2014/2015

Focus on Stroke
Doctoral Research Award
Submission Guidelines

(November 2013 Competition)

July 15, 2013

Request for Applications
Focus on Stroke 13
July 2013

BUILDING RESEARCH CAPACITY IN STROKE

NOTE: The emphasis of this strategic initiative is on building capacity in the later themes/pillars of stroke research (i.e., clinical, health services/policy, and/or social, cultural, environmental and population health) and supporting research training of health professionals (e.g. nurses, occupational therapists, pharmacists, physiotherapists, speech therapists).

Funding priority will therefore be given to highly rated applicants whose research is 60% or more in the area of clinical, health services/policy, and/or social, cultural, environmental and population health. While applications with a basic biomedical research focus are eligible for this competition, a limited amount of funds is available to support research in this area.

Deadlines:

Deadline for application:	**November 1, 2013**
Notification of decisions:	**May 2014**
Anticipated start date for successful applications:	**July 1, 2014**

Background

The impact of stroke in Canada is profound. There are almost 50,000 strokes in Canada each year.[1] The resulting quality of life issues for patients and their families and the economic impacts on the Canadian health care system are enormous. About 315,000 Canadians are living with the effects of stroke[2]. The Heart and Stroke Foundation (HSF) is dedicated to addressing stroke and improving the lives of Canadians.

At present, Canada has a shortage of highly qualified personnel including stroke physicians, nurses, and other health professionals involved in research. Increased stroke research capacity is needed in Canada to build on recent advances in stroke medicine and to prepare the health care system for the rising burden of stroke due to the aging population.

This strategic initiative aims to address the research capacity issue and to augment the work of the Canadian Stroke Strategy (CSS) (www.canadianstrokenetwork.ca/).

Stroke services and care in Canada vary widely from province to province and region to region. The goal of the CSS is to help support an integrated approach to stroke prevention, treatment and rehabilitation in every province and territory by 2010. With support from the CSS, each province and territory is currently implementing a stroke strategy, reflective of their particular regional needs that will

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[1] (Hakim, Silver, & Hodgson, 1998)
[2] (PHAC, 2011)

help to improve health service delivery and address these disparities. For more information, please visit www.canadianstrokestrategy.ca/eng/home.html.

Health professionals will play a key role in the research that needs to be undertaken in order to strengthen Canada's health care system and address treatment and care needs of stroke patients and their families. This initiative has been launched for the the past eleven years.

Objective

The aim of this initiative is to build greater capacity for stroke research in Canada and to encourage more research by health professionals such as those in nursing, social work, pharmacology, physiotherapy, occupational therapy, speech therapy, nutrition, pathology, and medicine.

Our Vision

Healthy lives free of heart disease and stroke. Together we will make it happen.

Program Description

The programs within this initiative are:

Award Type	Description	Stipend	Term
Doctoral Research Award	Support for highly qualified graduate students undertaking full-time research training towards a PhD.	$21,000 stipend per annum + $1,000 travel allowance per annum.	Up to 3 years
Research Fellowship	Support for highly qualified postdoctoral candidates wishing to receive further research experience and training.	$40,000 - $50,000 stipend per annum + $1,500 travel allowance per annum.	Up to 3 years Please see program guidelines for details.
Research Scholarship	Career support for applicants with credentials in a regulated accredited health discipline such as, but not limited to nursing, social work, pharmacology, respiratory therapy, and medicine. Note: paramedics, although not a regulated/accredited discipline in all provinces, are eligible to apply. The applicant must have a faculty appointment and be involved in active research and clinical practice.	$45,000 stipend per annum + $5,000 research allowance per annum.	Up to 2 years

Note: funding under this initiative is subject to the availability of funds.

Eligible Research Areas

> Applicants must clearly articulate relevance of the proposed research to stroke in order to be eligible for funding. **Research in the fields of stroke prevention, stroke treatment and response, and/or stroke recovery are considered relevant research areas.**

While all areas of stroke research are relevant to this competition, priority will be given to highly rated applicants whose research is primarily (60% or more) in later health research themes/pillars (i.e. clinical, health services/health systems and social, cultural, environmental and population health). Applications with a basic biomedical research focus will be reviewed for excellence and considered for funding. However, a limited amount of funding is available for applications with a basic biomedical focus.

Eligibility Criteria

The eligibility criteria under HSF's Research Fellowship, Research Scholarship, and Doctoral Research Award apply to Focus on Stroke awards. Please review the eligibility criteria for these award programs for further information:

hsf.ca/research/en/personnel-award-programs

Details of the Peer Review Process

HSF peer review process will be used to assess the scientific excellence of applications to this initiative.

Conditions of Funding

Through the creation of two separate funding "pools", 70% of the available funds have been earmarked for applications with an emphasis (60% or more) in later health research themes/pillars and approximately 30% of the available funds have been earmarked for basic biomedical research.

Offers will be made to the highest rated applications in each of the funding pools, until the available funds within that pool have been exhausted. Only applications deemed excellent in the peer review process will be considered for funding through this initiative.

Unspent funds in one pool may be transferred to the other pool, if there are an insufficient number of applications deemed fundable through peer review.

Awardees are required to acknowledge the support of the HSF in all communications (e.g., presentations, publications) related to this funding.

Evaluation

Applications will be assessed using the following criteria:

- The quality of the applicant, including:
  a) Academic record.
  b) Research experience and potential.
  c) Documented publications. Applicants **must** have at least one first or second authored paper as a minimum requirement. Greater consideration will be given to those applicants with at least one first author paper.

- The research environment, including the supervisor with whom the applicant intends to work.

- The quality of the research project.

Instructions for Submitting an Application to Focus on Stroke

Applicants should carefully review the specific award Guidelines. Please follow the instructions for completing an HSF application, noting the following special instructions for Focus on Stroke applicants:

1. Complete the appropriate HSF application form. The HSF application form **must** be used. Note clearly at the top of your application form "Focus on Stroke" so that your application may be considered for both the regular HSF and Focus on Stroke competitions.

2. Ensure that section 10a (for Research Fellowship and Doctoral Research Award) or section 9a (for Research Scholarship) of the application form is completed to correctly indicate the percentage of your research across health research themes/pillars (for descriptions of each theme/pillar, please visit: www.hsf.ca/research/en/four-themes-health-research.

    This information will be used to assign applications to funding "pools".

3. When completing the structured lay summary (section 21 on the application form for the Doctoral Research Award and the Research Fellowship, section 20 for the Research Scholarship), detail how the application relates specifically to stroke (demonstrate relevance to the Focus on Stroke competition).

4. Applications must be sent to HSF by 16:00 eastern time on the deadline date (no post-marking):

    Heart and Stroke Foundation
    222 Queen Street, Suite 1402
    Ottawa ON K1P 5V9

For more information about the initiative, please contact:
Caroline Evans
Coordinator – Strategic Initiatives, Policy and Research
Heart and Stroke Foundation
613 569 4361 ext. 257
cevans@hsf.ca

Junior Personnel Award Programs

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HEART AND STROKE FOUNDATION

A. General Information

1) Our Vision

Healthy lives free of heart disease and stroke. Together we will make it happen.

2) Application Submission Deadline

Applications for Focus on Stroke (FOS) Doctoral Research Award must be received by the Heart and Stroke Foundation no later than 16:00 (EDT) on November 1, 2013.

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

Applications received after the deadline will be considered late even if they are courier-stamped on the deadline date. Please note that while courier services may guarantee next day delivery, there are cut off times for these services that may not be advertised. It is the responsibility of the applicant to ensure that application packages and items arriving separately are delivered to HSF before the deadline.

HSF 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 these guidelines 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 Doctoral Research Award 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 Doctoral Research Award Competition

If three (3) unsuccessful Doctoral Research Award 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 HSF Research website (www.hsf.ca/research) in May. Official letters are also 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 HSF.

7) Prolonged Absence from Work

The awardee or supervisor will notify HSF 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 HSF.

8) Non-Employee Status

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

9) Privacy Information

Providing your date of birth on the application will ensure accurate identification of applicants and may be used by HSF for statistical purposes. This information will NOT be transmitted to any entity outside of 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 HSF, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the following guidelines and host institution research policies, as applicable:

Applicants must ensure all experiments comply with the following guidelines and host institution research policies, as applicable:

- Tri-Council Policy Statement: *Ethical Conduct for Research Involving Humans*[1].

- Good Clinical Practice (GCP).

- Good Laboratory Practice (GLP).

- In the case of laboratory animal experimentation, the guiding principles and standards enunciated by the Canadian Council on Animal Care[2].

- Guidelines and standards for biological and chemical hazards as outlined in the Public Health Agency of Canada *Laboratory Biosafety Guidelines*[3].

- Any research involving human pluripotent stem cells must adhere to the CIHR *Guidelines for Human Pluripotent Stem Cell Research*[4]. The institution must notify HSF as to the results of the review by the CIHR's Stem Cell Oversight Committee.

12) Indirect Costs

The HSF supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment.

13) Open Access to Research Outputs Policy

HSF requires that all researchers supported in whole or in part through HSF make their research outputs publicly available as soon as possible but no later than six months after the final publication or availability of results. In this policy, HSF defines research outputs as peer-reviewed journal publications, research data, and the results of clinical trials that will not be published in peer-reviewed journals. Compliance with the *Open Access to Research Outputs* policy is a condition of acceptance of all HSF research funding.

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[1] See www.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/ for details.

[2] See www.ccac.ca/en_/standards/guidelines for details.

[3] See www.phac-aspc.gc.ca/lab-bio/res/blk-acb/lbg-ldmbl-eng.php for details.

[4] See www.cihr-irsc.gc.ca/e/42071.html for details.

Please see HSF's Open Access to Research Outputs available at: www.hsf.ca/research/en/hsf-open-access-research-outputs-policy-guidelines.

14) Publications

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

15) Four Themes of Health Research

Doctoral Research Award applicants must estimate what proportion of the proposed research and proposed project budget falls under the four health research themes. This data is gathered for Foundation use only.

The four (4) themes of health research as defined by Canadian Institutes of 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.

Social, cultural, environmental and 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 health status.

16) Lay Reviewers

HSF incorporates lay reviewers on Scientific Review Committee (SRC) panels in order to increase accountability and transparency of the HSF review process and to ensure the research is aligned with its goals and mission. HSF places a high priority on ensuring appropriate lay summaries are submitted as part of each application. If the application is accepted for funding and the lay summary is identified as unsatisfactory, funds will be encumbered pending receipt of a satisfactory lay summary.

17) Multiple Submissions

Multiple submissions for Personnel Award applicants are not permitted. Where partnership programs are in place, the applicant must contact HSF 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 HSF. 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 HSF should he/she be unable to continue his/her current research program.

The Personnel Award recipient must immediately notify HSF 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 of each year.

20) Maximum Number of Personnel Awards per Supervisor/Mentor

The HSF will not fund more than four Personnel Awards per supervisor/mentor at one time. This does not include persons supported by provincial Heart and Stroke Foundation awards or other granting agencies.

21) Partial Awards

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

22) Financial Report

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

23) Financial Claims

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

B. Research Integrity Policy

The primary objective of HSF'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. HSF agrees with and has adopted the basic policies and recommendations outlined in the Tri-Agency Framework: *Responsible Conduct of Research*[5]. As a condition of funding, all HSF grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

HSF defines research misconduct to include actions that are inconsistent with "integrity" as defined by the Tri-Agency Framework, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results[6].

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

- Any allegation of scientific misconduct will be initially reviewed by HSF to determine whether an investigation is warranted. If it is felt that an investigation is required, HSF 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 HSF.

- HSF 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, HSF 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.

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[5] Available from www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/.The Tri-Agency Framework: *Responsible Conduct of Research* 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.

C. Specific Program Information

1) Description

The Focus on Stroke (FOS) Doctoral Research Award provides salary support to individuals enrolled in a PhD program and undertaking full-time research training in the stroke field. Each application, including the development of the research plan, is considered to be a joint submission by the applicant and the identified supervisor.

A limited number of FOS Doctoral Research Awards will be supported at any given time.

FOS Doctoral Research Awards are normally tenable in Canadian universities but may be awarded to Canadian citizens for study abroad. In these circumstances, detailed justification must be provided by the applicant and will be reviewed for eligibility. Non-Canadian citizens must conduct their training at a Canadian institution.

An FOS Doctoral Research Award 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 HSF. However, an awardee may accept supplemental funding (no greater than 50% of the value of the Focus on Stroke award), if it is from a local or provincial funding source.

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

2) Eligibility Criteria

2.1 Eligible Research Areas

> *Applicants must clearly articulate relevance of the proposed research to **stroke** in order to be eligible for funding.*

2.2 Minimum Eligibility Criteria

Applicants who do not meet the following minimum criteria (a, b-i, and b-ii) will be removed from the competition:

a. At the time of submission, applicants must be enrolled in a graduate program (MSc or PhD).

b. Applicants must have a minimum of:

   i) One first or second authored paper, published, in press, or accepted in a peer reviewed journal at the time of submission (note that abstracts are not considered to be a first or second authored publication for the purpose of this requirement); and

   ii) An overall grade of 80% or A- for graduate level courses.

2.3 Other Eligibility Criteria

a. Applicants possessing a medical degree and enrolled in a PhD program, but who do not hold a license to practice medicine in a province or territory of Canada, are eligible, contingent on meeting the Minimum Eligibility Criteria (2.2a, b-i, and b-ii).

b. Undergraduate applicants who will be enrolled in a PhD program no later than July 1 of the award year are eligible contingent on:

     i)   Possessing significant research experience (i.e. have at least one published paper as first author); and

     ii)   Having an excellent academic record (i.e. a miminum fourth year grade of 80% or A-).

   c.   Applicants are not eligible to hold an FOS Doctoral Research Award beyond the fifth year of their doctoral training.

   d.   Applicants must submit, from the institution, written evidence of being enrolled as a full-time student in a PhD program prior to funds being released.

   e.   Applicants must have an identified research supervisor.

   f.   Individuals are eligible to receive only one (1) HSF Doctoral Research Award during their research training. This includes awards through the HSF open competition and strategic initiative.

3) Evaluation Criteria

All applications undergo peer review by HSF.

The major criteria in evaluating the applications will be:

   a.   The quality of the applicant which includes academic record, research experience and potential, and documented publication(s) (greater consideration will be given to those applicants with at least one first author paper);

   b.   The research environment, including the supervisor under whom the applicant intends to work; and,

   c.   The quality of the research project.

Note: Should any significant changes to an application occur from the time of submission to award notification, HSF reserves the right to withdraw that application from the competition.

Refer to Appendix 1 for the FOS Doctoral Research Award review form that will be used in the evaluation of the applications.

4) Tenure

   a.   The award normally commences on July 1 for a period of up to 36 months. Previous awards from other granting agencies will be taken into consideration in calculating the number of years of HSF support. The term of the award will include reasonable holiday time according to the arrangement with the recipient's supervisor.

   b.   The award may be terminated at any time for good cause by the recipient, the sponsoring institution, or HSF.

   c.   The recipient is entitled to a paid parental leave of six (6) months. In such cases, tenure of the award will be extended by six (6) months. The recipient can view the HSF parental leave guidelines at www.hsf.ca/research/en/hsfc-parental-leave-policy for further details.

   d.   The recipient must immediately notify HSF should significant changes in research activities occur during the tenure of this award.

   e.   Award recipients must notify HSF if their PhD registration status changes (e.g. termination of studies, successful defense, program change, etc.). Award recipients may continue to hold their award until the date of degree completion. This refers to the date on which an individual has met all requirements for their degree, including successful defense and submission of a corrected copy of their thesis.

5) Stipend and Allowances

    a. The stipend is $21,000 per annum for a maximum of three (3) years.

    b. An amount of up to $1,000 per year is available for travel for scientific purposes with the approval of the supervisor. The recipient can view the HSF travel guidelines at www.hsf.ca/research/en/node/52 for further information.

    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:

- One (1) original collated Junior Personnel application (HSF Form R5).

- One (1) collated copy of the completed Junior Personnel application.

- One (1) CD containing one (1) PDF of the complete application. Please refer to section 6.1 for the structure and format of the PDF application.

Each copy of the complete application must include:

    a. A one (1) page detailed description of the proposed research, including the rationale, hypothesis, objective and experimental approach and the timeline.

    b. Applicants' undergraduate and graduate academic records with standing (transcripts).

        *Note: The official (original) transcripts must be included in the original application but are not required in the collated copy.

    c. A completed Supervisor Statement section 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;

- 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 section. Failure to complete all supervisor information renders the application incomplete. HSF reserves the right to decline incomplete applications.

    d. A printed copy of the supervisor's (and co-supervisor's, if applicable) Common CV form (**HSF version only**). This is a web-based form, which allows CV information to be entered online (refer to www.commoncv.net for further instructions).

    e. Three (3) letters of recommendation and assessment forms in sealed envelopes, with the signature of the referee across the seal. The letters, for which the forms are provided at the end of the application, must describe and evaluate the applicant's professional and academic capabilities for this award. One (1) letter may be from either the supervisor or 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. The three (3) sealed envelopes each containing one (1) letter and one (1) assessment form must be attached and included in the application package.

*Note: If letters of recommendation arrive seperately from the application package, it is the responsibility of the applicant to ensure that the documents arrive before the deadline, signed and sealed. HSF reserves the right to exclude letters of recommendations and assessment forms from an application that arrive late or without the signature of the referee across the seal.

f. An explanation listing the period and reason for any interruption in pursuit of the applicant's career, if applicable (see Section 15a of the application form).

g. If applicable, a detailed justification for conducting research training outside of Canada, including anticipated plans of returning to Canada following the completion of the research training (see Section 15c of the application form).

h. Complete publication information (see Section 16 of the application form).

i. A one (1) page progress report describing previous research experience of the applicant (see Section 17 of the application form).

j. A complete structured lay summary with a clear explanation of how the proposed research is directly relevant to heart disease and/or stroke. 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 HSF Research website at:

www.hsf.ca/research/sites/default/files/LaySummary_sample1.pdf;
www.hsf.ca/research/sites/default/files/LaySummary_sample2.pdf;
www.hsf.ca/research/sites/default/files/LaySummary_sample3.pdf.

6.1 CD Submission of Application

The applicant must submit one (1) PDF copy of the full application on a CD. The PDF file name should be in the following format: <u>FOS DRA-14 Last name First name</u> (e.g. DRA-14 SmithJohn). The label on the CD should contain the following information.

- Name:
- Program Type: FOS DRA 2014/2015
- Title of Research Proposal:
- Date:

The PDF must 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 11. HSF will attach a copy of the referee assessment forms, official transcripts, and the letters of recommendation to the PDF prior to sending the application to reviewers.

In addition, the applicant is required to place bookmarks in the PDF for the following sections:

- 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 required in the bookmark name.

Mac Users: Ensure that the CD is created for viewing on a PC.

7) Monitoring Progress

A progress report must be submitted annually to HSF no later than one (1) month following the end of each funding year (e.g. award start date is July 1, 2014, the first progress report is due August 1, 2015). The progress report template is available at hsf.ca/research/en/node/18.

Continuation of the award is contingent upon HSF receiving a completed progress report.

8) Final Report

A final report must be submitted to HSF no later than one (1) month after completion/termination of the award (e.g. award ends June 30, 2016, the final report is due August 1, 2016). The final report template is available at hsf.ca/research/en/node/18.

Contact the Heart and Stroke Foundation at:

Research Department   Tel: (613) 569-4361, ext. 276
Heart and Stroke Foundation   Fax: (613) 569-3278
222 Queen Street, Suite 1402   Email: research@hsf.ca
Ottawa, Ontario   K1P 5V9   Website: www.hsf.ca/research

Appendix 1 / Annexe 1

Review Summary / Résumé de l'évaluation

A	Applicant / Candidat (50%)	
B	Supervisor and Research Environment / Directeur et environnement de recherche (35%)	
C	Research Project / Projet de recherche (15%)	
D	Total / Totale (100%) (Lines A + B + C)	
E	**Overall Rating / Note globale (5.0)** **(Line D ÷ 20)**	

NOTE / REMARQUE : 1. Canadian citizenship or landed immigrant status is not a requirement in this application. / La citoyenneté canadienne ou le statut d'immigrant reçu n'est pas requis dans le cadre de cette demande. 2. The reviewer may choose to sign the review or remain anonymous. / L'examinateur a le choix de signer l'évaluation ou de demeurer anonyme.

A	**Applicant / Candidat (/50)**
	i) Academic Record and Research Experience and Potential / Dossier académique et expérience et potential en recherche (/20)

Insert comments below / Insérer vos commentaires au-dessous :

ii) Documented publications / Publications documentées (/30)

NOTE: The range for each category is <u>not</u> an additive score, but rather a guide to provide a scale for weighting the different types of publications. The score given to the publication cannot exceed 30%.

Weight varies depending on publications for example as:

> ➢ 1st author (from 0 to 30%);
> ➢ 2nd author (from 0 to 18%)
> ➢ 3rd, 4th, etc., and co-authored/reviews (from 0 to 5%)
> ➢ Abstracts (maximum value is 5%)

REMARQUE : La note de chaque catégorie <u>n'est pas</u> une note additive, mais sert plutôt de guide et d'échelle de pondération des divers types de publications. Le pointage accordé à la publication ne peut dépasser les 30 %.

La pondération dépend du nombre de publications en qualité, par exemple :

> ➢ Auteur principal (note complète de 30 %)
> ➢ Deuxième auteur (valeur maximale de 18 %)
> ➢ Troisième, quatrième, etc., et co-auteur / réviseur (valeur maximale de 5 %)
> ➢ Résumés (valeur maximale de 5 %)

Insert comments below / Insérer vos commentaires au-dessous :

Total / Totale (50%)	(Lines i + ii)	
B	**Supervisor and Research Environment / Directeur et environnement de recherche (/35)**	
i) Supervisor / Directeur (/20) Consider the following components / Tenir compte des éléments suivants : ➢ Grant funding / Financement de la subvention ➢ Publication with students / Publication avec les étudiants ➢ Students in the lab (mentorship) / Étudiants au laboratoire (mentorat)		
Insert comments below / Insérer vos commentaires au-dessous :		
ii) Environment / Environnement (15%)		
Insert comments below / Insérer vos commentaires au-dessous :		
Total / Totale (35%)	(Lines i + ii)	
C	**Research Project / Projet de recherche (/15)**	
Insert comments below / Insérer vos commentaires au-dessous :		
Total / Totale (15%)		
D	**Total / Totale (/100)**	**(Lines A + B + C)**	
E	**Overall Rating / Note globale (/5.0)**	**(Line D ÷ 20)**	