauma and/or loss, cultural or community responsibilities, socio-economic context, pandemic impact, or other circumstances (for example, the time necessary to complete a monograph or research project, file a patent, or academia and/or career advancement, scientific research, other research, dissemination of results, training, etc.). Applicants may explain any gaps in the chronology of their experience.</p>

	<p>When describing circumstances that impacted their academic trajectory, applicants are to please include the start and end dates, where appropriate; the areas of training/productivity that were impacted; and the reason(s) for or a brief explanation of the absence/impact. However, applicants are <u>not</u> required to justify circumstances when noting considerations related to personal identity considerations.</p> <p>Should you choose to include this information, please note that it will be reviewed by members of the CIP Residency Program Committee.</p> <p>Note: In order to maintain equitable application requirements for all nominees, no information other than that outlined above will be considered by the Committee. Any information that does not conform to the requirements will be removed with no further notification to the applicant.</p>
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4.1.2 Note for post-doctoral stream applicants:

Please supply all of the above except Graduate Unit acceptance verification (within CIP Application Form). See Application Form for further submission requirements.

4.1.3 Current trainees

Application component	Details
Canadian Common CV - Vanier-Banting Academic format	As above under “New applicants”
Program Director Support Form Link to standardized form: <i>insert hyperlink</i>	<ul style="list-style-type: none"> • Completed and signed by the RCPSC Clinical Program Director • Commitment to 2 years of funding from Department sources, regardless of whether the application is approved for a Ministry of Health funded position. • Commitment to a minimum of 80% protected research time for the applicant. • The form should be copied to the Clinical Chair and Department Business Manager.
Attestation of support and research environment from prospective supervisor	As above under “New applicants.”

<p>Link to standardized form: insert hyperlink</p>	
<p>Personal statement from applicant – One-page (1) maximum</p>	<p>The personal statement should outline what the applicant hopes to achieve through their participation in CIP, and the applicant’s future goals as a Clinician Scientist.</p> <p>Additionally, applicants are encouraged to discuss the following:</p> <ul style="list-style-type: none"> ● Provide an overview of how their previous research training and/or experience relates to the present proposal (i.e., how their previous experience will benefit their ongoing research training and work) and elaborate on their career goals, including how this may have been informed by careful career planning. ● Describe how the training they are pursuing will contribute to their research goals and impacts they hope to achieve. ● If relevant, describe how additional training experience, including the development of research, technical and professional skills and networks, will contribute towards their career goals. ● Indicate why they decided upon their training environment and how it supports their learning and professional development.
<p>Research proposal/summary – One-page (1) maximum</p>	<p>As above under “New applicants”</p> <p>Additionally, for current trainees the research proposal/summary should provide a statement of the applicant’s ongoing project, their progress in the program to date, and future plans/next steps.</p>
<p>Most significant contributions – One-page (1) maximum</p>	<p>As above under “New applicants”</p>
<p>Special circumstances (optional) – One-page (1) maximum</p>	<p>As above under “New applicants”</p>

4.2 Formatting requirements

- Candidates must use either Arial, Calibri, or Times New Roman font size of 12-point, black type (other font may be used, but must be of similar size appearance of those indicated).
- Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum – around the page.
- Do not use condensed/narrow font sizes or type density.
- Use a minimum of single line spacing. Do not use narrow line spacing.
- Smaller text in tables, charts, figures, graphs, and references (format at discretion of candidates) is acceptable, as long as it is legible when the page is viewed at 100%.
- Note: failure to comply with these requirements can negatively impact the status and evaluation of your application.