2018 Postdoctoral Fellowship Program Guidelines
Updated August 28, 2018

These guidelines provide detailed information regarding the Postdoctoral Fellowship program offered by the Women and Children’s Health Research Institute (WCHRI).

These guidelines will be reviewed annually and may be subject to amendment. It is the responsibility of awardees to ensure continued compliance with these guidelines.

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1.0 Award overview
The objective of the WCHRI Postdoctoral Fellowship program is to foster the next generation of women and children’s health researchers. This program is targeted towards outstanding postdoctoral candidates seeking training under the supervision of WCHRI academic members who will provide a broad training environment focused on advancing women and/or children’s health. Successful candidates must demonstrate how this award will enable them to further their career goals in the area of women and/or children’s health.

Postdoctoral fellows may receive this award once during their training.

2.0 Eligibility
2.1 Application relevance to WCHRI
All applications to WCHRI must be highly aligned with our relevance criteria in order to be eligible for funding. Application compliance with WCHRI relevance is assessed by committee.

To establish relevance, all applications must clearly address the following:
- The research question must specifically target improving outcomes for women and/or children through health research.
- The research question must address the unique and distinct health needs of women and/or children. Note that simply stating that a particular disease or risk factor is higher in women or in children is not sufficient rationale.
- Methodology must clearly demonstrate direct applicability to women and/ or children’s health outcomes. The applicant must provide rationale for their chosen experimental model, including factors such as sex and age.

The above items are some common considerations; alternative or additional factors may need to be included depending upon the proposed research.

For this competition, projects presenting with a focus on breast cancer are not eligible.

2.2 Applicant eligibility
Eligibility criteria for the WCHRI Postdoctoral Fellowship program:
- Applicants must possess a PhD, have been accepted into a formal postdoctoral training program with a WCHRI academic member, and be within the first 36 months of their postdoctoral training by February 1, 2019.
- Applicants must present with a project that directly relates to women and/or children’s health research. For this competition, projects presenting with a focus on breast cancer are not eligible.
- Applicants must complete the WCHRI in-training membership requirements prior to submission of the application.
- Applicants may not concurrently hold/be on leave from a faculty position.
- Primary supervisors may only submit one application per competition cycle.

All applications must be institutionally sponsored on behalf of the applicant and their supervisor. Changes to institutional support must be reported to WCHRI without delay. WCHRI Postdoctoral Fellowship awards are tenable at the University of Alberta only.

2.3 Application restrictions
Unsuccessful fellowship applicants may apply one additional time for the WCHRI Postdoctoral Fellowship award; WCHRI will consider a total of two applications for any given applicant.

Re-application to the WCHRI Postdoctoral fellowship program must occur in the competition immediately following the unsuccessful application attempt.
2.4 Additional information
WCHRI does not accept applicant updates to applications including but not limited to publications/research outcomes.

3.0 Supervision
All fellows are required to complete their training under the primary supervisor who sponsors their application. The supervisor is responsible for providing direct supervision.

The supervisor’s research program must evidence a predominant (if not exclusive) focus on women and/or children’s health research. Assessment of engagement in women and/or children’s health is based upon representative research outputs submitted at the time of application.

Supervisors must include evidence that they can provide a WCHRI Postdoctoral Fellow with a broad and supportive training environment.

4.0 Award Funding
The WCHRI Postdoctoral Fellowship award is $80,000 (total maximum) provided over a 2 year period.

The WCHRI award contribution supports salary only, statutory and other benefits are contributed to the awardee by the supervisor.

4.2 External/other funding
It is the responsibility of the awardee and/or the supervisor to inform WCHRI if they receive another award within 30 days of receiving notification of the award. WCHRI awardees are required to accept alternate funding. Awardees are required to apply for other external competitive trainee funding opportunities during the term of their WCHRI Postdoctoral Fellowship.

Top-up funding provides awardees holding another postdoctoral fellow stipend below the value of the WCHRI Postdoctoral Fellowship award with funding that brings them to the same funding level as trainees currently supported by the fully funded WCHRI Postdoctoral Fellowship.

Incentive funding provides awardees holding another postdoctoral fellowship stipend above $15,000 per annum with a yearly salary incentive of $5000.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>WCHRI Award</th>
<th>WCHRI Incentive</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>WCHRI award only</td>
<td>$40,000</td>
<td>$0</td>
<td>$40,000</td>
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<tr>
<td>Other award of $30,000</td>
<td>$10,000</td>
<td>$5,000</td>
<td>$45,000</td>
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<td>(e.g. Molly Towell)</td>
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<td>Other award of $46,000</td>
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<td>(e.g. Killam)</td>
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<tr>
<td>Other award of $50,000</td>
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<td>$5,000</td>
<td>$55,000</td>
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<tr>
<td>(e.g. Mitacs Elevate)</td>
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<tr>
<td>Other award of $70,000</td>
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<td>$5,000</td>
<td>$75,000</td>
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<td>(e.g. Banting)</td>
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4.3 Payment schedule compliance
Awardee implementation is confirmed by payment schedule; institutional sponsors assume responsibility for timely disbursement of funding according to the payment schedule.

All awardees are required to report funding changes and delays with their payment schedule within 30 days. Where award funding is non-compliant with the payment schedule for a period exceeding 60 days, the WCHRI Postdoctoral Fellowship award will be withdrawn and all financial commitments will end.
4.4 Travel allocation
WCHRI Postdoctoral Awardees are eligible for up to $1,000 per year through the WCHRI trainee travel grant program.

5.0 Application
WCHRI supports the University of Alberta’s efforts to ensure the highest standards of research and scholarship practice and behaviour. By submission of the signed application, the applicant and their supervisor(s) asserts that the information provided in the document(s) adheres to all research policies and procedures in place at the University of Alberta. WCHRI reserves the right to request institutional confirmation of assertions contained within this application.

Misrepresentations of authorship, credentials or research support may result in disqualification of the candidate from this competition. Further actions may include: disqualifying the applicant and/or supervisor(s) from future competitions for a time period determined solely by WCHRI, withdrawal of any remaining installments of support for any existing WCHRI grant or award for which misrepresentation appears in the submission, and seeking partial or full repayment of any past financial support under any WCHRI grant or award for which misrepresentation appears in the submission.

Please refer to UAPPOL for further information on the University of Alberta’s research and scholarship integrity policy.

5.1 Application and review process
The original, signed application must be submitted on an up-to-date WCHRI Postdoctoral Fellowship program application form. No other forms will be accepted.

The WCHRI Postdoctoral Fellowship competition deadline is October 29, 2018. The candidate is responsible for ensuring that the signed, hard-copy of the application is complete and received by WCHRI Research Grants Administration not later than 4:00 pm on the deadline date. Late applications will not be accepted.

Information not requested in the application form will not be forwarded to the committee for review and applications with missing information or documentation will be submitted to the committee as is. It is the applicant’s responsibility to ensure the application is accurate and complete.

5.2 Changes to the research project
The research project should not be substantially altered from that proposed in the original application. If changes become necessary, the trainee must seek WCHRI’s approval prior to making any significant change. The supervisor must agree with the proposed changes and the original aims and conditions of the award must be satisfied. In the event that the necessary changes significantly alter the funded research, awardees may be required to re-apply to the WCHRI Postdoctoral Fellowship Advisory Committee for assessment and evaluation of the application.

6.0 Review process
The WCHRI Postdoctoral Fellowship Advisory Committee is broadly composed and representative of the application demographic for this program opportunity. All eligible applications are forwarded to the committee and undergo peer-review using the postdoctoral fellowship grading grid.

Applications will be randomly assigned to a peer-review committee that is broadly composed; all applicants are strongly encouraged to ensure that sufficient detail is provided for reviewers, who may not be experts in the area proposed, to be able to assess overall merit and relevance to WCHRI.

7.0 Competition results
Successful applicants will be posted on the WCHRI website in January. Official result letters and competition feedback will be emailed to the applicant, supervisor and institutional sponsors about 1 week
following the competition result posting. In the event of discrepancy between the website posting and the formal outcome letter, the formal outcome letter constitutes our notification of outcome.

8.0 Funding implementation
WCHRI Postdoctoral Fellowship offers of award must be implemented by dates stipulated on the formal award letter. Any offers of award not accepted within the acceptance period will be withdrawn and the offer of award void.

9.0 Institutional sponsorship
Application sponsorship confirms that adequate support exists at the institutional level to achieve the proposed/ funded research and that all signees have reviewed and agreed that: 1) the application meets research scholarship and practice requirements and 2) is consistent with UAPPOL policies and procedures. Please refer to the Meaning of Signatures for details on sponsorship responsibilities.

Institutional sponsors also agree to the public release of information and/or support of any WCHRI communication initiatives subsequent to award funding.

By signing the application, institutional sponsors agree to administration of award funding to awardees in a timely manner following fund transfer. All award disbursements are processed by the sponsor according to the WCHRI payment schedule from RSO established accounts. Where program interruption, and/or concerns arise that necessitate changes to the payment schedule, WCHRI must be contacted without delay.

All applicants must obtain institutional sponsorship from their department chair and faculty dean.

10.0 Time commitment
WCHRI Postdoctoral Fellowship awardees must be engaged in full-time research (minimum 90% dedicated research time) for the duration of the award.

10.1 Unpaid leave of absence / interruption of award
Unpaid leaves of absence of up to twelve (12) months may be granted following a formal request to WCHRI outlining the purpose of the leave. The support of the supervisor and the host department and/or faculty is required. WCHRI will consider requests on a case by case basis and reserves the right to terminate the award if the required approvals are not met.

10.2 Re-implementation following an approved leave
In order to request award re-implementation, the awardee must notify WCHRI of the intent to return to the program of study/ research no less than 6 weeks prior to the anticipated date of return. Notification of the intent to return to the program of study/ research must be supported by the sponsoring supervisor and the cost-share partner (where cost-share is provided at the institutional level). WCHRI may consider extending the award by an amount of time not exceeding the duration of the approved leave. A request for award extension must be provided at the time of the request to re-implement the award.

At no point will WCHRI provide more than twenty four (24) months of funding to any awardee.

11.0 Reporting

11.1 Progress report
Progress reporting is required prior to completion of the first 12 months of funding in order to be considered for renewal of the WCHRI Postdoctoral Fellowship award. Criteria for successful renewal of year 2 of the award includes evidence that:

- Adequate research progress has been made by the awardee since implementation.
- An application has been submitted to an additional qualifying peer-reviewed funder for salary/stipend support within the first year of the WCHRI period of support.
The research and training environment continues to be supportive in helping the fellow achieve their career goals.

The awardee has executed or made arrangements to complete the community presentation requirement.

The awardee has remained compliant with the terms and conditions of the WCHRI Postdoctoral Fellowship Guidelines.

11.2 Community presentation
Awardees are required to present their research to a non-academic audience(s) of their choosing (e.g. industry, patients/caregivers and/or their associations, community groups).

Presentation (or arrangements made to present) in the community will be required prior to the submission of the progress report and sufficient evidence should be available to WCHRI to assess the quality/impact of the presentation provided.

WCHRI will require prior notification of the awardee’s intention to present their community presentation in order to allow for sufficient opportunity for a WCHRI delegate to attend. The awardee’s (primary) supervisor, and if applicable, co-supervisor, is/are strongly encouraged to attend the presentation.

11.3 WCHRI Research Day presentation
Awardees must present their research at WCHRI Research Day in either the first or second year of the WCHRI Postdoctoral Fellowship award. Trainees are strongly encouraged to present in both years.

11.4 Final report
The awardee and their supervisor must complete and submit the final report within one month of the termination or completion of the WCHRI Postdoctoral Fellowship award. Both the awardee and supervisor will receive a link to an online report with a submission deadline date.

12.0 Communications
All publications, including public messages, arising from research supported by WCHRI awards must acknowledge the support of WCHRI. Funding acknowledgement is provided in the formal offer of award letters.

Awardees are asked to inform WCHRI in advance if their research will be published in a major journal and/or receive media coverage. WCHRI reserves the right to publish and/or disseminate information relevant to grants and awards.

All implemented awardees are asked to acknowledge the support received through this program on email communications. This acknowledgement may follow the awardees name and degree candidacy.

13.0 Award termination
WCHRI reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress.

The awardee and/or supervisor must immediately notify WCHRI of any changes to the training status that may affect the recipient’s eligibility to hold an award. This includes termination of employment or leaves of absence.

14.0 Contact information
If you have any questions regarding the WCHRI Postdoctoral Fellowship Program, please contact WCHRI grants administration at wcgrants@ualberta.ca.