



THE CTN POSTDOCTORAL FELLOWSHIP AWARDS PROGRAM

The CIHR Canadian HIV Trials Network (CTN) is a nationally funded partnership committed to developing treatments, prevention and a cure for HIV, Hepatitis C and other sexually transmitted and blood-borne infections (STBBIs) and related health conditions through the conduct of scientifically sound and ethical clinical research. Sponsored by the Canadian Institutes of Health Research (CIHR) and supported by the University of British Columbia and St. Paul's Hospital (Providence Health Care), the CTN provides a full range of clinical research resources from its National Centre in Vancouver and several clinical research sites across Canada.

Program

The CTN Postdoctoral Fellowship Awards Program offers career support to outstanding young scientists at Canadian centres where infectious disease research takes place. The goals of the program are:

- to help meet the need for trained principal investigators conducting research on health conditions involving HIV, HCV and STBBI infections in Canada,
- to foster a dynamic research environment at Canadian care centres and institutions where HIV, HCV and STBBI infections are treated, and
- to promote cooperation and collaboration among pharmaceutical and bio-technology industries, government and scientists in the evaluation of new HIV therapies, vaccines and clinical interventions.

Awards:

New fellowships are awarded each year. Specific fellowships are provided on behalf of the CTN and a named sponsor. If a Fellow obtains another peer-reviewed fellowship salary award (such as the Banting Postdoctoral Fellowship or the CIHR Postdoctoral Fellowship award) and if they are selected by CTN's Postdoctoral Fellowships Adjudication Committee to receive an award, applicants will be considered a "CTN Postdoctoral Fellow". A top up will be offered by CTN for the selected Fellow(s) to attend CTN meetings and to present their research at the Canadian Association of HIV Research (CAHR) conference. The successful CTN candidates who hold other peer-reviewed salary funding, and accept the CTN

Postdoctoral Fellowship award at the same time will be required to participate in all standard CTN Postdoctoral Fellowship program activities and meet all program requirements to maintain their CTN Postdoctoral Fellow status.

Amount:

Each Fellow receives (via the Sponsoring Institution) salary and benefits totaling \$50,000 per year. In addition, up to \$5,000 per year is made available for the Fellow to attend up to two CTN meetings per year (spring and fall) and the CAHR annual conference. Fellows may participate in one international conference of their choice per award, provided that they have an accepted presentation or poster.

If a Fellowship is not held for the full year, the Fellow must *immediately* notify the CTN. A prorated reduction in funds will then be made.

Eligibility:

Applicants must have completed an MD or PhD or equivalent within 6 years of applying for the CTN Postdoctoral Fellowship. Fellowship candidates with an MD must have completed their residency training program. Applicants must be a Canadian citizens or have landed immigrant status.

Supervisor:

The supervisor must be a CTN investigator and willing to direct the Fellow in an experimental research program, including appropriate conduct of research and related research administration practices.

Sponsoring Institution:

Each Fellow must develop and run their research work at a recognized Canadian institution. A signature from the department head appropriately authorized within the Sponsoring Institution must be provided to ensure the Fellowship will be supported with adequate space, research facilities and oversight {including but not limited to a Research Ethics Board (REB) or Institutional Review Board (IRB)}. If the Fellow's research is in collaboration with an institution in a resource-limited country, up to 50 per cent of the Fellow's time may be spent at that institution.

**Transfer:**

If a Fellow transfers their project to another institution, they may apply to have the unspent portion allocated for use at the new institution. Such a request must be supported by a revised application including a signature from the department head from the new Sponsoring Institution. In addition, a letter of undertaking from the new CTN Investigator Supervisor at the new institution in Canada, similar in content to the letter required from the Supervisor in the initial application, needs to be obtained. Otherwise, the award will be terminated upon transfer.

Tenure:

The application should include a description of a planned two-year training program. All awards are approved on a year-by-year basis, with a starting date of July 1. Alternate starting dates will be considered upon request. The maximum tenure for a Fellowship is two years. To be considered for the second year, the Fellow must submit a progress report after the first seven months, as outlined in the section entitled "Request for Renewal."

Research protocol:

During the course of the Fellowship, each Fellow is required to develop and conduct a research study.

Earnings from other sources:

The principal goal of this award is to protect at least 75% of the Fellow's time to devote to their research project. However, with the approval of the Supervisor, the Fellow may engage in and accept remuneration for limited departmental activities (such as clinical services, or teaching and supervision of graduate students working on their research project) that contribute to their development as an independent researcher. Other activities that might be required in transitioning from a temporary position to a permanent position {such as writing a unique grant application (research, individual fellowship, or career award) and/or applying and interviewing for a permanent position} may also be allowable. If devoting >25% of their time to such competing opportunities would be advantageous to the Fellow's future career, the Fellow and their Supervisor should explain these extenuating circumstances in a letter to the CTN for prior approval.

Payment:

The award is paid to the Fellow's Sponsoring Institution in semi-annual installments. The institution, in turn, pays the Fellow in accordance with its payroll procedures, making the appropriate deductions. As well, the Sponsoring Institution's policies regarding medical benefits, vacation, leave of absence, etc., apply.

By drawing on the funds provided through this award, the Fellow is agreeing to the terms set out in these guidelines, any breach of which will result in the CTN taking remedial actions which may include withdrawal of the award.

Training objectives**Reports:**

At the end of the Fellowship period, the Fellow must provide a written report detailing the achievement of training objectives as referenced in the application. This will include presentations, publications, the yearly presentation at CAHR, as well as a summary of future plans. The report should include a list of research results and expected impacts as well as presentations, publications, and knowledge translation activities as indicated in the form provided.

Publications:

Fellows are required to acknowledge the assistance given by the CTN and the sponsors of the award in any publications or presentations of the research results. Please refer to CTN publication guidelines at Microsoft Word - CTN Publication Guidelines_FINAL.docx (ubc.ca)

Academic skills:

Candidates are expected to acquire some of the following academic skills: clinical research, trial methodology, epidemiology (e.g. adverse drug reaction evaluation, risk/benefit determination, cost/effectiveness etc.), clinical pharmacology, bioethics, biostatistics, and immunology.

Training objectives:

The training program considered by the applicant, Supervisor, and Sponsoring Institution should supplement the applicant's recent training and experience in the fields of HIV, Hepatitis C, STBBIs, and related health conditions.



Initial application

A complete application must contain:

1. A cover letter from the applicant, which must include:

- a summary of training and experience to date (particularly as they pertain to HIV or Hepatitis C or Sexually Transmitted and Blood Borne Infections [STBBI] research);
- description of their current professional activities and future plans; and
- how the fellowship will fit into their long-term career plans.

2. A letter of undertaking from the supervisor, which must include:

- the nature and content of the research training program arranged for the candidate (include all relevant training activities—formal and informal—and the supervision that will be provided);
- a description of how the proposed training program would supplement the candidate's present research training;
- a description of the supervisor's recent and current research work in HIV, Hepatitis C, STBBI, and related health conditions and how the candidate's career track fits into that work;
- additional information about the supervisor's current position and background, including relevant supervisory experience and publications; and
- information regarding additional remuneration of the Fellow.

3. A completed, signed application form, including a description (maximum 2,000 words or 4 pages, single spaced) about the research project to be conducted during the Fellowship.

4. At least two reference letters from at least two references assessing the applicant's qualifications.

5. A signed letter from department head appropriately authorized within the Sponsoring Institution, including an assurance that the candidate will be supported with adequate space, facilities, and oversight for the duration of the Fellowship.

6. A copy of the applicant's MD or PhD degree, and any other documents that are pertinent to the application.

Request for renewal

To be approved for the second year, the Fellow must submit:

- a description of any progress made toward the development of a research protocol;
- a description of progress to date in the training program, as outlined in the initial application;
- a detailed outline of the proposed activities during year two;
- a performance assessment from the supervisor; pertinent supporting documents;
- a statement regarding additional remuneration received by the Fellow during the first year of the award.

Deadline

THE DEADLINE FOR SUBMITTING APPLICATIONS IS DECEMBER 14, 2023 AND RENEWAL REQUESTS IS JANUARY 8, 2024.

Complete applications and requests for renewal must contain all the required information as listed in the previous section.

Applications must be emailed with original signatures to submissions@hivnet.ubc.ca

For more information, please contact:

Julie Pongrac
jpongac@advancinghealth.ubc.ca

Late or incomplete applications will not be accepted.

It is the candidate's responsibility to provide a complete application by the deadline.



The Adjudication Process

The Adjudication Committee operates under the policies of the CTN and CIHR. Composed of distinguished clinical researchers and a community representative, the Committee relies on standard peer review processes, including those for dealing with conflicts of interest. The adjudication process favours applicants who can channel their potential into precise formulation and execution of research studies, including: scientific methodology, protocol development, bioethics, biostatistics, epidemiology, and data management. All factors are considered, including:

- the applicant's ability, educational background and career plans;
- the proposed program of training and supervision; and
- the research activities to be undertaken.

The Adjudication Committee

Chair

DR. MARIANNE HARRIS
Clinical Assistant Professor
University of British Columbia
Vancouver, BC

Members

DR. ADRIENNE CHAN
Assistant Professor
University of Toronto
Clinician Investigator
Sunnybrook Health Sciences Centre
Toronto, ON

DR. MICHAEL HAWKES
Assistant Professor
University of Alberta, Stollery
Children's Hospital Edmonton, AB

DR. RUPERT KAUL
Associate Professor, Department of
Medicine University of Toronto
Toronto, ON

MR. PATRICK CUPIDO
Community Representative
Toronto, ON

DR. STANLEY READ
Professor Emeritus
University of Toronto
Toronto, ON

DR. JACQUELINE GAHAGAN
Associate Vice President Research,
Mount Saint Vincent University
Halifax, NS

Privacy statement

According to the Privacy Act and the Access to Information Act, applicants must be aware of the use and disclosure of the information contained in their application. This information will not be released without the candidate's consent.

Announcement of winners

The recipients of the CTN Postdoctoral Fellowship Awards will be announced at the CTN annual meetings, which are held in conjunction with the Canadian Association for HIV Research (CAHR) conference.