# CLINICAL TRIALS TRAINING PLATFORM

## 2025-2026 Application Guidelines

**CRP (Clinical Research Professionals) / ECR (Early Career Researchers) / New Investigators / Internship - *Practicum* - in Clinical Trials Research**

Applicants from, home and host institutions, as Public Academic / Healthcare Institutions, Health Authorities, Health Systems, Research Centers / Institutes, Hospitals, Non-for-Profit or Community Organizations, all referred to as * "Institutions''

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A **Clinical (Trial) Research Professional** (CTRP / CRP*) is an individual who is employed and / or involved in any aspect of conducting a clinical research / trial protocol. Examples include: Administrators, Clinical / Data Managers, Clinical Research Pharmacists, Clinical Research Assistants / Associates, Clinical Research / Trial Coordinators, Clinical Trial Managers, Clinical Trial Educators, Quality Assurance Managers, Clinical Trial Regulatory Affairs Managers, Clinical Research Nurses, Study Coordinators and Research Assistants. The individual is guided by one or more aspects of Good Clinical Practice and have backgrounds in health sciences, nursing, pharmacy, medical technology, health record management, statistics, education, or other areas.

An **Early Career Researcher** (ECR) is a researcher within five (5) years of the date of their first independent research-related appointment. This definition applies to researchers who have held a full-time, independent research appointment for a period of 0 to 5 years (60 months). The appointment must be research-related and the individual must have the autonomy to conduct clinical trials research independently. A research associate or equivalent who is a PhD-holding researcher employed at an eligible academic institution*, health system or research institution is also considered an ECR.

A **New Investigator** is an individual who is autonomous regarding their research activities; and has an academic or research appointment which must commence by the effective date of funding; and allows the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees (if applicable, as per their institution's policy), and to publish the research results; and obliges the individual to conform to institutional regulations concerning the conduct of research, the supervision of trainees.

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The yearly allocation for this Internship Awards is valued at
$10,000 plus $500 in overheads to each of the home and host institution.

The competition is opening now until March 31, 2026

Applicants from British Columbia only are welcome to apply.

Full funding will depend on the availability of funds and / or partnership with co-funders.

**Current Partnering Institutions:** CIHR-CTTP-CANTRAIN with Michael Smith Health Research BC

# FOLLOW THE REGISTRATION AND APPLICATION FORM

**ONLINE application form: https://wecantrain.ca/register-crp-ecr-internship-en/**

**Rolling Review Process:** The Applications will be reviewed regularly by CANTRAIN Managers and partnering co-funder(s) (provincial organization(s) or others), and subject to the availably of funds.

**Announcements:** Notice of Awards will be sent after monthly review until all positions have been filled (currently, 6 internships are available).

**Eligibility requirements:** At the time of funding, Applicants must be:

(i) a Canadian resident or
(ii) permanent resident or
(iii) hold a valid Canadian work permit.

**For this competition, applicants from private and for-profit organization are excluded.**

**Duration:** One year, the funding is to support of either:

(i) on-site visit and in-person,
(ii) virtual,
(iii) hybrid exchanges

at a selected Institution for a few days/weeks (that needs to be justified in the application – see below).

**NOTE:** Applicants are NOT allowed to modify the overall duration of the practicum to justify the budget proposed. Reviewers will look for a well-balanced practicum plan.

CANTRAIN will adjust the eligibility window, as follows: eligible leaves (e.g. maternity, parental, medical, family medical, bereavement) will extend ECR status (i.e. will not be counted towards the maximum).

**Term:** The Internship must be completed within one year of the start date.

**Funding amount:** Up to $10,000 funded by partnering funding provincial organizations, to be paid to the home Institution employing the Applicants. This internship award may be combined with other awards as an incentive, up to a combined maximum stipend allowed by the Institution, partnering co-funder(s) and the funding conditions of other awards held by the Applicant.

The home and the host Institution(s) will both receive a CA_$500 stipend from CANTRAIN to cover administrative process.

The full stipend will be transferred to the home and host Institutions by March 31st, 2026.

**Use of funds:** The following are allowable expenses: (ii) travel expenses; (iii) accommodation expenses; and (iv) per diem. This must be outlined in the use-of-fund budget

justification.

**NOTE:** The program considers scientific excellence and aims to support the full and fair participation of all members of the clinical trial community through consideration of barriers experienced by underrepresented groups, with respect to EDI principles (*https://cihr-irsc.gc.ca/e/52543.html).*

**Mandatory requirements**

In addition to the time spent on the practicum, the successful Applicant will be required to complete the CANTRAIN Clinical Trials Training Program Common Core Foundation: (i) the Regulatory Compliance Level (3 courses) BEFORE the start of the CRP Internship. Alongside the internship (over one year), the Applicant is also to complete the (ii) CANTRAIN Core Programming (11 courses) and (iii) subsequent levels based on the Applicant's expertise as a CRP or an ECR / New Investigator (Trialist / Clinical Researcher). Those levels are composed of knowledge-based learning modules and competency/experiential-based mentorship webinars.

**NOTE:** Applicants will also be linked, where applicable, to provincial clinical trials programs, supports, and services to help strengthen the provincial infrastructure and further enable clinical trials and professional development (ex. for BC Applicants: ***Clinical Trials BC).***

**Intended tangible outcomes and expectations**

At the end of the funding period, the successful Applicant will have:

- Obtained the certified training in (i) Good Clinical Practice (ICH-GCP), (ii) Health Canada Part C Division 5 and (iii) TCPS2, as required for mandatory regulatory compliance modules;
- Acquired further knowledge of the clinical trial regulations and practices through the modular curriculum provided by CANTRAIN and, where applicable, co-funders' clinical trials programs (cited above).

**Application checklist**

The application must include all the items listed below that shall be filled up in the portal or uploaded via the portal on-line.

1) Personal statement from the Applicant;

i. Briefly describe how the proposed internship(s) relate to your current work as a Clinical Research Professional (CRP), or Early Career Researcher (ECR), or New Investigator (research clinician/ trialist);
ii. Briefly describe why the visiting hosting institution or organization you have selected is of interest to you, and explain how you expect to benefit from this training experience;
iii. Describe your current training environment and supervisory support you receive;
iv. Describe your professional, academic and relevant extracurricular experiences (e.g. patient partner, advocacy groups, etc.)/ achievements, and explain how they will contribute to your training success;
v. Outline your career goals and describe how the current internship award will support your pursuit of these goals;
vi. If applicable, reflect on any barriers that you have experienced as a member of an underrepresented group in science or research, and describe the ways you have sought to overcome them. Explain how the present award could further support you in addressing barriers related to equity, diversity, and inclusion.

2) Curriculum Vitae of the Applicant: CV *or* CCV;

If you have achievements beyond traditional academic accomplishments, please list and describe them (optional). Please visit: Declarations of Research Assessment (DORA; https://sfdora.org/).

3) Letter of support from the Applicant's home institution, **SIGNED** by the Leader, Department Head, or Direct Supervisor of the Applicant (Requirement: The letter must be on the home Institution's Letterhead).

4) Description of the Clinical Research Internship / Practicum

i. List and briefly elaborate on the internship goals/objectives;
ii. Define your role during the internship at the welcoming / hosting institution(s);
iii. Impact and Expected Outcomes: Elaborate expected results, deliverables, and dissemination plan for your proposed project in relation to the proposed internship :
iv. Feasibility: Elaborate on the projected scientific and technical feasibility of developing additional skills during the internship;
v. Timelines: Outline timelines and milestones for each segment of the proposed internship;
vi. Total use of Award funding (budget): Provide a detailed budget and a justification for the use of the funds (e.g., transportation, housing, per diem, etc.) over the specified time period.

5) Letter of Invitation and support from a hosting public institution or non-for-profit organization, **SIGNED** by the Institution leadership that will host, and be accountable for welcoming the Applicant. The host site must have been in operation for at least 3 years, and which includes clinical research / trials expertise (Requirement: The letter must be on the **host** Institution Letterhead).

**NOTE**: CANTRAIN values your trust and it is committed to the responsible management of your personal information. This CANTRAIN Privacy Policy describes how we collect, use, and share personal information received from this application (https://wecantrain.ca/privacy-policy/). By providing personal information, your CV / CVV or any other information to CANTRAIN, you agree to this Privacy Policy.

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

**A CONFIRMATION OF RECEIPT**

An E-mail will be sent within 48 hours of the application submission. If a CONFIRMATION OF RECEIPT email is NOT received, the onus is on the individual submitting the application to follow-up with **CRPinternships@wecantrain.ca** to ensure that the parts were received. We want to ensure that all applications submitted are received; we appreciate your assistance with this process.

If you have any questions about the submission process, the application portal, and required documents related to the application for CANTRAIN, please contact us at: **CRPinternships@wecantrain.ca**

**NOTE:** Applicants and their host institutions will be required to complete two post-internship reports:

i. One within 30 days of completing the internship and
ii. Complete a survey one year later.

The co-funding partners may require additional reporting in later years.