

2018 Patient/Community Engagement Training (PaCET) Program Guidelines

Updated February 2018

These guidelines provide detailed information regarding the PaCET program offered by the Women & 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 Patient and Community Engagement Training Program (PaCET) prepares trainees (graduate students, postdoctoral fellows) to understand the complexity of women and/or children's health and to navigate stakeholder dynamics in collaborative, transdisciplinary and cross-sectoral projects. The objective of the Program is to build capacity and support practice in non-academic (patient/community) stakeholder engagement in women and/or children's health research.

The PaCET program is structured as a 'community of practice', defined as a "group of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly" (Wenger). The PaCET community of practice consists of a cohort of PaCET awardees and the WCHRI Support Platform team (the research coordinator and the academic lead). Funding is contingent upon awardee participation in PaCET community of practice meetings. The WCHRI PaCET award is offered for a training engagement of 8 months and is non-renewable.

2.0 Eligibility

All applications to WCHRI must align with our [relevance criteria](#) in order to be eligible for funding.

Eligibility criteria for the WCHRI-CUP PaCET program:

- The applicant must be registered in a full-time, graduate studies program at the University of Alberta in a health-related discipline at the time of application or engaged as a postdoctoral fellow at the University of Alberta.
- Applicants must complete the WCHRI in-training [membership](#) requirements prior to submission of the application.
- Projects must be supervised by a WCHRI [academic member](#).

The candidate must be affiliated with a research program/project directly relevant to women and/or children's health that aims to engage patient/stakeholder/community at the mid-high level of engagement (collaboration; partnership; empowerment). The candidate must have on-going, project-specific supervision provided by an academic WCHRI member, preferably with experience engaging non-academic stakeholders in research. All applicants must be able to attend monthly cohort training sessions.

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 Graduate Studentship awards are tenable at the University of Alberta only. Funding is non-transferrable.

2.1 Application restrictions

Generally, trainees who have been enrolled in graduate school for six years or more at the time of application are not eligible to apply. Candidates who have interrupted their training for parenting or other reasons and who have consequently exceeded this time limit must contact WCHRI Grants prior to application for an eligibility ruling.

3.0 Award funding

The WCHRI PaCET award is paid as a bursary and is therefore not subject to the Income Tax Act and Regulations of the Government of Canada. The value of the award is \$8,000.00 (disbursement provided monthly for the months September to April). WCHRI must be notified in the event that the awardee does not maintain a full-time commitment to the funded research for the period of support.

Should the awardee defend their graduate level studies during the tenure of the period of this award, the awardee and/or their supervisor must inform WCHRI. Similarly, should post-doctoral training conclude during the term of the award WCHRI must be notified. This award may be terminated if an ongoing

research engagement with the funded project is not maintained and/or on the last day of the month in which program defense examination occurs.

Successful applicants must implement this award on September 1 of the award year.

3.1 External/other funding

A PaCET awardee may hold a stipend award at the same time as the WCHRI PaCET award. All awardees are required to declare stipend funding within 30 days of receiving notification of the award. Contributions to the WCHRI PaCET award is not subject to amendment based on other stipend contributions.

3.2 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 PaCET award will be withdrawn and all financial commitments will end.

4.0 Supervision

All awardees are expected to complete the PaCET project under the guidance of their Supervisor and the PaCET community of practice. Awardee supervisors must be faculty members at the University of Alberta. No more than one PaCET student will be supported simultaneously for any faculty member. All PaCET Supervisors must be WCHRI academic members.

4.1 Stakeholder partner

The stakeholder partner(s) (government, non-profit, service provider, patients/caregivers ad/or their associations, hospital administration, etc.) must be identified in the application and need(s) to play a substantial role in the planning, development and execution of the research process.

5.0 Application

WCHRI supports the University of Alberta's efforts to ensure the highest standards of research and scholarship practice and behavior. 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 process

The WCHRI-CUP PaCET competition deadline is in May each year. Late applications will not be accepted. All applications must be signed and submitted on an up-to-date WCHRI application form. No other forms will 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.

6.0 Review process

The WCHRI-CUP Patient and Community Engagement Training Program Adjudication 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. WCHRI-CUP Patient and Community Engagement Training Program Adjudication Committee.

7.0 Competition results

Successful applicants will be posted on the WCHRI website by June. Official result letters and competition feedback will be emailed to the applicant and supervisor 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. Institutional sponsors also receive notification of application outcome.

8.0 Funding implementation

WCHRI PaCET offers of award must be implemented on September 1 of the year in which the offer is made as 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 human resources concerns arise that necessitate changes to the payment schedule, WCHRI must be contacted without delay.

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

10.0 Reporting

Successful candidates are required to present their research findings at WCHRI Research Day. The trainee and the supervisor must complete and submit the final report form within one month of the termination or completion of the WCHRI award.

11.0 Communications

All publications, including public messages, arising from research supported by WCHRI grants and/or awards must acknowledge the support of WCHRI. Funding acknowledgement is provided in the formal offer of award letters and can found on our [website](#).

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. The accepted standard for this acknowledgement is "WCHRI PaCET Awardee".

12.0 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 enrolment, completion of degree requirements or leaves of absence.

13.0 Contact Information

If you have any questions or concerns, please contact:

Tatjana Alvdj, Research Coordinator, at tatjana@ualberta.ca or WCHRI Research Grants Administration at wcgrants@ualberta.ca.