

Master's Studentship Award

Terms of Reference

ELIGIBILITY

The Heart and Stroke Foundation of Ontario is continuing to offer a limited number of Master's Studentship awards to highly qualified candidates who have completed or are in the last year of a Baccalaureate degree. Candidates will undertake full-time training in cardiovascular/cerebrovascular research under an identified academic supervisor. Please note that graduates possessing a medical degree must apply to the national HSF Fellowship program. Candidates must not hold another major award concurrently. The awardee may not have held a prior faculty appointment.

GENERAL INFORMATION

1. Master's studentships are tenable at Ontario universities to Canadian Citizens and permanent residents of Canada studying in Ontario.
2. To be eligible students must have achieved a minimum of 80% on course work completed in the last two years (24 months) of study. Applications from students who have not **clearly** achieved the minimum 80% should not be forwarded by the institution and will not be considered by the Foundation.
3. Applicants may not have previously held a HSFO Master's Studentship award.
4. Awards will take effect only after the recipient has registered full-time in an eligible (i.e., relevant to cardiovascular/cerebrovascular research) Master's program. A statement of acceptance of the student into a graduate program must be forwarded to the Foundation by the university.
5. 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.
6. Each application is considered to be a joint submission by the applicant and the prospective supervisor. Each supervisor should make application for **one student only**. A supervisor should not undertake the supervision of a member of his/her immediate family. In the case of co-supervision, the student 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.**
7. Applications will be submitted by the university in ranked order to the Heart and Stroke Foundation of Ontario. (Universities should only submit a **maximum of 5 candidates** to be reviewed for potential funding.)
8. Award recipients and their supervisors must not have received financial support from the tobacco industry (in the form of research grants, personal stipends or honoraria from a tobacco manufacturer or producer) in the previous five years, and will not do so during the duration of the student award.
9. The major criteria that will be used in evaluating applications will be:
 - a) Quality of the applicant (academic record, letters of recommendation, etc.)
 - b) Research environment (resources afforded by the supervisor, department/division, etc.)
 - c) Track record of the supervisor.
 - d) Quality of the research project and relevance to the mission of the HSFO.

HSFO Mission Statement:

The Heart and Stroke Foundation of Ontario is a community-based volunteer organization whose mission is to reduce the risk of premature death and disability from heart disease and stroke by raising funds for research and health promotion.



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STROKE
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OF ONTARIO

Finding answers. For life.

10. This award is not transferable.
11. A condition of receiving funding is that the awardee submits a progress report within the first year of the award, together with a letter from the supervisor. Second year funding will be dependent upon receipt of a satisfactory progress report and the supervisor's letter.
12. If an award is granted, funding for year one is approved on the condition that the Foundation is in a position to meet all of its financial commitments. Funding for the second year of the award is conditional on both the approval of the Board of Directors, at its sole discretion on an annual basis, and on the availability of adequate funds to the Foundation.
13. Funding of the award will only be administered through the sponsoring University but the training may take place at any affiliated institution that is deemed acceptable by the Foundation.

TENURE

1. Each award may be granted for up to two years. The award will normally commence on July 1 (but no later than January 1 of the following year), and run for 12 consecutive months. This will include reasonable holiday time by arrangement with the supervisor.
2. Applicants who are beginning their Master's program are eligible for up to two years of funding. Applicants who have completed more than 6 months of study are eligible for only one year of funding. Funding will not extend beyond completion of the second year of a Masters program.
3. Students who are fast-tracked (transfer/move without completing their MSc) 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. The awardees must submit a written request and provide documentation of acceptance into a PhD program to the Foundation.
4. In the event that the student receives a doctoral award, funding can only be accepted for one award.
5. An appointment may be terminated at any time for good cause by the awardee, the sponsoring institution, or the Heart and Stroke Foundation of Ontario.

STIPEND

1. Awardees will receive an annual stipend of \$18,000.00. Each award may be granted for a maximum of 2 years.
2. During the tenure of the award, the awardee shall be devoted full-time to training and development in the area of cardiovascular or cerebrovascular research. The awardee may, with the approval of the supervisor, engage in and receive remuneration for departmental activities including undergraduate teaching assistantships. These activities must not interfere with the primary mandate of the award. To ensure this, at least 75% of the applicant's time must be devoted to the research project(s).
3. Candidates must not hold another major award concurrently. Top up of awards by the University Department to the maximum allowable by that Department is permitted provided this funding does not come from another operating grant awarded by a Granting Agency (HSFO, HSFC, CIHR, CDA, etc.).
4. Stipends will be administered by the university in accordance with the provincial Foundation Guidelines.
5. Successful applicants must acknowledge this award from the Heart and Stroke Foundation of Ontario as the primary source of personnel support in all publications, presentations, résumés and curriculum vitae during the tenure of the award.

APPLICATION PROCESS

1. Each application is considered to be a joint submission by the applicant and the prospective supervisor.
2. Applications must be made through the university. The respective university will set closing dates for the internal submission of applications. Please note: universities may only submit applications for students who are enrolled or accepted into the Master's program at their institution.

The complete application package must include:

3. One original and 5 copies of a completed application form together with the following attachments: one original and 5 copies of the applicant's academic transcripts and one original and 5 copies of a statement of acceptance into an eligible (or relevant) Master's program from the host institution. If the applicant's previous university does not provide academic transcripts, the institution must provide a letter to this effect.
4. A letter from the supervisor describing the research project (please include title) and academic training environment, accepting the candidate as a graduate student in their research environment, and describing the nature of the research to be carried out by the candidate. Please give details of resources, programs etc. that will be made available to the candidate, and of the expected knowledge and skills that will be acquired during the training period. In addition, the supervisor must specifically define his/her role in the applicant's training as well as the role(s) of the co-supervisor(s). The letter should also contain a description of the nature and extent of any work to be carried out by the awardee apart from the research activity. If more than one trainee will be carrying out different aspects of research on the same project, the supervisor must describe the role of each student or fellow in the overall research plan. An estimate of the percentage of time that will be spent supervising the applicant must be given by the supervisor. **The supervisor's letter should not exceed 3 typed pages, single-spaced, including any charts, graphics, and/or references.** Reviewers will not consider any material in excess of the 3 pages. The original and 5 copies of this documentation must be attached to the original application form.
5. Forms of recommendation and evaluation from three professors or instructors under whom the candidate has studied or received training must be submitted. One of these letters may come from the supervisor. These forms, in the required number (one original and 5 copies), should be placed in a sealed envelope and attached to the original copy of the application.

Number of Copies and Mailing Address

As outlined above, the institution must forward one original and 5 copies of a completed application with appropriate attachments to the Heart and Stroke Foundation of Ontario.

The mailing address is as follows: The Heart and Stroke Foundation of Ontario
Research Department-Master's Studentship Program
2300 Yonge Street, Suite 1300
Toronto, Ontario
M4P 1E4

A maximum of 5 applications will be reviewed and considered for funding from each institution.

PROGRESS REPORT

The trainee must submit a progress report together with a letter from the supervisor prior to the completion of the first year of the award. (due April 30 for awards starting July 1 of the previous year). The supervisor's letter must contain an appraisal of the awardee and a description of the nature of the research carried out, and as well as a summary of the research plans of the candidate for Year 2 of the award.

FINAL REPORT

The trainee must submit a final report by June 30 of the final year in which the award is held.

REVIEW PROCESS AND CRITERIA

All applications are to be submitted to the School of Graduate Studies. They will undergo review to determine the top 5 candidates from the institution to be forwarded to the Foundation.

Up to 5 applications received from institutions will then undergo review by a Heart and Stroke Foundation of Ontario Review Committee.

The major criteria for evaluating applications will be:

- Quality of applicant
 - o Academic record – candidate must have achieved a minimum of 80% on course work in last 2 years of study
 - o Distinctions and awards held/received
 - o Research Potential
 - o Quality of referee reports
- Research and environment
 - o Significance and feasibility of the proposed research
 - o Quality of research and academic training environment
 - o Resources, programs, technologies available to the applicant
- Track record of the supervisor
 - o Funding history
 - o Supervisory experience
 - o Publication record
- Quality and relevance of the research project
 - o Relevance to cardiovascular/cerebrovascular research and to the mission of the Heart and Stroke Foundation of Ontario

Time-Line for Master’s Studentship Application

Deadline for applications received by university	To be set by institution
Deadline for applications received by HSFO	April 15 @ 4:00pm (If the deadline falls on a weekend or holiday the applications must be received on the previous Friday @ 4:00pm)
Notification of funding decisions	May 15
Acceptance of award	June 1
Commencement date	July 1
Progress Report due	April 30 of the following year

For more details please contact:

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