

RESEARCH TRAINING COMPETITION (RESTRACOMP)

POLICIES AND PROCEDURE MANUAL

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RESEARCH TRAINING COMPETITION (RESTRACOMP) POLICIES AND PROCEDURE MANUAL

1. TERMS OF REFERENCE

The RESTRACOMP committee serves to conduct two annual competitions for guaranteed salary support to a limited number of graduate students and post-doctoral fellows engaged in research or strategic study programs at The Hospital for Sick Children (SickKids). RESTRACOMP also serves to recommend to the Research Training Centre (RTC) new policy issues pertaining to graduate and post-graduate research and strategic study programs at SickKids.

2. COMMITTEE COMPOSITION

The RESTRACOMP committee consists of a Chair and up to 14 representatives from the Research Institute (RI), the Hospital, and the University of Toronto (see Appendix A). Members represent all disciplines and programs in the Research Institute, as well as Nursing and Professional Services at SickKids. The term of office for committee members is approximately three years, and five years for the Chair.

In addition, the RTC Chair, the RTC Manager, the Director of Strategic Projects, and a representative of Nursing Education serve as *ex officio* members. The RTC Chair is responsible for appointing members to the committee. The RTC office provides administrative support to the committee.

3. MEETING SCHEDULE AND PROCEDURES

The full committee meets twice annually in May and November to adjudicate applications and discuss policy issues. The full committee may also meet on an ad hoc basis to deal with important policy matters as they arise. The Restracom Chair and RTC staff members meet as needed to deal with administrative issues.

As a rule, for the bi-annual Adjudication committee meetings, most of the members are in attendance. For those unable to attend, feedback is given to the RTC Chair, who can speak on their behalf.

Decisions are made through discussion, debate, and general group consensus. There are no official voting procedures. The RTC staff member will record minutes at the Adjudication committee meeting.

Major policy changes are presented for discussion at RTC managing committee meetings.

Results of RESTRACOMP competitions are announced in *This Week, Research Institute Update, RTC Annual Report*, and at the Senior Scientific staff meeting.

4. ELIGIBILITY

4.1 Trainees – Basic Sciences, Medical and Clinical Sciences

4.1.1 Graduate Students

Students must be registered in a full-time, thesis-based University of Toronto (U of T) graduate program at the Master's or PhD level. The student's graduate program supervisor is appointed to the Research Institute as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist at SickKids.

Graduate students at universities other than The University of Toronto are eligible to apply to Restracomp, provided they are doing full-time research at The Hospital for Sick Children with a supervisor appointed to the Research Institute as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist. These students will be eligible for Restracomp funding pending availability of funds.

Funding for graduate students is derived from the Matching Funds program. Only University of Toronto students who are permanent residents may be funded from this source. Non-U of T students and non-permanent residents must be funded from the Research Institute grant to the RTC. As the amount of funding that is provided for students from this fund is limited, funding availability for non-U of T students will need to be assessed for each competition.

Students may apply to Restracomp without acceptance to the University, provided they have acceptance prior to the start date of funding and can provide supporting documentation. If they do not, their application will be removed from the competition.

Rotation students are not eligible to apply to Restracomp until they have made their final lab choice.

4.1.2 Fellows

Fellows must be applying to work in a laboratory or with a team of an approved SickKids Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist. Although fellows are required to hold a doctoral degree to commence Restracomp funding, they may apply to Restracomp before the PhD or MD has been awarded. However, proof of degree must be provided before funding can begin and the medical license must be valid throughout Restracomp term. A copy of the valid license must be provided annually.

Applicants who have completed two previous post-doctoral positions, or greater than five years of previous post-doctoral training, are considered too senior for Restracom funding. For applicants holding both MD and PhD degrees, seniority and eligibility will be determined from the time of the most recent degree.

Visiting professors and RI-appointed scientific staff are not eligible to apply.

4.2 Trainees - Nursing and Professional Services Members

4.2.1 Graduate Students

Students must be registered in a full-time or part-time University of Toronto graduate program that is thesis based. If the student is not enrolled in a thesis based program, they must demonstrate that they are engaged in an independent research project that will generate publishable data. If the student is unclear of whether they fulfill these guidelines, a letter of intent should be submitted prior to beginning the application process. Graduate students at other universities may be approved under special circumstances (see Section 4.4.1).

Students may apply to Restracom without acceptance to the University, provided they have acceptance prior to the start date of funding and can provide supporting documentation. If they do not, their application will be removed from the competition.

4.2.2 Fellows

Fellows must be applying to work in a laboratory, or with a team of an approved SickKids Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist. Although fellows are required to hold a doctoral degree to commence Restracom funding, they may apply to Restracom before the PhD degree has been awarded. However, proof of degree must be provided before funding can begin.

Applicants who have completed two previous post-doctoral positions, or greater than five years previous postdoctoral training are considered too senior for Restracom funding. For applicants holding either a Nursing or Health Professional degree and a PhD degree, eligibility will be determined from the time of the most recent degree.

4.3 Supervisors - Basic Sciences, Medical and Clinical Sciences

4.3.1 Supervisors of Students

Supervisors of students must hold a Research Institute appointment as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist and hold an appointment in the graduate faculty at the University of Toronto in which the student is registered. Graduate students supervised by Scientist-Track Investigators, Team Investigators, Adjunct Scientists, Project Investigators, or Emeritus Scientists are not

eligible.

In rare circumstances, where a supervisor is a faculty member at another nearby university (e.g. York, Guelph), she/he is eligible to supervise students from that university provided she/he also holds a Research Institute appointment as a Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist.

Graduate students from universities other than the University of Toronto, whose supervisors are at SickKids but are not appointed as a Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist in the Research Institute are not eligible. Supervisors from another university whose students are conducting research at SickKids, and who are not SickKids staff members, are also not eligible.

Co-supervision is generally not allowed. The only exception for co-supervision is if two Research Institute appointees share a grant and jointly agree to supervise the student's project (see Section 11.3.1)

4.3.2 Supervisors of Fellows

Supervisors of fellows must hold a Research Institute appointment at the Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist level. Supervisors with Scientist-Track Investigator, Team Investigator, Adjunct Scientist, Project Investigator, and Emeritus Scientist appointments, as well as supervisors who do not hold a SickKids Research Institute appointment are not eligible to apply for Restracom to support fellows.

Co-supervision is generally not allowed. The only exception for co-supervision is if two Research Institute appointees share a grant and jointly agree to supervise the fellow's project (see Section 11.3.2)

4.4 Supervisors - Nursing and Professional Services Members

4.4.1 Supervisors of Students

Supervisors of students would preferably hold a Research Institute appointment as Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist and hold an appointment in the graduate faculty at the University of Toronto in which the student is registered. Graduate students supervised by Scientist-Track Investigators, Team Investigators, Adjunct Scientists, Project Investigators, or Emeritus Scientists are not eligible.

It is understood, however, that Nursing and Professional Services staff members may not be able to find an appropriate supervisor in the Research Institute, as both constituencies are currently developing their scientist faculty. Therefore, it is acceptable that the supervisors of students in Nursing and Professional Services at SickKids be both appointed at the University of Toronto School of Graduate Studies

and as an Adjunct Scientist in the Research Institute for the duration of the student's involvement in the program. Under these circumstances, the supervisor shall apply to the Chief of Research at SickKids for a limited term appointment as an Adjunct Scientist. This involves submitting his/her curriculum vitae and providing a letter of support from the appropriate SickKids Program Head or the department and program. The supervisor must also agree to provide an annual one-page report on the trainee to the RTC. This is not allowed for any other discipline or for Nursing and Professional Services staff members whose students are from universities other than the University of Toronto. Both the student's program and the choice of supervisor must first be approved in writing by the Chief of Interprofessional Practice/Chief Nurse Executive, at the time of application.

Supervisors with Research Institute Emeritus appointments are not eligible.

In rare circumstances, where a supervisor is a faculty member at another nearby university (e.g. York, Guelph), she/he is eligible to supervise students from that university provided she/he also holds a Research Institute appointment as a Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist.

Supervisors from another university whose students are conducting research at SickKids, but who are not SickKids staff members, are not eligible.

Co-supervision is generally not allowed. The only exception for co-supervision is if two Research Institute appointees share a grant and jointly agree to supervise the student's project.

4.4.2 Supervisors of Fellows

Supervisors of fellows must hold a Research Institute appointment at the Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist level. A supervisor of a fellow who does not hold a Research Institute appointment, or who holds a Scientist-Track Investigator, Team Investigator, Adjunct Scientist, Project Investigator, or Emeritus Scientist Research Institute appointment is not eligible.

Co-supervision is generally not allowed. The only exception for co-supervision is if two Research Institute appointees share a grant and jointly agree to supervise the fellow's project.

5. LOCATION OF RESEARCH

Normally, all research training will take place at SickKids. In special circumstances (e.g. doing a series of experiments in a collaborator's laboratory), Restracomf-funded trainees may be permitted to do some of their research training off-premises. If the trainee will be off-premises for longer than one month, the supervisor must obtain RTC approval in writing with specification of where, why, and for how long the trainee will be

off-premises. In addition, the supervisor is responsible for ensuring that their trainee will receive appropriate mentorship in his/her off-premises environment. This period of research off-premises shall not exceed three months in duration and off-premises training is permitted only once during the Restracomf funding period.

For trainees interested in travelling to another lab to learn a new research technique that is not available locally (e.g. within the Greater Toronto Area) for an extended period of time, please visit the Trainee Start-Up Fund (TSUF) page on the SickKids Research Training Centre website.

6. THE COMPETITION PROCESS

6.1 The Application

Two competitions are held each year with deadlines in April and October respectively. Applications are available on the RTC Intranet site or can be obtained by sending an email to: rtc.restracomf@sickkids.ca.

Trainees should apply in the category that best describes their status at the time that funding begins (July 1st for the April competition or January 1st for the October competition) versus their status at the time of application. For example research fellows, who at the time of application have less than two years of funding, but at the time of funding will have more than two years of funding, would apply in Category G.

Applications will include completed RTC Registry forms, an updated curriculum vitae highlighting all peer-reviewed publications, official transcripts [Transcripts must include marks since they will be used to evaluate applicants. Transcripts without marks will score zero in the Academic Performance category (please refer to criteria for rating in Appendix C). Photocopies of transcripts will not be accepted. Foreign transcripts must be translated into English], a project description (for Master's and PhD students, and fellows), supervisor's evaluation, referee form(s)/letter(s) (one for Category A students only, two for all other applicants), and a proof of application for external funding. Face sheets of applications to external agencies from which support has been or is being sought, or a letter of intent for future applications, must be provided.

If a trainee is from a country where transcript records are not available, the supervisor must provide a detailed explanation of the applicant's academic performance, with reference to objective performance standards (e.g. awards, ranking in class). If the transcript is available but does not contain grades/marks, the supervisor must also provide a description of the applicant's specific achievements at school (e.g. provide objective criteria for judging Academic Performance).

Nursing and Professional Services students uncertain of whether they fulfill the independent research project guidelines (Section 4.2.1), should submit a letter of intent prior to beginning the application process. This letter should include the research

project title, a description of the research project, the degree program being pursued and whether it is course or thesis-based.

For Nursing and Professional Services staff members who do not have a supervisor appointed to the RI as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist, the application shall include a letter addressed to the Chief of Research from the supervisor requesting to be considered for an Adjunct Scientist appointment in the Research Institute. This involves submitting his/her curriculum vitae and providing a letter of support from the appropriate SickKids Program Head or the department and program. The supervisor must also agree to provide an annual one-page report on the trainee to the RTC. Both the student's program and the choice of supervisor must first be approved in writing by the Chief of Interprofessional Practice/Chief Nurse Executive. This is necessary only if the supervisor is a University of Toronto faculty member who does not hold an appointment in the Research Institute at SickKids.

The application package, with the exception of transcripts, must be submitted electronically, in the order of the cover page checklist, and as ONE pdf document to: rtc.restracomp@sickkids.ca. Transcripts must be submitted directly by the applicant to the RTC Office by the application deadline. It is the responsibility of the applicant and supervisor to ensure that the application submitted is complete. Please see the application cover page for specific instructions.

Incomplete or late applications will not be accepted.

6.2 The Review Process

6.2.1 Assignment of Reviewers

Shortly after receipt of the applications, the RTC Office will screen applications to ensure they are complete and fulfill the eligibility criteria. They will also ensure the applicants are in the appropriate student and fellow categories, as listed in Table 6.2.2 below.

Committee members are required to disclose all conflicts of interest (including referee form(s)/letter(s)) with individual applicants.

Each committee member will be assigned to review a limited number of student and/or fellow categories. The specific categories to which raters will be assigned are based on expertise and conflicts. Three committee members will review each category such that all raters will review a roughly equivalent number of applications.

Table 6.2.2 Categorization of Student and Fellow Applications

	Categories	Degree Level Completed	Seeking	Funding Duration	Restrcomp Stipend (maximum)
Graduate Student	A	Bachelor's	Master's	Up to 2 years from the start date of the degree program*	\$20,000
		Bachelor's (within first two years of PhD program)	PhD	Up to 5 years from the start date of the graduate program.	\$20,000
	B	Bachelor's (with greater than two years in PhD program completed)	PhD	Up to 5 years from the start date of the graduate program.	\$20,000
		Master's	PhD	Up to 4 years from the start date of the degree program.	\$20,000
	C	MD (with license)	Master's**	Up to 2 years from the start date of the degree program.	\$40,000
	D	Nursing or health professional degree (with license)***	Master's**	Up to 2 years from the start date of the degree program.	(see Table 8.2.1)
Research Fellow	F	PhD or MD (without license) within two years of completion of degree	Fellowship	2 years from requested start date and within one year of award notification.	\$33,750
	G	PhD with greater than two years postdoctoral experience	Fellowship	2 years from requested start date and within one year of award notification.	\$33,750
	H	MD (with license)	Fellowship	2 years from requested start date and within one year of award notification.	\$40,000
	I	PhD and Nursing or health professional degree (with license)**	Fellowship	2 years from requested start date and within one year of award notification.	\$33,750

*Students who successfully reclassify from a Master's to a PhD program while funded by Restrcomp will be eligible for up to five years of funding from the start date of the graduate program.

**PhD-level clinicians are not eligible for Restrcomp funding. Please refer to the Clinician-Scientist Training Program (CSTP) for more information.

*** Only to applicants who are Nursing/Professional Services staff at SickKids. Must provide copy of medical license at the back of the application package.

Please note that funding is only available for research programs that are more than one and a half years in duration.

6.2.3 The Rating System

Trainees will be rated on their academic record, research activities, publications, professional development, actual and potential corporate contributions, and referee form(s)/letter(s). The criteria and emphasis will vary among categories (for a detailed criteria rating sheet, please see Appendix C). The proposed project and environment will be reviewed for scientific appropriateness and training, but will not be judged. Projects and/or training environments deemed inadequate by consensus of the committee will be disqualified.

A 5-point scoring system as set out below is used (see also Appendix C).

Table 6.2.4 RESTRACOMP Scoring Scale

Range	Descriptors
4.5 – 4.9	outstanding
4.0 – 4.4	excellent
3.5 – 3.9	very good
3.0 – 3.4	good
2.0 – 2.9	average
1.0 – 1.9	below average
<1.0	ineligible

6.2.4 Review of Applications

Each committee member is expected to comprehensively review the assigned applications and provide each with a rating score. These scores will be provided to the RTC in advance of the competition meeting. The RTC Office will enter these into a database by category of training. Scores from the three raters per category will be averaged to provide a summary score for each applicant. Applicants will then be rank-ordered within their respective category.

6.3 The Adjudication Committee Meeting

The RTC/Restrcomp Chair will prepare an agenda for the meeting. The agenda will contain an update of new Restrcomp procedures and events since the last meeting. New issues pertaining to the Restrcomp process will be discussed and if determined to be new policy, voting as to implementation will take place.

The results from each category will be discussed in order. All applicants with substantial deviation among raters will be discussed in greater detail. A consensus score will be reached for all applicants.

The group will decide which applicants in each category must be funded, which should be funded, and which do not reach the level of excellence deemed

necessary for funding. That is, the group will advise the RTC on where the cut-offs for funding in each category should occur.

7. ASSIGNING AWARDS

7.1 Meeting with Director, RTC and Director, Strategic Projects

Within a few days of the adjudication meeting, the Restracom Chair/RTC Manager will present competition results to the RTC Director and Director of Strategic Projects who, dependent on funding, will approve where the cut-offs will occur. This may be above or below the level assigned by the committee. The exact level of funding for each successful applicant will also be determined at this meeting.

Several awardees will be chosen as designated recipients of donor awards, which are managed by the SickKids Foundation. These will depend on their suitability for each designated donor program and will be assigned to the highest rated applicant.

7.2 Notification

Supervisors of University of Toronto students who have received an adequate rating for funding will be notified immediately and the student will be required to complete an OSOTF (Ontario Student Opportunity Trust Funds) Financial Needs Assessment form. This form must be returned to the RTC within one week. Email communication with University of Toronto representatives will review the OSOTF forms. Note that completion of this form does not guarantee the trainee will be awarded Restracom.

Supervisors of trainees approved for funding will be notified in writing. Copies of the letter will be sent to the trainee. A Conditions of Acceptance form must be completed and signed by both the supervisor and the trainee and returned to RTC before funding may commence.

Supervisors of trainees not approved for funding will be notified in writing. The supervisor will be provided with information as to the trainee's rating and ranking.

Only one re-application will be permitted. A trainee may apply only two times to Restracom during each training position (e.g. two applications as a student and/or two applications as a fellow are permitted).

7.3 Limitations of Awards per Supervisor

Generally, a supervisor will be permitted funding for only one student and/or one fellow per competition. The number of awards funded per supervisor is

determined by the funding availability for each competition and can change at any time.

There is no limit on the total number of awardees in any one supervisor's lab (e.g. new and ongoing).

It is a general expectation that supervisors will limit the total number of applications to three per competition.

7.4 Designated Donors

At present, there are a small number of designated donors for specified groups of applicants (e.g. Reva Gerstein Studentship in Paediatric Psychology). These funds are managed by the SickKids Foundation and will not change the Restracom funding rate. Students or fellows who are eligible for a designated donor award are evaluated within their respective application categories. Only trainees above the funding cut-off line within their respective category will be eligible for these awards. Awardees of these scholarships are expected to comply with the Restracom Conditions of Acceptance, including application to external agencies.

8. RATES

8.1 Basic Science, Medical and Clinical Sciences

Table 6.2.2 presents guidelines for the current levels of funding of full-time trainees by the RTC. These are established to be compatible (but not necessarily identical with the CIHR grant funding levels). As the rates listed represent guidelines, it should be noted that final funding levels are determined by the RTC based on the previous training of the applicant and the specific training program.

Restracom successful trainees who hold or obtain additional competitive external awards below the Restracom levels are eligible to apply for Restracom top-up funding. Trainees are not allowed to receive a combined external-Restracom allotment beyond the levels set out in Table 8.3.

The trainee's supervisor can top-up the salary beyond the levels in Table 6.2.2 through his or her operating grants; however, the level of top-up cannot exceed the direct awards from CIHR granted to students and fellows. Although the RTC will request salary information at the time of award notification, it is the supervisor's responsibility to inform the RTC of these details.

Research time may not be less than 80% of daytime work hours. Trainees may earn additional monies working evenings and weekends provided daytime research time is protected and does not suffer as a consequence. This additional

work cannot exceed 20% or 8 daytime hours per week.

8.2 Nursing and Professional Services Members

Individuals who work at SickKids in Nursing/Professional Services and are registered in a part-time or full-time graduate program that is thesis based and/or that enables students to independently conduct research projects are eligible for Restracom awards. The level of funding for these awards is based on the number of clinical hours worked per week. Guidelines for rates of these awards are shown in Table 8.2.1 below.

As the rates listed below represent guidelines, it should be noted that final funding levels are determined by the RTC based on the previous training of the applicant and the specific training program.

Restracom successful trainees who hold or obtain additional competitive external awards below the Restracom levels are eligible to apply for Restracom top-up funding through the RTC. Trainees are not allowed to receive a combined external-Restracom allotment beyond the levels set out in Table 8.3. However, if an external award is less than or equal to \$1500, this will not be deducted from a Restracom award amount (please refer to Section 11.8 for full details on external funding).

For full-time students, research time may not be less than 80% of daytime work hours. Trainees may earn additional monies working evenings and weekends provided daytime research time is protected and does not suffer as a consequence.

Table 8.2.1 RESTRACOMP Trainee Stipends Levels
(Nursing and Professional Services Members).

SickKids # Work Hours/Week	Stipend
22 – 28	\$10,000
15 – 21	\$14,000
10 – 14	\$18,000
0 – 10	\$20,000

8.3 Top-up Guidelines

Supervisors are required to top-up Restracom stipends based on CIHR/CCHCSP guidelines.

Category	Restrcomp Stipend (maximum)	Top-up Recommendations
A	\$20,000	Supervisor must top-up in accordance to the University departmental guidelines*
B	\$20,000	Supervisor must top-up in accordance to the University departmental guidelines*
C	\$40,000	Supervisor is able to top-up to a maximum of \$70,000
D	See Table 8.2.1	--
F	\$33,750	Supervisor must top-up to a minimum of \$36,750**
G	\$33,750	Supervisor must top-up to a minimum of \$36,750**
H	\$40,000	Supervisor is able to top-up to a maximum of \$70,000
I	\$33,750	Supervisor must top-up to a minimum of \$36,750**

* If no departmental guidelines exist, maximum top-up is based on direct awards from CIHR granted to Students and Fellows.

** Maximum top-up is based on direct awards from CIHR granted to Students and Fellows.

9. AWARD TERMS

Summary

A Restrcomp award can be used to supplement or complete the following:

- The first two years of a Master's program
- The first four years of a PhD program
- The first five years from the beginning of Master's program, if reclassified to PhD program during Restrcomp funding
- The first five years from the beginning of a PhD program for those pursuing a PhD directly from a Bachelor's degree
- Two-year fellowship from the start date listed in the award notice

If a trainee is beyond any of the above timelines, a Restrcomp award cannot be picked up once external funding has ended.

9.1 Basic Science, Medical and Clinical Sciences

Terms of awards for specific classifications are set out below. Extensions of terms are normally not allowed. The term of an award will not be extended due to supervisor's need (e.g. loss of operating grant). The only exception is if a

supervisor leaves SickKids and the trainee has to find a new supervisor and begin a new project. In this case, a one-year extension is granted.

Students in combined research and clinical training programs will be eligible to extend their allowable research funding term by the amount of time spent in their clinical training program. Their research funding will be put on hold while they are engaged in clinical training. In order to extend the funding term, the student must provide a letter from their Research Institute Program Head or the Chief of Interprofessional Practice/Chief Nurse Executive confirming that they will be engaged in a clinical training program for the specified period of time. Restracomf funding will not be available for clinical training. Therefore, the total term of Restracomf funding will not change.

9.1.1 MA and MSc Students

The term of award for students at the Master's level is two years from the start date of the Master's program. Full-time MA and MSc students will not be funded in the third year of their program. Thus, if a Masters-level trainee is in the second year of the program when the award is given, she/he will receive only one year of funding from Restracomf (unless the trainee reclassifies to the PhD program - see Section 9.1.2). Students who successfully defend their thesis will no longer be eligible for Restracomf funding.

It is the supervisor's responsibility to notify the RTC immediately of any changes that could affect Restracomf funding. Examples include: the completion of the Master's program, a change in degree status from full-time to part-time, or if the trainee has received external funding. If the supervisor fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to the RTC by the graduate student or supervisor (e.g. from an operating grant).

9.1.2 PhD Students

The term of award for students at the PhD level is four years from the start date of the PhD program. Students who successfully defend their thesis will no longer be eligible for Restracomf funding. It is the supervisor's responsibility to notify the RTC immediately of any changes that could affect Restracomf funding. Examples include: the completion of the PhD program, a change in degree status from full-time to part-time, or if the trainee has received external funding. If the supervisor fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to the RTC by the graduate student or supervisor (e.g. from an operating grant).

Students who successfully reclassify from a Master's to PhD program while being funded by Restracomf, and students who enter PhD program from the Bachelor's degree, will be eligible for up to five years of funding in total (from the start date of

the previous degree). Documentation from the Graduate Coordinator of the University department indicating successful reclassification is essential for this extended funding.

9.1.3 Fellows

Fellows are eligible for up to two years of Restracom funding from the start date listed in the award notice. Fellows who receive partial-salary external awards requiring Restracom top-up (see section 8 above), are not eligible for extended Restracom funding beyond two years of top-up funding. Fellows who receive external awards that exceed the Restracom amount for two years or more are not eligible for an extension on Restracom funding.

Funding is not allowed for research programs that last less than one and a half years.

9.2 Nursing and Professional Services Members

Terms of awards for specific classifications are set out below. Extensions of terms are normally not allowed. The term of an award will not be extended due to supervisor's need (e.g. loss of operating grant). The only exception is if a supervisor leaves SickKids or the University of Toronto and the trainee has to find a new supervisor and begin a new project or change his/her program of study. In this case, a one-year extension is granted.

9.2.1 MA, MSc, MN and other Degree Students

The term of award for students at the Master's level is two years from the start date of the Master's program. Full-time MA, MSc, MN and other degree students will not be funded in the third year of their program. Thus, if a Masters-level trainee is in the second year of the program when the award is given, she/he will receive only one year of funding from Restracom (unless the trainee reclassifies to the PhD program, see below).

It is the supervisor's responsibility to notify the RTC immediately of any changes that could affect Restracom funding. Examples include: the completion of the Master's program, a change in degree status from full-time to part-time, or if the trainee has received external funding. If the supervisor fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to the RTC by the graduate student or supervisor (e.g. from an operating grant).

Part-time MA, MSc, MN and other degree students will be funded to a maximum of the total value of a full time award.

9.2.2 PhD Students

The term of award for students at the PhD level is four years from the start date of the PhD program. Students who successfully defend their thesis will no longer be eligible for Restracom funding. It is the supervisor's responsibility to notify the RTC immediately of any changes that could affect Restracom funding. Examples include: the completion of the Master's program, a change in degree status from full-time to part-time, or if the trainee has received external funding. If the supervisor fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to the RTC by the graduate student or supervisor (e.g. from an operating grant).

Students who successfully reclassify from the Masters to the PhD program will be allowed five years of funding in total. Documentation from the Graduate Coordinator of the University department indicating successful reclassification is essential for this extended funding.

9.2.3 Fellows

Congruent with the notion that Restracom funding is enabling, fellows are eligible for only two years of Restracom funding. However, the total term for a PhD fellow is five years in the same environment. Fellows who receive partial-salary external awards requiring Restracom top-up (see Section 8 above), are not eligible for extended Restracom funding beyond two years of top-up funding.

Funding is not allowed for research programs that last less than one and a half years.

9.3 Parental Leave Policy

Restracom does not provide parental leave funding. Trainees are entitled to request unpaid parental leave, during which time the award is suspended. The leave period is not to exceed one year per child. The balance of the award term can be utilized when the trainee returns from parental leave.

A supervisor who holds a CIHR grant (or another with a similar policy) may request parental leave funds for the trainee from that granting agency. The supervisor will have to request from the RTC that Restracom be suspended. Restracom funding will resume at the end of the parental leave, with supporting documentation of return from Human Resources.

9.4 Leave of Absence and other Leaves

Trainees are entitled to request an unpaid Leave of Absence, Medical Leave, Care and Nurturing Leave or Sabbatical Leave for up to one year in duration. Prior

to the leave start date, the trainee must supply a letter specifying the term of absence.

10. RENEWAL

Restrcomp-funded trainees are required to complete a renewal application annually in order to be eligible for funding in subsequent years. This will be provided to the trainee electronically during the renewal period. The number of allowed renewals reflects the term of the award (see above). The application must be completed prior to the anniversary date of the current award to be eligible for renewal funding. If the renewal application is not completed, funding will automatically be terminated. The renewal process is non-competitive. However, the trainee must still continue to seek external funding and must demonstrate that this is being sought to be eligible for renewal funding.

For students, the renewal application must indicate that the trainee's status has not changed (e.g. the trainee is still a full-time research student). Students who have successfully reclassified from the Master's to the PhD program must also provide documentation from the University indicating their successful reclassification. If this is not appended to the application, the student will be deemed to be entering the third year of the Master's degree and funding will be terminated automatically.

For Nursing and Health Professional students/fellows, change of employment status shall be immediately reported to the RTC in order to adjust the stipends to the working hours at SickKids (see Table 8.2.1). The trainee may be requested to re-submit the OSOTF Financial Needs Assessment form. Failure to do so will result in termination of the award.

11. RULES

11.1 Direction of Award

Restrcomp funds are considered a direct award to the trainee under the supervision of the indicated supervisor at the time of application. Trainees are not eligible to carry Restrcomp funding to a different lab or change supervision, unless it is approved by the Research Training Centre.

11.2 Transferring Supervisors

If a trainees changes supervisors during the course of a Restrcomp award, the following information must be provided to the Research Training Centre *prior to* the time of transfer:

1. A letter informing the RTC of the trainee's intention to transfer supervisors, signed by the trainee, the old supervisor and new supervisor.
2. A one – page description of the trainee's research project, stating the expected length of time required to complete the project. This component of the transfer is *not required by Nursing and Professional Services applicants* who are not engaged in a thesis-based program.
3. A one-page assessment of the trainee, completed by the new supervisor. This can include information about the applicant's experience, as well as the potential for performance under your supervision. The new supervisor must sign this evaluation.

Graduate students must be supervised by a SickKids staff member appointed as Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist, in the Research Institute, and appointed to the School of Graduate Studies (SGS) at the University of Toronto. Non-U of T students supervised by a SickKids staff member with one of the above Research Institute appointments is eligible to supervise a student as well.

Nursing/Professional Services graduate students must be supervised by a SickKids staff member appointed as Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist, in the Research Institute, and appointed to SGS at U of T. When supervisors are not appointed to the Research Institute at SickKids, they are required to apply in writing to Dr. Janet Rossant, Chief of Research, for an Adjunct Scientist appointment. All applications by Nursing/Professional Services graduate students must be endorsed by the Chief of Interprofessional Practice/Chief Nurse Executive.

Research fellows must be supervised by a SickKids staff member appointed as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist, in the Research Institute. Fellows of Scientist-Track Investigators, Team Investigators, Adjunct Scientists, Project Investigators, or Emeritus Scientists are not eligible.

11.3 Joint-Supervision

11.3.1 Students

Joint-supervision of students is allowed only if both supervisors hold a Research Institute appointment at the level of Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist.

In the case of Nursing/Professional Services staff members where an appropriate supervisor is not available at SickKids, the student's University of Toronto supervisor may supervise that student after being granted an Adjunct Scientist appointment in the Research Institute (see Section 4.4). Joint-supervision of

students is allowed only if both supervisors hold at least an Adjunct Scientist appointment in the Research Institute. Where the Nursing degree sought does not involve supervised thesis work, the Chief Interprofessional Practice/Chief Nurse Executive at SickKids will act as supervisor for the purposes of Restracom, and must sign the student's application.

11.3.2 Fellows

Joint supervision of fellows is only permitted if both supervisors hold a Research Institute appointment at the level of Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist. Joint supervision is not a means to allow SickKids staff without Research Institute appointments to have Restracom-funded fellows.

11.4 Conditions of Acceptance

Both the supervisor and the trainee must sign the Conditions of Acceptance form upon notification of the award (see Appendix D). The award cannot be implemented until the Conditions of Acceptance form is returned to the RTC.

The supervisor and trainee must agree to seek/have sought external funding at initial application and each renewal. If external support is not sought, the supervisor must indicate in writing why the applicant cannot apply for such. Supervisors are advised that the award may be withdrawn if the awardee does not seek outside funding. If the supervisor fails to notify Restracom of changes in trainee status and the trainee is wrongfully paid by Restracom, the Conditions of Acceptance confirms that the supervisor is required to reimburse Restracom for any funds wrongly received by the trainee.

11.5 Restrictions

The trainee must take up the Restracom award within one year or the award will be withdrawn.

If a fellow commences working with the SickKids supervisor prior to receiving the PhD degree, Restracom funding will not start until the degree is conferred and the RTC receives supporting documentation. If this process takes longer than one year, the award will be withdrawn.

11.6 Termination of Award

The supervisor is required to notify Restracom immediately in writing if/when:

- a) The student completes the degree (e.g. the thesis is accepted by the School of Graduate Studies (SGS) and SGS certifies that all requirements for the degree have been completed).

- b) The trainee ceases working on the approved project/program for any reason (e.g. trainee quits, switches supervisors, takes Leave of Absence, etc.)
- c) The Nursing or Professional Services trainee changes his/her status of employment at SickKids.
- d) The student changes his/her degree status from full-time to part-time

If the supervisor fails to notify Restracom of these changes in trainee status, the supervisor is required to reimburse Restracom for any funds wrongly received by the trainee.

11.7 External Awards

Restracom is intended to provide trainees with financial support while they conduct research at the Hospital for Sick Children. Trainees are mandated to apply for external funding on a continual basis, and proof of application is required as part of the annual Restracom renewal application.

Should a trainee be successful in obtaining external funding, this award must be accepted and Restracom funding will be adjusted accordingly. The external award funding should be started immediately, or within three months from the date of notification. If the external award cannot be started immediately or within three months from the date of notification, a trainee must begin external funding at the earliest possible date thereafter.

IF...	THEN...
The external award is less than the Restracom award	Restracom will fund the differential to the maximum amount of a standard Restracom award
The external award exceeds the Restracom maximum amount	Restracom will be terminated
The external award exceeds the term of a Restracom award	Restracom will be terminated
The external award is less than or equal to \$1500	Restracom will not be reduced from the amount of the indicated award

All other awards are considered external awards for Nursing and Professional Services staff trainees. For other trainees, an award is considered external if it is from outside of SickKids.

11.8 Transfer of Awards

Restracom awards are not transferable outside of SickKids.

Appendix A: Restracom Adjudication Committee

<u>Committee Member</u>	<u>Title</u>	<u>SickKids Program</u>
Brent Derry (Chair)	Senior Scientist	Developmental & Stem Cell Biology
Geraldine Cullen-Dean	Clinical Nurse Specialist	Nursing
Ian Scott	Scientist	Developmental & Stem Cell Biology
John Brumell	Senior Scientist	Cell Biology
John Parkinson	Senior Scientist	Molecular Structure & Function
Karen A. Gordon	Scientist	Neurosciences & Mental Health
Michael D. Taylor	Scientist	Developmental & Stem Cell Biology
Peter K Kim	Scientist	Cell Biology
Uri Tabori	Scientist	Genetics & Genome Biology

<u>Ex-Officio Member</u>	<u>Title</u>
Gwen Burrows	Director, Strategic Projects
Gabrielle Boulianne	Director, Research Training Centre; Senior Scientist
Nadia Taylor	Manager, Research Training Centre & Faculty Office
Stephanie Ngo	Coordinator, Research Training Centre
Patricia Notarangelo	Senior Secretary, Research Training Centre & Faculty Office

Appendix B: Criteria for Selection of Candidates from Professional Services/Nursing

Candidates from Professional Services and Nursing are unique individuals who have been contributing to the development of The Hospital for Sick Children (SickKids) academic vision. These committed professionals have engaged in graduate studies that are reflective of the strategic needs of SickKids. Some of these graduate programs are heavily focused on research development qualifying for Master of Science, others focus more on the development of *advance research and theory based knowledge* such as the Master of Nursing, while others aim at developing leaders in health care such as the Master of Health Sciences (Administration).

As in all other selection processes throughout the RTC, excellence is the first criteria by which these professionals should be judged. Competition for awards should be conducted within these different categories, as the selection criteria are necessarily different than the class marks and publication scheme.

We suggest that the following criteria be used when assessing the potential of these professionals in fulfilling SickKids strategic mission.

- Academic Potential/Achievement
- Excellent academic record enabling completion of graduate program sought.
- Clear thinker, inquisitive mind, and critical learner within the field of study chosen.
- Capacity to implement what has been learned in program to SickKids' strategic plan.
- Publications and presentations.
- Growth

- Proven record of personal development and growth either at SickKids or within career (*examples: committee membership, project management, presentations, publications, awards and honors*).
- Lifelong learner in areas of expertise or development. (*Examples: journal clubs, attendance at conferences, workshops, grand rounds*).
- Facilitates and promotes the development and education of others. (*Example: clinical preceptorship, cross-appointments at university faculties*).
- Leadership
- Holds or is working towards a position that requires development and mentorship of others, such as colleagues, peers, students.
- *Demonstrated* excellence in leadership by colleagues, peers, students.
- *Documented* expertise in clinical work, research, education, management etc.
- Initiative/Flexibility
- Self-starter in projects requiring participation of others.
- Adapts and responds to change at SickKids, health care and/or within clinical programs.
- Commitment/Motivation
- Enthusiastic individual, willing to expand knowledge and boundaries.
- Committed to SickKids children, families, values and strategic mission.
- Proven record of completing projects and being a driving force behind them.

Appendix D: Conditions of Acceptance forms

RESEARCH TRAINING COMPETITION (RESTRACOMP) CONDITIONS OF ACCEPTANCE GRADUATE STUDENTS (CATEGORIES A AND B)

Please read the following Conditions of Acceptance for the Research Training Competition (Restracomp) award you (the supervisor) and your graduate student are being offered. Both you and your graduate student must sign this form and return it to the Research Training Centre (RTC) in order to commence Restracomp funding.

CONDITIONS OF ACCEPTANCE

1. This award is considered an award to the trainee for the purpose of enhancing his/her training. This, in turn, will support the research program of the supervisor.
2. The award is exclusively for the full-time research training of the graduate student in the laboratory of the supervisor (this may not apply to nursing and health professional graduate students, depending on the nature of their program).
3. The amount of the award is \$20,000 per annum. If the student has received external funding under this amount, Restracomp will provide a top-up totaling \$20,000. The supervisor may supplement the award if he/she wishes. However, the level of top-up cannot exceed CIHR direct award rates, without RTC approval. Please refer to the Restracomp Policies and Procedures for details.
4. The supervisor/student is required to continue to seek external funding. Renewal of Restracomp funding may not be granted unless supporting documentation is provided showing this is being pursued or explaining why it is not possible.
5. All Restracomp funded students and their supervisor must review the Restracomp Policies and Procedures, available online at <http://www.sickkids.ca/RTC/documents/restracompPolicies.pdf> to ensure that they fulfill the requirements of this award.
6. The term of the award for a:
 - Master's student is two consecutive years
 - Ph.D. student is four consecutive yearsMaster's students entering their third year or Ph.D. students entering their fifth year of the degree program are not eligible for funding. Funding for Master's students does not exceed a maximum of two years. However, if the student successfully reclassifies to a Ph.D. program prior to completing this award, s/he may be eligible for an additional three years of funding (to a maximum of five years). In this situation, the supervisor is required to submit a letter to the RTC requesting the additional support and providing documentation from the University showing approval of reclassification. The Restracomp award term, as stated above, is determined from the start date of the graduate program, not from the Restracomp start date.

7. Should graduate student's research training extend beyond tenure of Restracom award, the supervisor is responsible for providing funding at the University departmental level, providing the student continues to fulfill the requirements of the University and Sick Kids.
8. The successful graduate student must take up the position at SickKids and commence Restracom funding within 12 months of the effective date stated on the approval letter, or be disqualified.
9. Restracom does not provide funding during a Parental Leave. The maximum period for Parental Leave is 12 months. Leave time will not be counted into the time restrictions on the Restracom award. Supervisors holding operating grants from agencies providing funded parental leaves are required to notify the RTC one month prior to the beginning of the leave if they plan to transfer the student's salary from Restracom to their operating grant. They are also responsible for following the procedures required by the agency in order to implement reimbursement of the grant.
10. Students and supervisors funded by Restracom are required to report to the RTC any significant change in their financial status during the duration of their award. All Restracom funded students have completed the Ontario Student Opportunity Trust Fund financial needs assessment form. Any significant change to the information reported on this form must be reported to the RTC.
11. A student must acknowledge the receipt of Restracom support. The following statement must be included in all resumes, curriculum vitae, CV modules or any other documentation which lists awards or sources of funding:
"_____trainee name_____ was supported through a studentship, fully or in part, by the <<name funding source indicated in letter>> Hospital for Sick Children Foundation Student Scholarship Program."

It is the responsibility of the supervisor to inform the RTC when the trainee has changed his/her degree status from full-time to part-time, receives external funding, or has completed his/her graduate program. The supervisor agrees that if he/she fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to RTC by the graduate student or supervisor, e.g. from an operating grant.

**RESEARCH TRAINING COMPETITION (RESTRACOMP)
CONDITIONS OF ACCEPTANCE
GRADUATE STUDENTS
(CATEGORY D)**

Please read the following Conditions of Acceptance for the Research Training Competition (Restracomp) award you (the supervisor) and your graduate student are being offered. Both you and your graduate student must sign this form and return it to the Research Training Centre (RTC) in order to commence Restracomp funding.

CONDITIONS OF ACCEPTANCE

1. This award is considered an award to the trainee for the purpose of enhancing his/her training. This, in turn, will support the research program of the supervisor.
2. The award is exclusively for the research training of the graduate student in the laboratory of the supervisor (this may not apply to nursing and health professional graduate students, depending on the nature of their program).
3. The amount of the award is pro-rated according to the number of hours of gainful employment at SickKids. Guidelines for rates of these awards are shown in Table 8.2.1. If a student has received external funding below this amount, Restracomp will provide a top-up totaling the pro-rated amount. The supervisor may supplement the award if he/she wishes. However, the level of top-up cannot exceed CIHR direct award rates, without RTC approval. Please refer to the Restracomp Policies and Procedures for details.
4. The supervisor/student is required to continue to seek external funding. Renewal of Restracomp funding may not be granted unless supporting documentation is provided showing this is being pursued or explaining why it is not possible.
5. All Restracomp funded students and their supervisor must review the Restracomp Policies and Procedures, available online at <http://www.sickkids.ca/RTC/documents/restracompPolicies.pdf> to ensure that they fulfill the requirements of this award.
6. The term of the award for a:
 - Master's student is two consecutive years
 - Ph.D. student is four consecutive yearsMaster's students entering their third year or Ph.D. students entering their fifth year of the degree program are not eligible for funding.
Funding for Master's students does not exceed a maximum of two years.
However, if the student successfully reclassifies to a Ph.D. program prior to completing this award, s/he may be eligible for an additional three years of funding (to a maximum of five years). In this situation, the supervisor is required to submit a letter to the RTC requesting the additional support and providing documentation from the University showing approval of reclassification. The Restracomp award term, as stated above, is determined from the start date of the graduate program, not from the Restracomp start date.

7. Should graduate student's research training extend beyond tenure of Restracom award, the supervisor is responsible for providing funding at the University departmental level, providing the student continues to fulfill the requirements of the University and Sick Kids.
8. The successful graduate student must take up the position at SickKids and commence Restracom funding within 12 months of the effective date stated on the approval letter, or be disqualified.
9. Restracom does not provide funding during a Parental Leave. The maximum period for Parental Leave is 12 months. Leave time will not be counted into the time restrictions on the Restracom award. Supervisors holding operating grants from agencies providing funded parental leaves are required to notify the RTC one month prior to the beginning of the leave if they plan to transfer the student's salary from Restracom to their operating grant. They are also responsible for following the procedures required by the agency in order to implement reimbursement of the grant.
10. Students funded by Restracom are required to report to the RTC any significant change in their financial status during the duration of their award. All Restracom funded students have completed the Ontario Student Opportunity Trust Fund financial needs assessment form. Any significant change to the information reported on this form must be reported to the RTC.
11. A student must acknowledge the receipt of Restracom support. The following statement must be included in all resumes, curriculum vitae, CV modules or any other documentation which lists awards or sources of funding:
"_____trainee name_____ was supported through a studentship, fully or in part, by <<name funding source indicated in letter>> Hospital for Sick Children Foundation Student Scholarship Program."

It is the responsibility of the supervisor to inform the RTC when there has been a change in the trainee's employment status in order to adjust the stipends to the working hours at SickKids (Table 8.2.1). In addition, if a student has completed his/her graduate program, receives an external award, or has changed his/her degree status from full-time to part-time, this must be reported to the RTC. The supervisor agrees that if he/she fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to RTC by the graduate student or supervisor, e.g. from an operating grant.

**RESEARCH TRAINING COMPETITION (RESTRACOMP)
CONDITIONS OF ACCEPTANCE
RESEARCH STUDENTS AND FELLOWS
(CATEGORY C AND H)**

Please read the following Conditions of Acceptance for the Research Training Competition (Restracomp) award you (the supervisor) and your research student are being offered. Both you and your student or fellow must sign this form and return it to the Research Training Centre (RTC) in order to commence Restracomp funding.

CONDITIONS OF ACCEPTANCE

1. This award is considered an award to the trainee for the purpose of enhancing his/her training. This, in turn, will support the research program of the supervisor.
2. The award is exclusively for the research training of the research student in the laboratory of the supervisor.
3. The amount of the award is \$40,000 per annum. If the student has received external funding under this amount, Restracomp will provide a top-up to a maximum of \$40,000. The supervisor may supplement the award if he/she wishes. Please note that the level of top-up cannot exceed CIHR direct award rates without RTC approval.
4. The successful student or fellow must hold an MD with a valid Ontario license throughout Restracomp term. A copy of the license must be submitted to the RTC upon submission of this form.
5. The full-time research student or fellow is required to spend a minimum of 80% of his/her time in research. Clinical commitments cannot exceed 20% or 8 daytime hours per week. Evening and weekend call times may be permitted, provided that this does not interfere with the student's ability to do research.
6. Despite the offer of Restracomp funding, you as the supervisor **MUST continue to seek external funding** for your research student or fellow. Annual renewal of Restracomp funding may not be granted unless supporting documentation is provided showing this is being pursued or explaining why it is not possible.
7. All Restracomp funded trainees and their supervisor must review the Restracomp Policies and Procedures, available online at <http://www.sickkids.ca/RTC/documents/restracompPolicies.pdf> to ensure that they fulfill the requirements of this award.
8. The term of Restracomp funding is for a maximum of two years for research students from the start date of the Master's program and a maximum of four years from the start date of the PhD program. The term of Restracomp funding is for a maximum of two years for research fellows from the start date listed in the awards notice. Funding is not allowed for research programs that last less than one and a half years. When research training ceases, the research student is no longer eligible for Restracomp funding.

9. The successful research student or fellow must take up the position at SickKids and commence Restracom funding within 12 months of the effective date stated on the approval letter, or be disqualified.
10. The maximum period for Parental Leave is 12 months. Restracom will not support parental leave time. Leave time will not be counted into the time restrictions on the Restracom award. Supervisors holding operating grants from agencies providing funded parental leaves are required to notify the RTC one month prior to the beginning of the leave if they plan to transfer the student's or fellow's salary from Restracom to the operating grant. They are also responsible for following the procedures required by the agency in order to implement reimbursement of the grant.
11. A student or fellow must acknowledge the receipt of Restracom support. The following statement must be included in all resumes, curriculum vitae, CV modules or any other documentation which lists awards or sources of funding:
“_____trainee name_____ was supported through a studentship, fully or in part, by the Ontario Student Opportunity Trust Fund - Hospital for Sick Children Foundation Student Scholarship Program.”

It is the responsibility of the supervisor to inform the RTC when the trainee has changed his/her degree status from full-time to part-time, receives external funding, or has completed his/her graduate program. The supervisor agrees that if he/she fails to notify the RTC of a situation that renders their graduate student ineligible to receive further funding, any funds paid out inappropriately will be refunded to RTC by the graduate student or supervisor, e.g. from an operating grant.

**RESEARCH TRAINING COMPETITION (RESTRACOMP)
CONDITIONS OF ACCEPTANCE
RESEARCH FELLOWS
(CATEGORY F AND G)**

Please read the following Conditions of Acceptance for the Research Training Competition (Restracomp) award you (the supervisor) and your research fellow are being offered. Both you and your fellow must sign this form and return it to the Research Training Centre (RTC) in order to commence Restracomp funding.

CONDITIONS OF ACCEPTANCE

1. This award is considered an award to the trainee for the purpose of enhancing his/her training. This, in turn, will support the research program of the supervisor.
2. The award is exclusively for the research training of the research fellow in the laboratory of the supervisor.
3. The successful fellow must hold a Ph.D. degree and cannot begin Restracomp funding until the Ph.D. dissertation has been successfully defended, and supporting documentation has been provided to the RTC.
4. The amount of the award is \$33,750 per annum. Please remember that all research fellows must be funded a minimum of \$36,750 per annum. Therefore, the supervisor is responsible for this top-up. Please note that the level of top-up cannot exceed CIHR direct award rates without RTC approval.
5. Despite the offer of Restracomp funding, you as the supervisor **MUST continue to seek external funding** for your research fellow. Annual renewal of Restracomp funding may not be granted unless supporting documentation is provided showing this is being pursued or explaining why it is not possible.
6. All Restracomp funded fellows and their supervisor must review the Restracomp Policies and Procedures, available online at <http://www.sickkids.ca/RTC/documents/restracompPolicies.pdf>, to ensure that they fulfill the requirements of this award.
7. The term of Restracomp funding for research fellows is a maximum of two years from the start date listed in the award notice. Funding is not allowed for research programs that last less than one and a half years. When research training ceases, the research fellow is no longer eligible for Restracomp funding.
8. The successful research fellow must take up the position at Sick Kids and commence Restracomp funding within 12 months of the effective date stated on the approval letter, or be disqualified.
9. Restracomp will not fund parental leaves. The maximum period for Parental Leave is 12 months. Leave time will not be counted into the time restrictions on the Restracomp award. Supervisors holding operating grants from agencies providing funded parental leaves are required to notify the RTC one month prior to the

beginning of the leave if they plan to transfer the fellow's salary from Restracom to the operating grant. They are also responsible for following the procedures required by the agency in order to implement reimbursement of the grant.

10. A fellow must acknowledge the receipt of Restracom support. The following statement must be included in all resumes, curriculum vitae, CV modules or any other documentation which lists awards or sources of funding:
“_____trainee name_____ received a Postdoctoral Fellowship, in part, through the Hospital for Sick Children Research Training Centre.”

It is the responsibility of the supervisor to inform the RTC when the research fellow receives external funding or completes his/her fellowship. The supervisor agrees that if he/she fails to notify the RTC of a situation that renders their fellow ineligible to receive further funding, any funds paid out inappropriately will be refunded to RTC by the graduate student or supervisor, e.g. from an operating grant.