



Guidelines for Applicants:

**2010/2011 Jump Start Resuscitation
Masters Studentship**

JUMP START RESUSCITATION MASTER'S STUDENTSHIP AWARD

TABLE OF CONTENTS

A. GENERAL INFORMATION	2
1) HSF Mission Statement	2
2) Application Submission Deadline.....	2
3) Incomplete/Unacceptable Applications	2
4) Re-Applying to the Master's Studentship Competition.....	2
5) Competition Results	2
6) Closing of Award	2
7) Prolonged Absence from Work	2
8) Non-Employee Status	2
9) Privacy Information	3
10) Public Information	3
11) Ethical Requirements	3
12) Patent Rights.....	3
13) Indirect Costs	3
14) Publications.....	3
15) Four Themes of Health Research.....	4
16) Lay Summary	4
17) Multiple Submissions	4
18) Transfer of Award.....	4
19) Status of Publications.....	4
20) Partial Awards	5
21) Financial Report	5
22) Financial Claims.....	5
B. RESEARCH INTEGRITY POLICY	6
C. SPECIFIC PROGRAM INFORMATION.....	7
1) Description	7
2) Eligibility Criteria.....	7
3) Evaluation Criteria.....	7
4) Tenure.....	7
5) Stipend and Allowances.....	8
6) Application.....	8
7) Monitoring Progress	10
8) Final Report.....	10
Contact the Heart and Stroke Foundation of Canada.....	10

A. GENERAL INFORMATION

1) HSF Mission Statement

The Heart and Stroke Foundation, a volunteer-based health charity, leads in eliminating heart disease and stroke and reducing their impact through the advancement of research and its application, the promotion of healthy living, and advocacy.

2) Application Submission Deadline

Applications for the Jump Start Resuscitation Master's Studentship Award must be received by the Heart and Stroke Foundation of Canada (HSFC) no later than 16:00 (EST) November 6, 2009.

If the deadline falls on a weekend or statutory holiday, HSFC must receive the application no later than 16:00 (EST) on the previous Friday.

Applications received after the deadline will be considered late even if they are courier-stamped on the deadline date.

HSFC reserves the right to decline late or incomplete applications.

3) Incomplete/Unacceptable Applications

Applicants are strongly cautioned to carefully read and follow the instructions and requirements outlined in this guideline document as well as the Checklist page of the application form.

In order to maintain the principle of fairness to all applicants, regulations must be adhered to in the preparation of the Master's Studentship application. Any infraction of the rules will lead to the truncation or immediate rejection (without appeal) of the application. These regulations have the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

4) Re-Applying to the Master's Studentship Competition

If two (2) unsuccessful Master's Studentship applications have been made, a subsequent application will be considered only if there has been a change in supervisor and/or institution.

5) Competition Results

Results are posted on the HSFC Research website (<http://www.hsf.ca/research/en/general/home.html>) in mid-April. Official letters are sent in May.

6) Closing of Award

When work under an award is complete, or if for any reason the work cannot be continued, the award will be closed. Any remaining funds are frozen and cannot be reallocated to other uses. The institution will prepare the final accounting and return outstanding funds to HSFC.

7) Prolonged Absence from Work

The awardee or supervisor will notify HSFC of any illness or other cause necessitating absence from work exceeding thirty (30) successive days. Continuation of the award will be at the discretion of HSFC.

8) Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee relationship nor a partnership between the grantor and the grantee.

9) Privacy Information

Providing your date of birth on the application form is optional. However, this information will ensure accurate identification of applicants and will assist HSFC with statistical analysis. This information will NOT be transmitted to any entity external to the Heart and Stroke Foundation without the applicant's consent.

10) Public Information

Successful applicants need to be aware that the title of their research project and the lay summary may be used without notification and put into the public domain. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

11) Ethical Requirements

By signing and submitting applications to HSFC, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the Tri-Council Policy Statements: *Ethical Conduct for Research Involving Humans*¹.

In the case of laboratory animal experimentation, the guiding principles enunciated by the Canadian Council on Animal Care will be followed. The proposed research will not be undertaken until it has been accepted as meeting the requirements regarding biological and chemical hazards as outlined in the Public Health Agency of Canada *Laboratory Biosafety Guidelines*².

In addition, any research involving human pluripotent stem cells must adhere to the *Guidelines for Human Pluripotent Stem Cell Research*³. The institution must notify HSFC as to the results of the review by the CIHR's Stem Cell Oversight Committee⁴.

12) Patent Rights

In the event of any inventions, discoveries or improvements arising as a result of work conducted under a Heart and Stroke Foundation award, which may be, or have been covered by patent applications or patents, the granting Heart and Stroke Foundation shall be deemed to have an interest in any patent rights covered by such patent applications or patents. For the purpose of continuing titular control and administration of any patent rights covering inventions, discoveries or improvements arising as mentioned previously (such patent rights shall be assigned to the granting Heart and Stroke Foundation), the parties comprising the granting Heart and Stroke Foundation, the inventors, and the institution, shall together determine the respective interest of the parties in said patent rights or in the net proceeds, if any, of exploitation of said patent rights.

13) Indirect Costs

HSFC supports only the direct costs of research. No funding is to be used for indirect costs of research (e.g. library, heat and lighting, office furniture, overhead, administrative charges or fees).

14) Publications

Recipients of Personnel Awards must acknowledge the support of the Heart and Stroke Foundation of Canada and any partners in all scientific communications and press releases related to their Award. To facilitate the implementation of HSFC's program for knowledge transfer and exchange, we request that HSFC be notified in advance of the publication date of any major publications arising from research funded by HSFC.

¹ See <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm> for details.

² See <http://www.phac-aspc.gc.ca/publicat/lbg-ldmbl-04/index.html> for details.

³ See <http://www.cihr-irsc.gc.ca/e/34460.html> for details.

⁴ See <http://www.cihr-irsc.gc.ca/e/15298.html> for details.

15) Four Themes of Health Research

The four (4) themes of health research as defined by the Michael Smith Foundation for Health Research are:

Basic Biomedical (I)

Research with the goal of understanding normal and abnormal human function, at the molecular, cellular, organ system and whole body levels, including the development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

Clinical (II)

Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

Health Services/Systems (III)

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and ultimately our health and well-being.

Population Health (IV)

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine status.

16) Lay Summary

HSFC places a high priority on ensuring appropriate lay summaries are submitted as part of each application to ensure the research is aligned with HSF's mission.

17) Multiple Submissions

Multiple submissions for Personnel Award applicants are not permitted. Where partnership programs are in place, the applicant must contact HSFC for more information.

18) Transfer of Award

Personnel Awards are not transferable under any circumstances.

Recipients of Personnel Awards are not permitted to change supervisors, projects, or institutions without the documented permission of HSFC. The institution to which the awardee is moving will be required to supply the same supporting documentation as was required in the original application.

The Personnel Award recipient must immediately notify HSFC should he/she be unable to continue his/her current research program.

The Personnel Award recipient must immediately notify HSFC should he/she relocate outside of Canada. Continued funding is at the discretion of the Foundation.

19) Status of Publications

Any manuscript, paper, etc. included with an application, but not yet published must be accompanied by documentation from the journal verifying whether it has been submitted, accepted for publication or is in

press. Letters indicating confirmation of acceptance for publication of a paper must be received by the Foundation no later than January 2, 2010.

20) Partial Awards

Partial awards of less than one (1) year are not available to Personnel Award applicants.

21) Financial Report

HSFC requires, from the institution, a financial accounting report of all HSF awards, to be received annually no later than August 1.

22) Financial Claims

Invoices or expense claims must be submitted to HSFC no later than thirty (30) days after the termination of the award.

B. RESEARCH INTEGRITY POLICY

The primary objective of HSFC's Research Integrity Policy is to protect and defend the integrity of the research process and to deal with allegations of scientific misconduct in a timely and transparent fashion. HSFC agrees with and has adopted the basic policies and recommendations outlined in the Tri-council Policy Statement: *Integrity in Research and Scholarship*⁵. As a condition of funding, all HSFC grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

HSFC defines research misconduct to include actions that are inconsistent with "integrity" as defined by the Tri-Council Policy Statement, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.⁶

HSFC will deal with allegations of scientific misconduct in the following manner:

- Any allegation of scientific misconduct will be initially reviewed by HSFC to determine whether an investigation is warranted. If it is felt that an investigation is required, HSFC may request that this be conducted by the host institution of the individual considered to have performed the alleged misconduct. In allegations specifically related to the peer review process, the investigation may be conducted jointly by the institution and HSFC.
- HSFC will not act on verbal allegations of misconduct. All allegations must be submitted in writing. Although the confidentiality of persons who submit an allegation of scientific misconduct will be protected as much as possible, it must be recognized that due process will often result in the identity of this person being released to the investigating institution.
- The institution will be required to submit a written report upon conclusion of the investigation. This report will summarize the findings of the investigation and any future actions that will be undertaken by the institute as a result of the findings.
- In cases where misconduct is concluded to have occurred, HSFC may apply sanctions against the individual(s) implicated. These sanctions will range from a reprimand letter to a ban from applying for or holding Foundation funds for a set period of time.

⁵ Available from http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/tpsintegrity-picintegritie_eng.asp. The Tri-council Policy Statement: *Integrity in Research and Scholarship* was produced by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada.

⁶ Wording adopted from the US Department of Health and Human Services, Public Health Service Policies on Research Misconduct, Final Rule. May 17, 2005. Available from http://ori.dhhs.gov/documents/FR_Doc_05-9643.shtml.

C. SPECIFIC PROGRAM INFORMATION

1) Description

The Jump Start Resuscitation Master's Studentship supports highly qualified candidates who have completed or are in the last year of a Baccalaureate degree. Candidates will undertake full-time training in resuscitation research under an identified academic supervisor. Please note that graduates possessing a medical degree must apply to the Research Fellowship program.

Each application is considered to be a joint submission by the applicant and the identified supervisor.

A Master's Studentship recipient may not be in receipt of another major Personnel award (i.e. from another national funding agency) at the same time as holding a Personnel Award from HSFC. However, an awardee may accept supplemental funding (no greater than 50% of the value of the Heart and Stroke Foundation award), if it is from a local or provincial funding source.

This award becomes tenable July 1 and must begin by January 1 of the year following the announcement of the competition results.

2) Eligibility Criteria

- a. Master's studentships are tenable at Canadian universities to Canadian Citizens and permanent residents of Canada.
- b. To be eligible students must have achieved a minimum of 80% on course work completed in the last two (2) years (twenty-four (24) months) of study.
- c. Applicants may not have previously held an HSF Master's Studentship award.
- d. Awards will take effect only after the recipient has registered full-time in an eligible (i.e., relevant to resuscitation research) Master's program. A statement of acceptance of the student into a graduate program must be forwarded to the Foundation by the university.
- e. Applicants may already be enrolled in a Master's program. The duration of the award will then be limited to one year of funding or to accurately reflect the remaining period of study. Please see tenure section.
- f. Applicants must have an identified research supervisor, who is located in a Canadian university where the research will be undertaken.

3) Evaluation Criteria

- a. All applications undergo peer review by HSFC.
- b. The major criteria in evaluating the applications will be:
 - i) The quality of the applicant (documented publication(s); academic record (a minimum of 80% on course work completed in the last two (2) years (twenty-four (24) months)); research experience and potential;
 - ii) The research environment, including the supervisor under whom the applicant intends to work; and,
 - iii) The quality of the research project.

4) Tenure

- a. The award normally commences on July 1 for a period of up to twenty-four (24) months. The term of the award will include reasonable holiday time according to the arrangement with the recipient's supervisor.
- b. Applicants who are beginning their Master's program are eligible for up to two (2) years of funding. Applicants who have completed more than six (6) months of study are eligible for only

one (1) year of funding. Funding will not extend beyond completion of the second year of a Masters program.

- c. Students who are fast-tracked (transfer/move without completing their Master's degree) into a PhD program after admission to the Master's program can maintain the award if all of the other criteria continue to be met and may be eligible to receive the remaining term of funding for the award at the discretion of HSFC. The awardees must submit a written request and provide documentation of acceptance into a PhD program to the Foundation.
- d. The recipient may not be in receipt of a doctoral award. In the event that the student receives a doctoral award, the award will be terminated.
- e. The recipient must immediately notify HSFC should significant changes in research activities occur during the tenure of this award.
- f. The recipient is entitled to a paid maternity or paternity leave of six (6) months. In such cases, tenure of the Award will be extended by six (6) months. The recipient may contact HSFC for further details.
- g. The award may be terminated at any time for good cause by the recipient, the sponsoring institution, or HSFC.

5) Stipend and Allowances

- a. The stipend is \$18,000 per annum for a maximum of two (2) years.
- b. An amount of up to \$500 per annum is available for travel for scientific purposes with the approval of the recipient's supervisor. Additional information will be provided to the recipients.
- c. The recipient may, with the approval of his/her supervisor, engage in and receive remuneration for departmental activities, including undergraduate teaching, that contribute to his/her development as a researcher. These activities must not impinge upon the time dedicated to the proposed research training.

6) Application

Applicants must send to the Heart and Stroke Foundation of Canada:

- One (1) original version of the completed Master's Studentship application (HSFC Form R8)
- Two (2) collated copies of the completed Master's Studentship application
- One (1) CD containing one (1) PDF file of the complete application submission. Please refer to section 6.1 for the required structure and format of the PDF file.

Each copy of the complete application must include:

- a. Applicants' undergraduate and graduate (if applicable) academic records with standing (transcripts).

Note: official (original) transcripts must be included in the original application and applicants may include photocopies of the official (original) transcripts in the two (2) application copies.
- b. Each supervisor should make application for a maximum of two applicants. Applicant's supervisor should not undertake the supervision of a member of his/her immediate family. In the case of co-supervision, the applicant should select one supervisor only to make an application on his/her behalf. The role of the co-supervisor must be clearly defined in the application.
- c. A completed Supervisor Statement form which describes:

- An overview of the research and academic training environment;
- Details on resources, programs, technologies, etc. which will be made available to the applicant are expected;
- Specific knowledge and skills that will be acquired by the applicant; and,
- Contribution of the applicant to the proposed research including the role of the applicant in relation to others carrying out the proposed research.

The role of all co-supervisors and the estimated percentage of time spent supervising the applicant must be clearly stated in the Supervisor Statement form. Failure to complete all supervisor information renders the application incomplete. HSFC reserves the right to decline incomplete applications.

- d. Three (3) letters of recommendation in sealed envelopes with the signature of the referee across the seal. The letters, for which the forms are provided, must describe an evaluation of the applicant's professional and academic capabilities for this award. One (1) letter may be from either the supervisor or one co-supervisor. The other two (2) letters must be from individuals under whom the applicant has studied, but who will not be involved in the supervision or evaluation of the applicant's research program. These forms must be attached and included in the application package.
- e. An explanation listing the period and reason for any interruption in pursuit of the candidate's career, if applicable (see Section 15a of the application form).
- f. A printed copy of the supervisor's (and co-supervisor's, if applicable) Common CV form (**HSFC version only**). This is a web-based form, which allows CV information to be entered online (refer to www.commoncv.net for further instructions).
- g. Complete publication information (see Section 16 of the application form).
- h. A one (1) page progress report describing previous research experience of the candidate (see Section 17 of the application form).
- i. A complete structured lay summary with a clear explanation of how the research proposal is relevant to the mission of HSFC, and resuscitation specifically. The lay summary must be written in everyday language (for a general audience) at a level no greater than Grade 10. The structured lay summary is a required section of the application form. Three (3) structured lay summary samples can be viewed on the HSFC Research website at:
http://www.hsf.ca/research/images/PDF/LaySummary_sample1.pdf;
http://www.hsf.ca/research/images/PDF/LaySummary_sample2.pdf;
http://www.hsf.ca/research/images/PDF/LaySummary_sample3.pdf.

6.1 CD Submission of Application

Submit 1 PDF copy of the full application on a CD. The PDF file name should be in the following format: JSMS -10 Last nameFirst name (e.g. JSMS-10 SmithJohn). The CD label should contain the following information.

- Name:
- Program Type: Jump Start MS 2010/2011
- Short title:
- Date:

The PDF should be organized in the same order as the paper application. Attachments should be inserted within the application where appropriate. Appendices, if applicable, should appear after page

12. HSFC will attach a copy of the referee assessment forms to the PDF prior to sending the application to reviewers.

In addition, bookmark the following sections within the PDF document:

- Applicant's publications (page 4)
- Supervisor's Statement (page 7)
- Lay summary (page 8)
- Research proposal (page 10)
- Supervisor's CV

Please note the page numbers are provided for reference purposes only. The page number is not to be included in the bookmark name. Please refer to the sample PDF for your reference (<http://www.hsf.ca/research/en/guidelines-for-applicants/guidelines-for-applicants.html>).

7) Monitoring Progress

A progress report (lay language and standard scientific language) must be submitted annually to HSFC no later than one (1) month after the start date of the award (e.g. award start date is July 1, 2010, the first progress reports are due August 1, 2011). The report template is available at <http://www.hsf.ca/research/en/application-forms/application-forms.html>.

Continuation of the Award is contingent upon HSFC receiving progress reports.

8) Final Report

A final report (lay language and standard scientific language) must be submitted to HSFC no later than one (1) month after completion/termination of the award (e.g. award ends June 30, 2012, the final report is due August 1, 2012). The report template is available at <http://www.hsf.ca/research/en/application-forms/application-forms.html>.

Contact the Heart and Stroke Foundation of Canada at:

Research Department
Heart and Stroke Foundation of Canada
222 Queen Street, Suite 1402
Ottawa, Ontario K1P 5V9

Tel: (613) 569-4361, ext. 268
Fax: (613) 569-3278
E-mail: anguyen@hsf.ca
Internet: www.hsf.ca/research