



Application Guidelines

2024-2025 • Master's Studentship • Funding Opportunity

Co-Funders:



COMPETITION DETAILS

Competition timeline Submissions accepted from mid-March 2024 to Tuesday, April 30th, 2024@ 17:00 (EDT). Each submission will be reviewed by three independent national reviewers. Results will be announced in July 2024.

Duration: One (1) year. Applications are renewable upon re-submission.

Starting Date: Between July 2024 and before March 31st, 2025

Funding value: Successful applicants may receive stipend up to CDN\$17,500, which includes CIHR funded \$8,750 from the CIHR via CANTRAIN and an additional \$8,750 from one of CANTRAIN's co-funders (depending on the availability of a provincial co-funder or a private partner). The award will be issued to the academic institution of the applicant. This studentship may be combined with other awards, up to a combined maximum amount allowed by the institution, provincial co-funder, and the funding conditions of currently active awards obtained by the applicant. **It is to be noted that this award CANNOT be combined with an existing CIHR studentship. Any CIHR studentship, including those offered by CIHR through other organization/initiatives (e.g. Strategy for Patient-Oriented Research-SPOR etc.) will be considered a 'current CIHR award' if the coverage is active at the proposed start date for CANTRAIN award. Also, provincial co-funder rules regarding co-funding or concurrent funding support will apply.**

Eligibility Full-time MASTER'S (e.g., MSc, MA, MScPH, MPH etc.) students who are conducting research related to various types of clinical trials, also including the analysis of clinical trial samples and/or data, and which are aligned with the vision and mission of CANTRAIN. At the time of funding, students must be enrolled (full-time) or accepted in a Canadian Master's degree program and must be a Canadian resident or permanent resident or hold a valid Canadian student visa.

- **Only one** application per student will be accepted.
- Students are only permitted to apply to **one** CTPP out of the 4 namely, CANTRAIN, CAN-TAP-TALENT, StrokeCog or CBITN per year. Response to an annual call for application will be considered for that year as the dates

for the call may vary from year-to-year. A supervisor can submit as many candidates as desired to increase probability of funding to their clinical trials operations.

- **Only one** (out of the 3 categories namely, master's, doctoral and post-doctoral) studentship or fellowship award will be allowed per academic supervisor.

The program considers scientific excellence and aims to support the full and fair participation of all members of the health research community through consideration of barriers experienced by underrepresented groups, with respect to [equity, diversity and inclusion](#) (EDI) principles.

Mandatory Requirements

Completing the CANTRAIN CURRICULUM levels 1-2-3 of the [Common Core Foundation courses and Mentor-led Engagement sessions](#) will be mandatory for all successful applicants of the CANTRAIN awards program.

Academic supervisors of successful applicants are invited to participate in the National College of Reviewers for future funding competitions and also invited to participate in CANTRAIN CONNECT, the [Canadian National College of Mentors](#) .

At the end of the one-year period of support, the successful applicant will need to submit an end of funding report (maximum 2pages) to receive the remaining and final funding transfer payment. The awardee will be required to participate in all training activities and attend the annual clinical trial summit organized by CANTRAIN, as detailed in their letter of award.

Intended tangible outcomes and expectations

At the end of the one-year funding period, the successful applicant will have:

- a certified training in Good Clinical Practice (ICH-GCP), Health Canada Part C-Division 5, and TCPS2, as required for regulatory compliance.
- acquired further knowledge of clinical trials regulations and practices around based on the CANTRAIN training curriculum designed for awardees as mentioned above, and
- participated in mentor-led webinars (group activity) as required by CANTRAIN.

Application Checklist

The application must include the items listed below (incomplete applications will not be considered):

All required information must be completed in the online application form.

1. Section dedicated to the applicant's personal statement must be completed on the online form. 30 points
2. The applicant's CCV obtained from <https://ccv-cvc.ca/> must be uploaded 15 points
*Navigation instruction for CCV from <https://ccv-cvc.ca/>:
Funding Source (select): Common CV
CV Type (select): Full CV*
3. The applicant's academic transcripts must be uploaded with their CCV (see instructions in application details).

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| 4. | A letter of support from the primary supervisor needs to be submitted following steps detailed in the online application form. | 5 points |
| 5. | A second letter of support from a referee (other than the co-supervisor) needs to be submitted following steps detailed in the online application form. | 5 points |
| 6. | The applicant's primary supervisor's full academic CCV must be uploaded | 5 points |
| 7. | A 2-page description of proposed clinical trial research project must be uploaded (see instructions in application details). | 40 points |
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Document Format

- PDF format (the only authorized format)
- 8 1/2 in x 11 in (216 mm x 279 mm), e.g., "Letter" size
- All margins: Minimum 2 cm
- Font: Times New Roman (12 points)
- Single line spacing
- Inscribed in the header:
Last name, first name of the applicant, and status at the time of application (e.g., DOE_John_Master_Student_1st_Year)

APPLICATION DETAILS

1. Personal statement. This letter or note should be no more than two (2) pages and should include the following elements:

- i. Describe how your project is related to clinical trials.
- ii. Describe why the CANTRAIN program is of interest to you and how you expect to benefit from this training experience.
- iii. Discuss your current training environment and supervisory support.
- iv. Describe your professional, academic, and extracurricular experiences/achievements and how they will have prepared you to successfully complete your graduate training and the CANTRAIN program.
- v. Describe your career goals and how the award would help to support your pursuit of these goals.
- vi. If applicable, describe barriers that you have experienced as a member of an underrepresented group in science or research and how you have sought to overcome these barriers. How would this award support you to overcome barriers relative to equity, diversity, and inclusion?

PLEASE NOTE: In compliance with the [Declarations of Research Assessment \(DORA\)](#), CANTRAIN encourages applicants to include complementary achievements which are not included in traditional academic records. These achievements will be considered to provide a more holistic reflection of a candidate's personal achievements. These complementary achievements may contribute an additional 10 points within the total score dedicated to the CCV component.

2. Applicant full academic CCV*[to be uploaded as PDF]*: Make sure your CCV includes all relevant academic and research activities, including a full publication record (include submitted, accepted/in press and e-published papers (provide letter from the editor(s)), list of presentation abstracts (poster versus oral presentations at local, provincial, national, international venues), the establishment of dataset(s), intellectual property, commercialization activities/participation in start-ups. Do not include manuscripts that are in preparation.

PLEASE NOTE: The submitted CCV must include copies of your undergraduate and graduate degree transcripts attached into ONE pdf file.

3. Letter of support from the primary supervisor [to be submitted as PDF following steps detailed in the online application form].

This letter can be no more than two (2) pages. This letter should address the following elements:

- i. In what capacity you know the applicant?
- ii. How long you have known the applicant?
- iii. Applicant's performance, relevant experience, and strengths/weaknesses.
- iv. How would you rate the professional promise of the applicant?
- v. How would the applicant benefit from participation in this program?
- vi. Describe the applicant's training environment and how it supports the proposed project and personal goals.
- vii. Describe how the applicant's proposed study is aligned with your research program and how it is relevant to CANTRAIN's mission and vision.
- viii. Describe how the training environment, and/or the project will address the principles of equity, diversity, and inclusion (EDI).

4. Second (2nd) letter of support (LOS) / letter of reference [to be submitted as PDF following steps detailed in the online application form].

This letter can be no more than two (2) pages. The person providing the letter should have worked closely with the applicant. The letter should address the following elements:

- i. In what capacity you know the applicant?
- ii. How long you have known the applicant?
- iii. Applicant's performance, relevant experience, and strengths/weaknesses.
- iv. How would the applicant benefit from participation in this program?
- v. How would you rate the professional promise of the applicant?

5. Primary supervisor's full academic CCV [to be uploaded as PDF]

6. Proposed project. No more than two (2) pages, plus appendices (tables, figures, images, and references).

The project description must include the elements listed below. The review scoring scheme (40 pts) is provided in brackets beside each category.

- i. *Title of proposed study*
- ii. *Lay Abstract*
- iii. *Scientific Abstract*
- iv. *Research Question* (5 points).
 - a. Overall goal/objectives of the project.
- v. *Background and Rationale* (5 points)
 - a. Description of the relevant background and rationale for the proposed study
- vi. *Methods* (10 points)
 - a. Study population.
 - b. Study design/implementation.
 - c. Outcome measures (including measurable outcomes and definitions of success).
 - d. Analytic plan (including sample size justification, where appropriate).
- vii. *Impact and Expected Outcomes* (10 points).

- a. Description of expected results, project deliverables, and knowledge translation and dissemination plan. This should include how this project will impact the training of the applicant.
- viii. *Feasibility and timelines* (10 points).
 - a. Demonstrate scientific and technical feasibility (e.g., recruitment of patients, acquisition of data, biostatistics, access to necessary equipment, etc.). Identify potential limitations and describe mitigation strategies. Describe timelines and milestones. Where the proposed project relies on existing resources (e.g., databases, established research infrastructure, equipment), describe the availability of these resources.
- ix. *Declaration of awards*.
 - a. Declare all awards held at the time of application **and** any award received after submission (if you receive a letter award) for which the funding period overlaps with the CANTRAIN studentship.
- x. *Role of the applicant*.
 - a. The role of the applicant in the project must be clearly stated.

PLEASE NOTE: Applications and supporting documentations written in French are allowed 25% more space.

CONFIRMATION OF RECEIPT

An email will be sent to the applicant within 24 hours of the submission of a fully completed application. Please Note that applicants CANNOT submit/upload letters of support (from primary supervisor or referee). These need to be submitted following the steps provided in the online application form only.

If a CONFIRMATION OF RECEIPT email is NOT received within 7 calendar days from the application submission, the onus is on the applicant to follow-up ONLY through the dedicated 'contact us' page linked [here](#) to ensure that the application was received. We want to ensure that all applications submitted are received and we appreciate your collaboration with this process.

If you have any questions about the submission process, the application portal, or the required documents, **please write to us ONLY via the dedicated 'contact us' page linked [here](#).**

ONLINE registration portal can be accessed [here](#)

CANTRAIN accepts applications covering all aspects of clinical trials