

**HEART AND STROKE FOUNDATION OF ONTARIO**  
**PHASE II CLINICIAN SCIENTIST APPLICATION CHECKLIST**  
COMPLETE AND FORWARD THIS SHEET WITH YOUR APPLICATION

Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**A. CONTENTS OF COMPLETE APPLICATION**

The original application and SIX (6) photocopies must be assembled and submitted in the following order to the Heart and Stroke Foundation of Ontario.

- |  |  |
|--|--|
| <input type="checkbox"/> Page 1 - All 10 items completed.  | <input type="checkbox"/> Page 6 & 7 - Structured lay summary of the research proposal completed.                                 |
| <input type="checkbox"/> Page 2 - Items 11 through 14 completed.   | <input type="checkbox"/> Page 8 - Brief description of the research proposal or research program; not to exceed ONE page.        |
| <input type="checkbox"/> Page 3 - Item 15 completed, if applicable.<br>Item 16 completed, if applicable. | <input type="checkbox"/> Page 9 - Detailed description of the proposed research or research program, not to exceed ELEVEN pages. |
| <input type="checkbox"/> Page 4 - Items 17 and 18 completed.   | <input type="checkbox"/> <b>CV - Complete and attach a copy of Common CV form.</b>   |
| <input type="checkbox"/> Page 5 - Ethical and safety considerations                                      |  |

**B. ENCLOSURES** (Ancillary information to be attached at the end of the application)

- A maximum of three (3) publications are to be included with each copy of the application.
- Proof of eligibility to practise in Ontario.
- For those applicants who received Phase I funding of this award and are applying for Phase II funding, reprints of each article dealing with the work supported by the Heart and Stroke Foundation (and so acknowledged on the reprints).
- A confirmation of operating grant funding, whether it be new or ongoing, which would be the major research conducted by the applicant as a principal investigator.
- A copy of the title and summary pages of other grant applications/funding (from HSF and other funding sources) whether applied for or held in which the applicant is involved. Refer to the guidelines for further details.
- Checklist, attached to the original copy of the application only.
- Stamped, self-addressed envelope, in order to acknowledge receipt of application.
- Abridged application:** Applicants are to include SIX (6) copies of pages 1, 2, 6, 7 and 8 and a complete copy of the Common CV. These pages are to be collated, stapled and included with the application in a separate envelope. These copies will be distributed to the Scientific Review Committee.

**C. LETTERS OF REFERENCE**

Three (3) reference letters evaluating the candidate's professional and academic suitability for this award.

A letter from the Dean and Department Head stating that the applicant will have 75% of his/her time allocated to research and a letter of critical appraisal from the Department Head. A single letter co-signed by the Dean and Department Head will suffice.

All letters, including letters of recommendation, must be in sealed envelopes, with the signature of the referee across the seal, and included in the application package.

**D. MAILING**

The application must be received no later March 31 @ 4:00 p.m. If the deadline falls on a weekend or statutory holiday, the HSFO must receive the application by 4:00 p.m. on the previous Friday. Completed applications must be submitted to the following address:

Research Advocacy and Health Promotion  
Heart and Stroke Foundation of Ontario  
Yonge Eglinton Centre, 2300 Yonge Street  
Suite 1300, P.O. Box 2414  
Toronto, ON M4P 1E4  
Attention: Clinician Scientist Program



11. Ultimate career goals

12. Publications

In addition to the detailed publication list requested in the Common CV form ([www.commoncv.net](http://www.commoncv.net)):

- a) Append up to 3 related publications by the applicant by which productivity can be judged.
- b) As requested in the Common CV for applicants, list publications **over course of career** (not just the last five years)

13. Name, title and institution of administrative officer who will administer funds on behalf of the Foundation

14. Three letters of recommendation evaluating the candidate's professional and academic suitability for this award must be submitted. The references should come from people who are in the best position to provide a comprehensive assessment of the candidate's research ability and potential. These letters must be included in the application package.

Appraisals have been requested from

1. Name Address

2. Name Address

3. Name Address

15. If there has been any interruption in pursuit of your scientific career either in or subsequent to training, provide explanation. List the period and reason for interruption.

16. Although not a requirement, the candidate is encouraged to establish contact with a research mentor. Describe plans to establish contact with a mentor.

17. I recommend that this candidate be considered for an award in the Department of \_\_\_\_\_

\_\_\_\_\_ at the current level of stipend set by the Foundation and I undertake to provide accommodation for the applicant to supervise the work if the award is granted.

Date \_\_\_\_\_ Signature of Department Head \_\_\_\_\_

**A letter from the Dean and Department Head (or institutional equivalents) stating that the applicant will have 75% of his/her time allocated to research is required under separate cover. The letter should provide assurances that, in the event that the application is successful, the institution will be prepared to assume responsibility for an additional 50% of the HSFO award as contribution to the personnel support of the applicant (salary and benefits). A letter of critical appraisal from the Department Head is also required. These letters are required for new and repeat applicants. A single letter co-signed by the Dean and Department Head will suffice. See guidelines for additional information.**

18. Signatures:

By signing below the applicant agrees to abide by all regulations and policies governing this award, if granted.

Applicant

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

The institution agrees to abide by the regulations governing this award, if granted.

Dean

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Department  
Head

\_\_\_\_\_

Signature

\_\_\_\_\_

Department

\_\_\_\_\_

Institution

\_\_\_\_\_

Date

\_\_\_\_\_

19. Assurance is given that any human experimentation will be acceptable to the institution on ethical grounds and comply with the "Tri-Council Policy Statements: Ethical Conduct for Research Involving Humans" and that in the case of laboratory animal experimentation, the guiding principles enunciated by the Canadian Council on Animal Care will be adhered to and that 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 Health Canada "Laboratory Biosafety Guidelines". In addition, any research involving human pluripotent stem cells must adhere to the "Human Pluripotent Stem Cell Research: Guidelines for CIHR-funded Research". The institution must notify the Heart and Stroke Foundation if such approval is not forthcoming.

Does this research involve any:     Human subjects     Human pluripotent stem cells     Animals     Not applicable

20. **Structured Lay Summary**

The Foundation places a high priority on ensuring that the research it funds is relevant to its mission.

Using the outline provided below, provide a lay summary of the research proposal in non-scientific, everyday language at a level no greater than \*Grade 10. Use analogies, simplifications, and generalizations rather than scientific and technical terms. **Applications without a response to each sub-section will be considered incomplete. The Heart and Stroke Foundation reserves the right to decline incomplete applications.**

This information will be used in assessing relevance of the research to the mission of the Foundation. This summary will also facilitate communications to the public and our donors about the research supported by the Foundation.

\* See the Frequently Asked Questions section on HSFC's research website - <http://www.hsf.ca/research/en/open-competitions/competition-fags.html> for information on how to use Microsoft Word© spelling and grammar check to assess grade level.

a) Statement of the health problem or issue

b) Objective of your project

c) How will you undertake your work?

d) What is unique/innovative about your project?

e) A clear and concise description of how the proposed research is relevant to HSF's mission, i.e. how will the outcomes of your project impact the health and quality of life of people with heart disease and stroke.

*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.*



21. This section is limited to one page.

Summarize the rationale, objective and experimental approach of the proposed research.

22. Provide a detailed description of the proposed research, not to exceed **ELEVEN** (11) pages, **excluding** references, tables, charts, figures and photographs. Include objective(s), background, rationale, methodology, potential significance and pertinent bibliography. An appropriate grant-in-aid or operating grant application may constitute this portion of the application and should be so designated. Note, applicants must hold a research operating grant in support of the proposed research at the time of application and for the duration of this award; such grant(s) could be from this and/or other granting agencies. The Clinician Scientist award is contingent upon successful operating grant funding (see guidelines for details). The role of the Clinician Scientist in this research must be clearly identified, and include how the execution of the research plan will contribute to the candidate's development as an independent researcher.

**Attached pages should be single-spaced using either 12 point Times New Roman or 11 point Arial font. Condensed type or spacing will not be acceptable.** A margin of 2 cm around the page is needed. No photo-reduction except for figures.

**Common CV**

23. Complete and attach a **Common CV form** (HSFC version). This is a web-based form, which will allow you to enter your CV information online. Please refer to the website ([www.commoncv.net](http://www.commoncv.net)) for further instructions.