

2020 St. Michael's Hospital Research Training Centre Scholarship

A) About the Scholarship

The Research Training Center is pleased to offer a limited number of scholarships to support research trainees at the LKSKI and KRCBS. The aim of these awards is to provide a partial salary support to graduate students and post-doctoral fellows registered with the RTC in order to help them to perform research and obtain a degree through their work. The successful applicant will be provided with a one-time award that will provide a top-up to the trainee's stipend and (if applicable) reimburse the supervisor's research fund used to pay the trainee's stipend. We also encourage applicants to seek external funding.

B) Eligibility Requirements

Eligible applicants must be enrolled in a graduate school (Masters or PhD program) or be employed as a post-doctoral fellow at St. Michael's Hospital. Graduate students must have at least 4 months of graduate work completed prior to applying for the award. Applicants must not hold a faculty appointment. The supervisor must pay at least part of the student's stipend from an **SMH activity/account**, to which the award will be transferred.

Part time trainees registered with the RTC: The current call for scholarships is only for full-time trainees. If funding allows, we will announce a special call for part-time graduate students.

1. Post-Doctoral Fellows

Applicants must be employed at St. Michael's Hospital as a post-doctoral fellow for less than four years under the supervision of a LKSKI/KRCBS scientist; employment end date must be on or after December 18th, 2020; applicants must be registered with the Research Training Centre (RTC); and must not hold a faculty position.

2. Graduate Students – MSc or PhD

Applicants must be enrolled in a graduate program at a verified University, must be registered with the Research Training Centre (RTC), must be a graduate student based at St. Michael's Hospital until at least December 18th, 2020 and must have a supervisor whose primary affiliation is with LKSKI/KRCBS.

The amount of the award will be based on the external funding held by the applicant. We consider the following as external funding: departmental base funding; training awards or scholarships awarded to the trainee (e.g. OGS, CIHR, NSERC, etc.). Research grants awarded to the supervisor used to pay the trainee's stipend are excluded. **All funding must be disclosed in the supervisor's form** (must be filled out by supervisor and emailed to rtc@smh.ca).

Based on external funding, graduate trainees will be put into the following categories:

Category 1. Trainees who have less than \$10,000 in external funding. RTC scholarship goes to the supervisor, who uses part of it to top-up the trainee in accordance with U of T's funding policy.

Category 2. Trainees who have \$10,000+ in external funding. A smaller award is given, and the award will go towards the trainee's stipend top-up. The award is paid to the supervisor, who must use it for a top-up. The supervisor is responsible for arranging the top-up that is paid to the trainee. The supervisor should contact rtc@smh.ca to arrange for a change in the stipend.

Please note, that a trainee who is not paid at least partially from an SMH account cannot receive an award.

Trainees whose annual stipend is \$4000 above the total base funding minimum (as per U of T graduate student funding policy 2020-2021) are not eligible for the top-up portion of the RTC scholarship.

C) Awards

Based on the funding information provided by the supervisor (funding table on the supervisor's form), each trainee will be put into one of the two categories outlined above:

Category 1

- Masters Awards: \$5000/each
- PhD Awards: \$10,000/each
- Post-Doctoral Awards: \$15,000/each
 - For Post-doctoral fellows with external funding, the award value will be determined by the scholarship committee.

Category 2

- Scholarship amount awarded to the trainee will be determined by the RTC.

The award will be transferred to the supervisor's SMH activity that pays the base funding/salary of the scholarship recipient. **The supervisor must top-up the recipient's salary in accordance with U of T student funding policy.**

D) How to Apply

Please create a PDF copy of your application containing all the required parts listed in the table below and email this to the RTC Coordinator, rtc@smh.ca. The subject of your email should be as follows: RTC-Scholarship – First Name, Last Name. **Please cc your PI/supervisor on your application email.** Hard copies of your application will not be accepted. If you do not have access to a scanner, please visit the Health Sciences Library (LKS 3rd floor) to scan your application. If you have any questions regarding your application or eligibility, please email the RTC Coordinator, rtc@smh.ca.

Table 1: Summary of Required Forms for the 2020 St. Michael's Hospital RTC Scholarship

Application Requirements		Applicant Type	
Form	Description	Graduate Student (Masters/PhD)	Post-Doctoral Fellow
RTC Scholarship Application Form	This form should be the first page of the application. It will be used for the identification of the applicant.	✓	✓
RTC Scholarship Checklist	Please ensure all the documents listed on this checklist are included in your application. This should be the second page of your application.	✓	✓
Proof of enrolment in a graduate program	e.g., . proof of enrolment letter, offer of admission, tuition payment receipt, or proof of course registration.	✓	N/A
CIHR Common CV (Academic Format)	Please use the Canadian Common CV. After logging in, select 'CIHR' for funding source, and then select the 'Academic' CCV option.	✓	✓

	<p>The Academic CCV will cover the last five years. If you have publications that are older please attach an additional page, appropriately labeled, to list these.</p> <p>Make sure you list all your publications including submitted papers (for submitted manuscripts please indicate journal name, date of submission and MS number). You may list papers in preparation. Indicate predicted submission date and the journal it will be submitted to.</p> <p>Submitting CV: after finalizing, submit the CV within the online program. Go to 'History' and download a PDF of the CV and attach to this application. You must hit submit or it will only appear as a 'draft' version. You must send us the CCV as a full 'submitted' version. This will have a CCV confirmation number listed at the top.</p>		
Transcripts	<p>MSc students must submit all official academic transcripts from undergraduate through MSc graduate courses. PhD students should submit transcripts of their graduate courses only. For foreign institutions' transcripts, please include explanation/scale of grading system. Photocopies are acceptable.</p>	✓	N/A
Project Summary	<p>All trainees must submit a one-page summary of their project.</p> <p>The summary must describe the research plan, including a short background, rationale, questions, hypothesis (if applicable), methodology, progress to date and significance of the project. References do not count towards the page limit, and can be included on a separate page. For Masters and PhD applicants the summary should not contain figures. For the PDF applicants, one page of additional material (figures, tables) may be included.</p>	✓	✓
Personal Statement & Training Plans	<p>The personal statement & training plan (adapted from the CIHR research awards criteria 2019) should be a maximum of one page. State your future goals and training expectations. Describe your professional, academic and extracurricular experiences/achievements and how these</p>	✓	✓

	<p>contribute to your training success. Describe how the training you expect to acquire will contribute to your productivity and to the research goals you hope to achieve; indicate how you will work together with your supervisor and research team, and provide specifics of the training you will receive (e.g. training in specific techniques). Describe how your expected training strives to foster impacts within and beyond the research environment. Indicate why you decided upon the proposed training location and how this environment will help you achieve your long-term objectives. This letter should also include the name of the current supervisor.</p>		
Supervisor's form	<p>Current supervisor of the trainee (LKSKI/KRC scientist) is to complete the supervisor form to list all funding and state that they understand the conditions of the funding. This form (available on our website) should be emailed from the supervisor directly to the rtc@smh.ca. Please indicate in the subject of the email the name of the applicant.</p>	✓	✓

E) Format

For all attached free-form documents, use 12-point Times New Roman font and a 2 cm margin all around. The header should contain the applicant's name and the section title (e.g. Project Summary).

F) Additional Requirements for successful applicants

Recipients of this award are expected to acknowledge in all publications/presentations that they received support through the St. Michael's Hospital Research Training Centre scholarship; the award recipients are expected to attend the RTC trainee seminars and to present their research at the RTC seminar series and at the RTC Research Day (in the form of an oral or poster presentation); recipients are encouraged to be active in the LKSKI/KRCBS trainee life and regularly participate in events organized by the RTC and the SRSA.

G) Important Dates

March 13th 4pm Scholarship application deadline

March 2020 Applications will be reviewed by the Research Scholarship Selection Committee

Mid-April 2020 Applicants will be notified of the reviewers' decision through email

April 2020 Scholarship winners will be notified when funds have been transferred to the supervisor's research account

H) Selection Process

The Research Scholarship Selection Committee will review applications that meet the eligibility criteria. The decision will be made by the selection committee, and will be based on demonstrated performance and future potential, as revealed by the submitted documents. The selection process will follow the criteria used by U of T SGS to evaluate applications.

Questions?

If you have any questions regarding your application or eligibility, please email the RTC Coordinator, Kristine Antony at rtc@smh.ca or 416-864-6060 ext. 47871.