



# 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 major Canadian centres. The goals of the program are:

- to help meet the need for trained principal investigators in HIV and related health conditions in Canada,
- to foster a dynamic research environment at Canadian HIV care centres and institutions, and
- to promote cooperation and collaboration among pharmaceutical and biotechnology 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 to meet all other related program requirements to maintain their CTN Postdoctoral Fellow status.

## Amount:

Each Fellow receives salary and benefits totalling \$50,000 per year. An additional \$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 oral 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. Fellowship candidates with an MD must have completed their residency training program. Fellowship applicants must have completed their PhD to be eligible. In addition, biostatisticians with a PhD and working in an HIV and related health conditions group are also eligible to apply for a CTN Postdoctoral Fellowship award. Applicants must be a Canadian citizen or have landed immigrant status.

## Supervisor:

The supervisor must be an affiliate investigator of the CTN 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. The sponsoring institution must be prepared to provide suitable space and research facilities.

Also, if the Fellow's research is in collaboration with an institution in a limited-resource country, up to 50 per cent of the fellow's time may be spent at that institution.

### **Transfer:**

If a Fellow transfers to another institution, he/she may apply to have the unspent portion allocated for use at the new institution. Such a request must be supported by a revised application plus a letter of undertaking from the supervisor at the new institution in Canada, similar in content to the letter required from the supervisor in the initial application. 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 Fellow 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 an HIV study.

### **Earnings from Other Sources:**

During the tenure of this award the Fellow must devote 75 per cent of his/her time to the research project under the fellowship.

The Fellow, with the approval of the supervisor, may engage in and accept remuneration for limited departmental activities that contribute to his/her development as an independent researcher.

### **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 institution's policies regarding medical benefits, vacation, leave of absence, etc., apply.

## **Training Objectives**

### **Reports:**

At the end of the fellowship period, the Fellow must provide a written report detailing the achievement of his/her training objectives as listed in his/her application. This will include presentations, publications, the yearly presentation at CAHR, as well as an indication of his/her future plans. The report should include a list of the research that he/she was involved with and any publications and/or presentations that resulted, according to the provided form.

### **Publications:**

Fellows are required to acknowledge the assistance given by the CTN and the sponsors of the award in any publications or presentations. Please refer to the CTN publication guidelines at [www.hivnet.ubc.ca](http://www.hivnet.ubc.ca).

### **Academic Skills:**

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

### **The Training Objectives:**

The training program considered by the applicant, supervisor, and sponsoring institution should supplement the applicant's present training and experience in the specialized field of HIV 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 research);
  - description of what he/she is currently doing and plans to be doing in the future; and
  - how the fellowship would fit into his/her 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 would be provided);
  - a description of how the proposed training program would supplement the candidate's present research training;
  - a description of how the candidate fits into the sponsoring institution's current and future plans;
  - a description of the supervisor's recent and current research work in HIV 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 of maximum 2,000 words or 4 pages of the research project to be conducted under the fellowship.
4. At least two reference letters from at least two references assessing the applicant's qualifications.
5. Any other documents the applicant feels 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 towards the development of a research protocol;
- a description of progress to date in the training program outlined in the initial application;
- a detailed outline of the proposed activities during year two;
- a performance assessment from the supervisor;
- supporting documents thought to be pertinent;
- a statement regarding additional remuneration received by the Fellow during the first year of the award.

## Deadline

THE DEADLINE FOR SUBMITTING APPLICATIONS AND RENEWAL REQUESTS IS JANUARY 31, 2021.

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

**Applications may be couriered or emailed with original signatures to:**

JACQUELINE SAS  
CIHR Canadian HIV Trials Network  
588 – 1081 Burrard Street  
Vancouver, BC V6Z 1Y6  
Canada

**For more information, please contact:**

Jacqueline Sas  
1-604-806-8381  
1-800-661-4664 (toll free in Canada)  
jsas@hivnet.ubc.ca

**Late or incomplete applications cannot be considered.**

It is the candidates responsibility that all the items required for a complete application are included in the package and received by the deadline.



## The Adjudication Process

Adjudication Committee operates under the policies of the CTN and CIHR. Composed chiefly of distinguished clinical researchers, the Committee relies heavily on standard peer review processes. The adjudication favours applicants with high potential who are working at CTN-affiliated sites that can channel their potential into broad experience in the formulation and execution of research studies, including: scientific methodology, protocol generation, bioethics, clinical pharmacology 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. CHUCK OSBORNE  
Community Representative  
New Westminster, BC

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

DR. JACQUELINE GAHAGAN  
Professor, Health Promotion  
Director, GAHPS (Gender and Health Promotion  
Studies Unit)  
Dalhousie University  
Halifax, NS

### Secretary

MS. JACQUELINE SAS (ex officio)  
Manager, Postdoctoral Fellowships and Committees  
CIHR Canadian HIV Trials Network  
Vancouver, BC

### 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.

### Announcements 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.