

AWARD: CIHR Doctoral Award

DEADLINE: October 1st

VALUE: \$35,000/year for up to 3 years. Trainee stipend: \$30 000/year. Research Allowance: \$5,000/year

DISCLAIMER: This document should serve as a guide only. It is by no means comprehensive or exhaustive. The CIHR website and ResearchNet application provide more detailed information on all requirements, and standards may change from year to year. Read the websites carefully.

CHECKLIST:

Everything is submitted online through CIHR's online submission system, [ResearchNet](#). Everything takes longer than you would expect. START EARLY!

☐ **Review CIHR Application Process:** <http://www.cihr-irsc.gc.ca/e/795.html>

☐ **Identify Participants:** You must identify yourself and your supervisor(s) as applicants for the grant. ResearchNet will only permit you to identify a maximum of two supervisors, one of which must be specified as your primary supervisor. You will need your supervisor's ResearchNet pin for this to be considered complete.

☐ **Common CV:** Your own and your supervisors

This is a standardized CV you create, using the Academic CV template, through a separate online database (<https://ccv-cvc.ca/>). Common CV's are uploaded to ResearchNet by entering the confirmation number that is generated when you validate your CV. Allow yourself and your supervisor(s) plenty of time to complete it. Read the instructions carefully. You and your supervisor(s) will have slightly different requirements for the CV, but both will need to be validated before submission.

☐ **Supervisors:** Common CV, Most Significant Contributions (1 page max), Activities and Contributions (1 page max), Patents and Intellectual Property Rights, Titles and Contributions (Attach a maximum of two pages listing the titles and contributions over the past 5 years that will serve the application best.)

☐ **Applicants:** Common CV, Activities and Contributions (1 page max), Interruptions and Delays, Patents and Intellectual Property Rights, Publication List (no page limit)

*** Note:** Beginning in 2012, CIHR began taking a phased in approach to the submission of Contribution Details. This information may now be entered in the renewed common CV. Alternatively, Contribution Details may be uploaded into ResearchNet separate pdf files.

☐ **Transcripts:** You will scan and upload these. While they must be official, you are allowed to have them sent to yourself, open them and scan them into one document, however you must keep them for your records. Order new transcripts (including current U of T transcripts) for this application, they like to see a recent date on the transcript even if nothing has changed. For studies undertaken outside of North America, CIHR requires that the transcript be certified. Transcripts can be certified by the graduate office.

- ☐ **Proof of Canadian Citizenship or Permanent Residency**
- ☐ **Training Expectations:** Describe how your PhD training will help you accomplish your career goals. Plan to spend a relatively large chunk of time on this. (2 page max)
- ☐ **Summary of Research Project:** One page maximum outlining what you plan to do for your thesis and how you plan to do it.
- ☐ **Lay abstract:** This text will not be used to judge your application, but will be published, should you be funded, so that CIHR can have a record available to the public that outlines what project have been funded in the past.
- ☐ **Space, Facilities, and Personnel Support:** This is an important section, as it describes the research environment, resources, and support available to you during your studies. Keep in mind how your application will be stacked up against the others: there is less incentive to fund a proposed project if the applicant does not have the means to conduct the research.
- ☐ **Support from 3 sponsors:**
Once you have identified your sponsors, ResearchNet will send an email to the sponsors. The email will contain a link where they will enter their assessment and submit it directly to CIHR. Only after all three sponsors have submitted their assessments, will this task will be marked as Complete in your ResearchNet Application Task List (i.e. Sponsors must submit their assessments before you can submit your application)
- ☐ **Signature Page:** This page will need to be signed by your supervisor(s), the department and the school or Hospital/Research institute where your funds will be administered and scanned onto ResearchNet. More info below.

SUGGESTED TIMELINE:

Note: You must have the application done 1 week prior to the deadline to ensure supervisor review and signatures.

Approximately 6 weeks prior to deadline:

- Make an account on ResearchNet. Get a CIHR pin (this number will be associated with your ResearchNet account for life).
- Make an account on Common CV.
- Identify and contact THREE people who will act as sponsors/references. This should include your Master's supervisor.
- Order official transcripts.

At least 1 month prior to deadline:

- Start work on Common CV.
- Request Common CV from supervisor(s) and ResearchNet pin – they may have not updated their Common CV for a while. Also request additional CV pages (i.e. Significant Contributions, Activities and Contributions, etc.), which have to be uploaded separately.
- Start Training Expectations and Summary of Research Project.
- Students must inform their supervisor well ahead of time that he/she will have to go online and fill out the RIS (Blue form) electronically on the My Research-Application ([MRA](#)) system (<https://ppm->

- wd.utoronto.ca/irj/portal) (more information below). Note: Supervisors should login to the [MRA system](#) (using your ESS/MROL/AMS credentials) well in advance of the submission deadline to ensure that there are no problems with your login credentials. If you encounter problems, please contact the [RAISE help desk](#), (416-946-5000).
- Ask your supervisor(s) for help with the Space, Facilities and Personnel Support section. They will likely be more familiar with the facilities you will have available to you.
 - Send Sponsor's your reference request.

Around 2 weeks prior to deadline:

- Complete Common CV and relevant attachments.
- Have lots of people read over your Training Expectations and Summary of Research Project for feedback.
- Remind Sponsors to complete assessment.

In the last week before the deadline:

- Get your signature pages signed by the appropriate offices through the MRA system. More info below.
- SUBMIT!

HOW TO GET YOUR SIGNATURES:

If the location of your research and the funds are administered at UofT, signatures are required by the UofT Research Services Office. New as of September 2013: When submitting a CIHR application for signature to the UofT Research Services Office, students must have their supervisor fill out their RIS (aka Blue Form) online using the [MRA system](#) My Research-Application system. The MRA automatically routes applications to the appropriate internal approvers for review and endorsement.

Note: Supervisors should login to the [MRA system](#) - <https://ppm-wd.utoronto.ca/irj/portal> (using your ESS/MROL/AMS credentials) well in advance of the submission deadline to ensure that there are no problems with your login credentials. If you encounter problems, please contact the RAISE help desk, (416-946-5000, RAISE@utoronto.ca).

If the location of research is off-campus (i.e. hospital research institute), then the equivalent research office signature should be obtained from that institution. If the fund is to be administered off-campus, then the equivalent institution head/director signature should be obtained from that institution.

Steps to obtain UofT institutional signature only:

1. Students must inform their supervisor well ahead of time that he/she will have to go online and fill out the RIS form electronically on the new MRA system My Research-Application system: <https://ppm-wd.utoronto.ca/irj/portal>.

2. The student sends a copy of the application/proposal, routing slip and the CIHR signature pages to the Supervisor.
3. On the MRA system, the Supervisor completes the RIS form (aka Blue Form) and uploads the following documents: the research proposal, routing slip and CIHR signature pages which he/she has signed.
4. The Dean, Dr. Howard Hu (or designate) will receive a notification from the MRA system to review and approve your application and RIS form. A signature is not required by Dr. Hu (or designate). His online approval will automatically forward your application to Office of Research Services for approval and signature.
5. Office of Research Services signs the Signature of Institution Paid and Signature of Research Institution.
6. The supervisor will receive a message from MRA that the signature pages has been signed. The supervisor forwards the signed pages to the student to upload onto ResearchNet.

OTHER TIPS:

- ☐ Before anything else, check that you meet the eligibility criteria. See grant page online.
- ☐ The research summary you propose is not written in stone. It is early in your program when you first apply and you may not have honed in on your topic entirely yet. Try to come up with a feasible, important question and a means to answer it, but if you change your mind down the road, you will likely just have to have it approved by CIHR. Remember, CIHR is funding you as a researcher as well as your research itself.
- ☐ Look out for Priority Announcements. If your research corresponds to one of the special areas, you will be considered in both the main pool, and for the special award, giving you a greater chance of being funded. To do this, click on the priority announcements section of the ResearchNet application. An additional ½ page summary of why your research is applicable to the priority announcement is required.
- ☐ There is a question on the application that says something along the lines of “Who wrote and prepared the research proposal?” Click for both yourself and your supervisor.
- ☐ Check out the guide for reviewers to see how each part of your application is weighted. <http://www.cihr-irsc.gc.ca/e/33043.html>
- ☐ Depending on your relationship, sponsors may appreciate receiving your transcripts, CV and a list of key achievements which they can use to speak to how you demonstrate the eight qualities they are asked to assess/rate you on (critical thinking, independence, perseverance, originality, organizational skills, interest in discovery, research ability and leadership). Strong sponsor assessments are important, as they comprise 40% of your application’s weight.

- The English Language and Writing Support centre at the School of Graduate Studies offers a course which focuses on helping you write the “Summary of Research Project”. Check the website for dates and registration:
<http://www.sgs.utoronto.ca/informationfor/students/english>

USEFUL LINKS

CIHR on-line demos: https://www.researchnet-recherchenet.ca/rn/captivate/Applicants_How_to_Apply_Menu.html

CIHR FAQs: <http://www.cihr-irsc.gc.ca/e/42504.html>

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Updated: September 2014