

CIHR Doctoral Award Application Guidelines 2015

COMPETITION DEADLINE: October 1, 2015

UOFT DEADLINE FOR E-APPROVALS VIA MRA: September 24, 2015

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, [Research Net](#). The CIHR Doctoral Research Award application consists of two components: A CIHR component and a UofT or affiliated institution component. Both must be completed for successful submission. Everything takes longer than you would expect. **START EARLY!**

- Review CIHR Application Process:** <http://cihr-irsc.gc.ca/e/38887.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)
- 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 (contact grad.dlsph@utoronto.ca).

- 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)
- Print/Upload Signature Pages:** Print the signature pages from ResearchNet. Only supervisor(s) signatures are required. Printed names should always accompany signatures. No institutional signatures are required on the pages at the time of application. Scan and upload the signed signature pages, including the routing slip as one PDF in the "Print/Upload Signature Pages" task in ResearchNet prior to submitting your application. (See further info below 'How to Get Your Signatures'.)

SUGGESTED TIMELINE:

Note: You must have the application done two weeks 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 (including transcripts for programs of study started in the Fall session of the year of application).

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.
- For UofT institutional signatures, inform your supervisor to login to [MRA](#) (My Research Application) well in advance of the submission deadline to ensure that there are no problems with their login credentials. MRA is an automated system for internal review and endorsement of research applications at UofT. For assistance with MRA login, please contact the [RAISE Help Desk](#), (416-946-5000).
- Ask your supervisor 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 Sponsors 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.
- Get your signature pages signed by your supervisor(s) and the appropriate offices. (More info below.)
- Scan and upload signature pages signed by your supervisor(s), including routing slip as one PDF.
- Review all components of your application
- At this point, you can also save your entire file as a PDF for your records (highly recommended).
- SUBMIT!

HOW TO GET YOUR SIGNATURES:

Signatures required for your application:

- Your supervisor
- Institution Paid - i.e., the institution that will administer the CIHR funds, i.e., UofT or a hospital/research institute

If the award is to be paid through UofT (not a hospital) and the research being conducted is primarily at U of T, then, U of T's Research Services Office signs as "Institution Paid" and "Research Institution" via MRA. See 'Steps to obtain UofT institutional signature only' below.

If the location of research is at an affiliated institution (i.e., a hospital or research institution), then you must obtain the physical signatures from your supervisor and the research office of that affiliated institution. The signed signature pages and routing slip must be uploaded to ResearchNet as part of your application.

Steps to obtain e-Approval of UofT institutional signature only:

1. When submitting a CIHR Doctoral application for signature to the UofT Research Services Office (RSO), students should inform their supervisor well in advance that an MRA

application must be created in [MRA](#) to correspond with your application made through ResearchNet.

2. Please be aware that RSO can only give e-approval to an application after an MRA application is received under the name of your supervisor.
3. Approximately two weeks before the Oct 1st application deadline, forward to your supervisor the Signature Pages (including routing slip) from ResearchNet and a copy of your ResearchNet application (at the very minimum your research proposal). Your supervisor should email the signed signature page to you to scan and upload as part of your application in ResearchNet.
4. Your supervisor must complete the MRA application by September 24th. A PDF copy of your ResearchNet application and the signature pages (includes the signature page with your supervisor's signature, the institutional signature page (blank) and routing slip) must be attached to the MRA application.
5. Once completed, the MRA application will be electronically routed for e-approvals to DLSPH and then on to RSO.
6. Once the MRA application is approved by DLSPH and RSO, the signature pages will be uploaded directly to CIHR via ResearchNet by RSO.
7. An email notification will be sent to your supervisor once the MRA application is approved.

For further information on the signature process, please visit:

<http://www.research.utoronto.ca/research-funding-opportunities/doctoral-research-awards/>.

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

For technical support with MRA application, contact RAISE Help Desk at email RAISE@utoronto.ca, Tel. 416-946-5000

For technical help with ResearchNet, email support@cihr-irsc.gc.ca; Tel. 1-888-603-4178 (select option 1) or 1-613-954-1968 (between 8:00-4:30 pm)

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>

CIHR contact: DRA@cihr-irsc.gc.ca; Tel. 1-613-952-5701

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Updated: August 2015