

## SickKids Research Training Centre (RTC) Trainee Start-Up Fund Application Guidelines

<b>Purpose of Award</b>	<p>The Trainee Start-Up Fund (TSUF) provides funding aimed at encouraging and supporting trainees to pursue their interest in:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>A) Conducting research project based on their own ideas, independent from their primary thesis/degree based work.</p> </td> <td style="width: 50%; padding: 5px;"> <p>B) Travelling to another lab to learn a new research technique not available locally (i.e. within the Greater Toronto Area).</p> </td> </tr> </table>	<p>A) Conducting research project based on their own ideas, independent from their primary thesis/degree based work.</p>	<p>B) Travelling to another lab to learn a new research technique not available locally (i.e. within the Greater Toronto Area).</p>
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<b>Applicant Eligibility Criteria</b>	<p>1) At the time of application and award notice, the applicant must be training full-time at The Hospital for Sick Children as one of the following:</p> <ul style="list-style-type: none"> <li>Graduate Student</li> <li>Research Fellow</li> <li>Clinical Fellow in a paediatric clinical program (e.g. medicine and surgery)</li> <li>Resident in a paediatric clinical program (e.g. medicine and surgery)</li> <li>Post-graduate level trainee in a paediatric health profession (e.g. nursing, social work, physiotherapy, pharmacy, occupational therapy, respiratory therapy, etc.)</li> </ul> <p>2) Applicants must be conducting research relevant to child health. The specific relevance of the proposed research must be clearly indicated on the application cover page.</p>		
<b>Supervisor Eligibility Criteria</b>	<p>At the time of application, the applicant's Supervisor must be a SickKids staff member appointed to the Research Institute as one of the following:</p> <ul style="list-style-type: none"> <li>Senior Scientist</li> <li>Scientist</li> <li>Senior Associate Scientist</li> <li>Associate Scientist</li> <li>Project Investigator</li> </ul>		
<b>Application Procedure</b>	<p>1) Applications must be submitted electronically in 1 PDF file (including a signed copy of the application cover page) to Shiv Kamal, Research Training Centre, <a href="mailto:shiv.kamal@sickkids.ca">shiv.kamal@sickkids.ca</a>.</p> <p>2) Applications will be adjudicated by the TSUF Committee and applicants will be notified of whether their application has been approved for funding approximately 2 months following the deadline.</p>		
<b>Funding Amount</b>	<ul style="list-style-type: none"> <li>Successful applicants may be approved for funding up to \$3000CAD.</li> <li>No funds will be issued at the time of award notice. Funding is provided on a reimbursement basis only.</li> <li>Successful applicants must submit invoices and/or receipts in order to be reimbursed.</li> </ul>		
<b>Reimbursement Process</b>	<p>1) Applicants awarded under category A have up to two years from the date of award notice to claim funding. Applicants awarded under category B have up to one year from the date of award notice to take their trip and up to one month from the date of return from travel to claim funding.</p> <p>2) If REB approval or Animal Use Protocol approval is required for the successful applicant's study, a copy of this approval must be submitted to the Research Training Centre, 5277 Black, once it is received. <i>Failure to provide this documentation will result in withholding of reimbursement of expenses.</i></p> <p>3) Successful applicants will be required to submit a summary report along with all the receipt expenses at the end of the study or travel period. Reimbursement for expenses will be issued at that time.</p>		

<b>Eligible Expenses</b>	A) TSUF funding reimburses trainees to purchase expendables needed for their research.	B) Travel expenses related to the purpose of learning a new research skill at another lab. <ul style="list-style-type: none"> <li>• Please see below for a list of travel expenses covered by this award.</li> <li>• This award covers return transportation between Toronto and the host lab.</li> </ul>
<b>Ineligible Expenses</b>	<ul style="list-style-type: none"> <li>• This award is not to be used for the applicant's salary.</li> <li>• This award is not to be used to purchase a computer, PDA, or software.</li> <li>• This award is not available to cover travel expenses related to conferences, workshops, or certification courses. Please refer to the RTC Trainee Travel Award: <a href="http://www.sickkids.ca/Research/StudentandFellowResources/RTC/Training-Programs/Trainee-Travel-Award/index.html">http://www.sickkids.ca/Research/StudentandFellowResources/RTC/Training-Programs/Trainee-Travel-Award/index.html</a></li> </ul>	<ul style="list-style-type: none"> <li>• This award is not to be used for the applicant's salary.</li> <li>• This award does not cover entertainment expenses or capital expenses (e.g. computer, PDA, software).</li> <li>• This award is not available to cover travel expenses related to conferences, workshops, or certification courses. Please refer to the RTC Trainee Travel Award: <a href="http://www.sickkids.ca/Research/StudentandFellowResources/RTC/Training-Programs/Trainee-Travel-Award/index.html">http://www.sickkids.ca/Research/StudentandFellowResources/RTC/Training-Programs/Trainee-Travel-Award/index.html</a></li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Two application deadlines per year: February 1<sup>st</sup> and August 1<sup>st</sup></li> <li>• Applications must be submitted by 5:00pm on the deadline date.</li> <li>• If a deadline date falls on a weekend/holiday, the deadline will be set for the next closest business day.</li> <li>• Incomplete or late applications will <b>not</b> be accepted. Hard copies will <b>not</b> be accepted.</li> </ul>	
<b>Limitations</b>	<ul style="list-style-type: none"> <li>• Only one trainee per supervisor can apply per competition.</li> <li>• Only one trainee per supervisor can be funded per fiscal year (April 1 – March 31).</li> <li>• Applicants may only submit one application per competition.</li> <li>• Unsuccessful applicants may re-apply up to two times during the course of their training at SickKids.</li> </ul>	

### Category B - Eligible Travel-Related Expenses

Travel-related expenses covered under Category B of the Trainee Start-Up Fund are indicated in the table below. The maximum amount covered is \$3000CAD. This information is from [The Hospital for Sick Children's Travel and Expense Reimbursement policy](#). Questions about this policy can be directed to Accounts Payable, Annette Weatherup, [annette.weatherup@sickkids.ca](mailto:annette.weatherup@sickkids.ca).

Expense Type	Reasonable Cost	Receipt Requirements
Accommodation	Standard Room, Single Occupancy	<ul style="list-style-type: none"> <li>• Hotel bill + proof of payment with a zero balance</li> <li>• Rental agreement (if applicable)</li> </ul>
Air Travel	Economy/ Coach class is the standard	<ul style="list-style-type: none"> <li>• Copy of itinerary + boarding pass or electronic boarding pass/confirmation email</li> </ul>
Rail Travel	Day trip: Economy/Coach class is the standard Overnight: Semi-private berth or Roomette class	<ul style="list-style-type: none"> <li>• Original ticket receipt</li> </ul>
Personal Vehicle	\$0.40/km, not exceeding equivalent rail or economy airfare	<ul style="list-style-type: none"> <li>• Proof of distance calculation (e.g. map)</li> </ul>
Car Rental & associated expenses	Not exceeding equivalent rail or economy airfare	<ul style="list-style-type: none"> <li>• Customer copy of credit card sales slip + copy of lease agreement + gas receipts.</li> </ul>
Meals for Self within North America	Maximum allowable reimbursement not to exceed \$60CAD per day in Canada, \$60US per day in the United States and Mexico with a maximum allowance of \$40 CAD/US for any one meal	<ul style="list-style-type: none"> <li>• Original detailed receipts (e.g. customer copy of credit card sales slip, cash register receipt, restaurant bill stub, etc.)</li> </ul>
Meals for Self outside North America	Follow the daily rates per location specified at the National Joint Council Travel Directive: <a href="http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng">http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng</a>	<ul style="list-style-type: none"> <li>• Original detailed receipts (e.g. customer copy of credit card sales slip, cash register receipt, restaurant bill stub, etc.) + copy of posted rates from the National Joint Council Travel Directive website</li> </ul>

## SickKids Research Training Centre (RTC) Trainee Start-Up Fund Evaluation Criteria

### **CATEGORY A**

Conducting research project based on own idea, independent from primary thesis/degree based work.

Category A applications are evaluated based on the following criteria:

- Relevance to child health
- Potential to advance research in child health or improve patient care, practice and/or health policy
- Proper description of background for research and novelty of proposed research in this context
- Feasibility of project aims
- Appropriateness of research methods in relation to the objectives of the study
- Statistical justification and feasibility of sample size
- Appropriate description of controls (if relevant)
- Justification of budget items
- Feasibility of budget in relation to the objectives of the study

### **CATEGORY B**

Travelling to another lab to learn a new research technique not available locally (i.e. within the Greater Toronto Area).

Category B applications are evaluated based on the following criteria:

- Need to travel outside of GTA to learn skill/technique is justified
- Whether the skill/technique is best learned at the proposed host lab
- Feasibility of applicant learning the skill/technique in the time frame set out in the application
- Feasibility of implementing/establishing technique in applicant's lab and/or at SickKids
- Feasibility of applicant disseminating/teaching technique to other trainees in applicant's lab and/or at SickKids
- Potential impact of the skill/technique to the applicant's research project
- Potential impact of the skill/technique for other SickKids/Toronto labs

Category A

## SickKids Research Training Centre (RTC) Trainee Start-Up Fund Application Cover Page

Applicant Name		Applicant Position	
Applicant Email		Division/Department/ Research Institute Program	
Supervisor Name		Supervisor's Research Institute Appointment	
Project Title			
Relevance to child health:			
If applicable, explain how this project differs from thesis project.			
<ul style="list-style-type: none"> <li>Your application must not exceed <b>5, double-spaced pages</b> (not including appendices).</li> <li>Please include this document as the cover sheet for your application. It must be signed by you and your supervisor.</li> <li><b>Check off</b> each item to ensure application package is complete.</li> <li>This application must be emailed in <b>one</b> PDF file to <a href="mailto:shiv.kamal@sickkids.ca">shiv.kamal@sickkids.ca</a></li> <li>Incomplete and/or late applications will <b>not</b> be accepted. Hard copies will <b>not</b> be accepted.</li> </ul>			

**PLEASE INCLUDE IN YOUR APPLICATION:**

- Project Title
- Background / Rationale (brief, written in lay language)
- Statement of how this is a stand-alone project, distinct from applicant's and/or supervisor's other current research projects
- Objectives
- Hypothesis
- Patients and Methods - discuss the rationale for the methods. If applicable, discuss choice of sample size.
- Methods of analysis of the data
- Statement of expected outcome(s) - there is an expectation that there will be measurable outcomes from this project. If awarded, at the time of reimbursement submission, a summary report including measurable outcomes is required.

**APPENDICES:**

- Itemized budget and justification of budget items (if budget exceeds \$3000CAD, please provide explanation of where the additional sources of funding have been secured)
- Time table for your study
- References
- Scientific Peer Review Form\*
- Scientific Peer Review – Responses to Comments\*

\*If a Scientific Peer Review Form is not a requirement from REB (i.e. – chart review, not a human-based study), in lieu of submitting a copy of the Form and Responses to Comments, applicants **must** submit a summary describing the consultative process undertaken in writing this proposal and how those revisions were incorporated in the final proposal.

*I hereby confirm that this protocol is based on the ideas of and written by the above trainee.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Category B

## SickKids Research Training Centre (RTC) Trainee Start-Up Fund Application Cover Page

<b>Applicant Name</b>		<b>Applicant's Position</b>	
<b>Applicant Email</b>		<b>Division/Department/ Research Institute Program</b>	
<b>Supervisor Name</b>		<b>Supervisor's Research Institute Appointment</b>	
<b>Project Title</b>			
<b>Relevance to child health:</b>			
<b>If applicable, explain how this project differs from thesis project.</b>			
<ul style="list-style-type: none"> <li>Your application must not exceed <b>5, double-spaced pages</b> (not including appendices).</li> <li>Please include this document as the cover sheet for your application. It must be signed by you and your supervisor.</li> <li><b>Check off</b> each item to ensure application package is complete.</li> <li>This application must be emailed in <b>one</b> PDF file to <a href="mailto:shiv.kamal@sickkids.ca">shiv.kamal@sickkids.ca</a></li> <li>Incomplete and/or late applications will <b>not</b> be accepted. Hard copies will <b>not</b> be accepted.</li> </ul>			

**PLEASE INCLUDE IN YOUR APPLICATION:**

- Project Title
- Background / Rationale (brief, written in lay language)
- Justification of traveling to another lab to learn new research technique:
  - Describe how this is different from what is currently available in your own lab
  - Describe the value of learning this new technique and how it is novel
  - Describe how learning this new technique would benefit the ongoing research program
- Statement of expected outcome(s) - there is an expectation that there will be measurable outcomes from this project. If awarded, the trainee must submit a summary report including measurable outcomes, within 1 year of travel. The RTC will follow up with the trainee if this is not received.

**APPENDICES:**

- Letter from an expert in the field that can attest that the technology does not exist locally. Alternatively, this issue can be addressed by the current supervisor or host lab supervisor in his/her letter\*
- Letter of support from current supervisor\*
- Letter of support from host lab supervisor\*
- Itemized budget and justification of budget items (if budget exceeds \$3000CAD, please provide explanation of where the additional sources of funding have been secured)
- Anticipated timeline for learning technique at external lab

*\*Please address letter to Trainee Start Up Fund Committee.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_