

The Fine Print:

Term of Award: Fellowship awards will be granted for one year. During the first year, the awardee is expected to seek peer-reviewed funding to support any subsequent years of training.

Award Renewal: New applicants will receive priority. If additional funding is available, renewal applications will be considered. Renewal applicants must demonstrate substantial progress in achieving their research objectives

Applicants:

Citizenship: Canadian and International applicants are eligible to apply. Priority will be given to Canadian citizens and Canadian permanent residents.

b. **Prior education:** Fellowship applicants must have completed an MD degree (or international equivalent) and must be eligible for licensure in Quebec. Applicants must have completed residency training within the last 3 years. Persons who already hold a faculty position are not eligible.

c. **Career focus:** The candidate must be committed to an academic career with a focus on the area in which they will pursue Fellowship training. Priority will be given to applicants who have clear plans to continue collaborative work with the MUHC program including potentially working at the MUHC.

d. **Concomitant higher degree:** Fellowship applicants may be enrolled in a higher degree program (MSc or PhD) during the tenure of the fellowship.

e. **Supervisor(s):** Must be an MUHC Faculty member principally working at the RVH in areas listed above who has agreed to be the Fellow's or Student's supervisor and who accepts the conditions of the award as outlined below.

f. Fellowship Conditions and Responsibilities

Submission of an application implies acceptance of the following conditions by both the applicant and his/her supervisor(s):

a. **Protected time:** Higher priority will be given to research focused applications (but 100% clinical fellowships are eligible). It is expected that the time commitment of the successful candidate will be protected to further their academic goals.

a. **Fellows in the clinician-scientist stream** must devote at least 75% of their time to research-related activities. Non-research-related clinical work or teaching may be done concurrently during the fellowship but should not exceed 25% of their time.

b. Fellows in the clinician investigator stream must devote 25-50% of their time to research-related activities. Preference will be given to candidates with a greater time commitment to research.

c. Fellows in the clinician stream are encouraged to pursue an academic project during the fellowship.

b. Award Administration: The administration of the award will be done in partnership between the MUHC and the receiving department/division. Funds will be released in the month prior to the hiring of the Fellow (i.e. Fellowship funds cannot be “banked” until a Fellow is identified/hired).

c. Funding Match and Top-up: It is the responsibility of the host Department/Division to ensure that the total stipend that the Fellow receives is \$70,000. Top-up of the MUHC award or other internal or external sources is permitted to a maximum of \$100,000 per year. Successful candidates must declare all sources of salary support in the application.

d. French language acquisition support: In light of law 96, a mandatory \$1,000/year French language acquisition course fee will need to be ensured by the department/division.

e. Letter of offer: Upon receiving an award offer the applicant must notify the Fellowship Committee Chair of their decision to accept within 14 days.

f. Letter of agreement: On acceptance of the award, the successful candidate and his/her supervisor will sign a letter of agreement to the Conditions and Responsibilities of the award and submit this to the Committee Chair within 2 months of the offer.

g. Acknowledgment: Any formal presentation (e.g. poster, oral paper), publication, or thesis resulting from the Fellowship must acknowledge the support of the MUHC Foundation.

h. Final report: A brief summary of the activities and accomplishments achieved during the Fellowship shall be submitted to the Committee Chair within 3 months of the end of the fellowship year.

i. Ongoing funding: It is expected that the awardee will seek peer-reviewed funding during the first year to support any subsequent years of training (if applicable).

Review Criteria/Process:

The MUHC Fellowship Award Committee will follow a formal selection process and will review each of the submissions using a ranking system that recognizes:

I. The quality and potential of the candidate, including demonstration of a sincere commitment to a career in research or other aspects of academic medicine. If no specific applicant is identified then the track record of prior Fellows will be considered. Higher priority (i.e. scoring) is given to applications with an identified Fellow).

II. The quality of the clinical and research environment and the supervisor(s)

III. The quality and potential importance of the proposed fellowship activities, including its relevance to the MUHC strategic directions.

a. Rating system: A 10-point rating system will be used by the reviewers:

Component Maximum Points

The candidate 5

The environment/supervisor 2.5

The research/academic proposal 2.5

b. External reviews: If necessary, request formal, written external reviews from people who have knowledge of the candidate or his/her supervisor or who have expertise in the area of proposed research.

c. Conflicts of interest: It is possible that members of the Award Committee may have potential conflicts of interest in the review of applicants and in the selection of successful fellowship candidates. A set of guidelines has been developed to prevent actual or perceived, direct or indirect conflicts of interests in the selection process.