

## **2021 Patient/Community Engagement Training (PaCET) Program Guidelines**

Updated February 2021

These guidelines are reviewed annually and may be subject to amendment. Participation in this funding opportunity requires guideline compliance for the duration of the participation, commencing at application access and where funding has been awarded, through to completion of reporting requirements.

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## **1.0 Award overview**

The Patient and Community Engagement Training Program (PaCET) aims to build the capacity of graduate students and postdoctoral fellows to conduct engaged research focused on women's and/or children's health. WCHRI facilitators and PaCET participants from a variety of disciplines form a 'Community of Practice' to learn from one another as engaged researchers. The award is valued at up to \$8,000 and may be held for eighth months. This program is offered as a benefit of membership.

## **2.0 Program description**

### **2.1 Program engagement**

PaCET is structured as a 'Community of Practice' (CoP), an educational method that brings together "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 et al, 2002). The PaCET Community of Practice focuses on creating a pedagogical space where participants:

- Engage in learning that is situated theoretically and experientially, with an aim to support the praxis of engaged research.
- Are simultaneously learners while contributing to the learning of others;
- Explore and discuss the nuances of engaged research, including the paradigmatic differences that exist;
- Examine ethical challenges through continuous questioning of self and others in the research process;
- Understand and appreciate different epistemological approaches;
- Practice reflexivity.

### **2.2 Participant contributions and commitments**

The PaCET 'Community of Practice' can fully meet its potential when all participants value and demonstrate their commitment to:

- Open dialog and constructive interaction,
- Intellectual curiosity,
- Desire to learn and to contribute to learning,
- Reflexive practice,
- Honesty,
- Respectful and supportive relationship building.

All awardees are expected to apply learning from PaCET to their research project.

### **2.3 PaCET program commitment**

PaCET is committed to equitable structures and processes that value and support diverse contributions shaped by a variety of academic, disciplinary and life experiences and their intersections.

## **3.0 Eligibility**

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

Eligibility criteria for the Patient and Community Engagement Training Program (PaCET) is as follows:

- All applicants must be actively working on the proposed research.
- Applicants must be physically attending the University of Alberta and participate in the proposed research activities as per [University of Alberta guidelines and policies](#) supporting graduate student and postdoctoral fellow engagement in research.
- Applicants must be registered in a graduate studies program or employed as a Postdoctoral Fellow at the University of Alberta in a health-related discipline at the time of application.
- The proposed project must be the applicant's graduate or PDF research project and directly [relevant to women and/or children's health](#).
- Projects must be supervised by a WCHRI [academic member](#), with experience engaging non-academic stakeholders in research.
- Applicants and supervisors, including co-supervisors, may have access to, and submit a single application only.

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

### **3.1 Award funding**

The WCHRI–CUP PaCET award is paid as a bursary. Refer to the Income Tax Act and Regulations of the Government of Canada. The value of the award is \$8,000.00 (disbursement provided monthly from September to April); the award may be held one time.

The awardee and/or the supervisor must notify WCHRI of all changes in engagement or commitment to the research project. This award will terminate where an ongoing engagement in either the Patient/Community Engagement Training Community of Practice and/or research for which this award has been made is not maintained. Award termination occurs on the last day of the month in which program defense examination occurs for graduate students. Award funding for Postdoctoral Fellows ends at the award end date or the last day of employment whichever is first.

### **3.2 External/other funding**

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

### **3.3 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-CUP PaCET award will be withdrawn and all financial commitments will end.

### **4.0 Supervision**

Supervisors must be faculty members at the University of Alberta who are supporting the trainee in their research learning. Supervisors are expected to support awardee engagement in PaCET and apply, where possible knowledge gained through the awardees PaCET experience. At times, PaCET facilitators and supervisors may need to be in consultation to support the growth of the awardee and/or changes to the project. Supervisors are also asked to attend a group session at the end of the PaCET term. 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 and/or their associations, hospital administration, etc.) must be identified in the application and their role needs to be described in detail. The stakeholder must have a substantial role in planning, development and conduct of the research, research process and knowledge translation.

### **5.0 Application**

#### **5.1 Research and scholarship integrity**

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.

## **5.2 Application process**

Submission of the WCHRI-CUP Patient/Community Engagement Training Award Program Application Access Request is required to establish access for the applicant, supervisor, co-supervisor (as required), and referee. All applications must be completed and submitted through the application platform.

Refer to the [WCHRI-CUP Patient/Community Engagement Training Award Program](#) information for deadlines; application access requests and/or applications are not accepted after submission deadlines

## **5.3 Letters of Reference**

Letters of reference are confidential and solicited directly by WCHRI from the referee. Letters of reference may be authenticated by WCHRI. Letters of reference will be solicited a maximum of 3 times on the applicant's behalf.

## **6.0 Review process**

Applications to the WCHRI-CUP Patient/Community Engagement Training Program are adjudicated by the WCHRI-CUP Patient/Community Engagement Training adjudication committee. The committee includes academic, clinical and community representation.

## **7.0 Application outcomes**

Notification of outcomes will be emailed to the applicant and supervisor mid July. Application feedback and/or scoring information is not provided for this funding opportunity.

Institutional sponsors also receive notification of application outcome.

## **8.0 Funding implementation**

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 supporting 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.

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

WCHRI will request institutional sponsorship on behalf of all applicants and their supervisors. Applications that do not meet institutional sponsorship or where sponsorship is not confirmed by the institutional sponsor by the required deadline date are not eligible for funding.

## **10.0 Reporting**

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

### **10.1 Supervisor participation**

Supervisors are asked to participate in a reflective exercise at the end of the PaCET program to enhance program delivery and learning through this initiative.

### **10.2 Acknowledgement of support in email communications**

All implemented awardees are required 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-CUP PaCET Awardee".

## **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 be 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.

## **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 WCHRI Research Grants Administration at [wgrants@ualberta.ca](mailto:wgrants@ualberta.ca).