

**RESTRACOMP (RESEARCH TRAINING COMPETITION)  
April 2012 Application Package**

**Application Package**

This package contains important information and instructions to assist you when applying for Restracomp funding.

Please read this package carefully before completing the application.

For a full description of the competition process and guidelines, please refer to the Restracomp Policies and Procedures manual.

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# RESTRACOMP APRIL 2012

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## Application Deadline

Wednesday April 4, 2012 by 12:00 PM, noon

Please submit applications electronically as **ONE** pdf document and in the order indicated on the cover page checklist (Page 8). Files must be **uploaded** to the following site: <https://ritftp.research.sickkids.ca> Click on the "Public Access" button to submit your application.

- **Incomplete applications will not be accepted.**
  - **Extensions will not be given for incomplete applications under any circumstances.**
  - **It is the responsibility of the applicant and supervisor to ensure the application is complete and submitted by the deadline.**
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## Limitations

Due to budget constraints, a **maximum** of **two graduate students** (Category A-D) and **one research fellow** (Category F-I) **per supervisor** may apply for Restracomp funding.

Only **one** trainee **per supervisor** can be awarded Restracomp funding to begin September 1, 2012.

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## A. ELGIBILITY FOR FUNDING

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### U of T Graduate Students

To be eligible for funding, UofT Graduate Students must have a supervisor at SickKids with the following requirements:

1) The Supervisor must be a SickKids staff member appointed to the Research Institute as one of the following:

- Senior Scientist
- Scientist
- Senior Associate Scientist
- Associate Scientist
- Scientist Track Investigators (Application must be co-signed by the Investigator's Scientific Advisor)

2) The Supervisor must be appointed to the School of Graduate Studies (SGS) at the University of Toronto (UofT).

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### Non U of T Graduate Students

Non UofT Graduate Students are eligible under the same requirements as above.

**Please Note** – funding availability for Non UofT students is assessed before each competition.

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### Rotation Students

Rotation students are not eligible to apply to Restracomp.

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### Nursing and Professional Services Graduate Students

New!

Nursing and Professional Services students (Category D) uncertain of whether they fulfill the independent research project eligibility guidelines (Section 4.2.1, *Restracomp Policies and Procedures Manual*), should submit a **letter of intent** prior to beginning the application process. Please submit this form to [jennifer.ng@sickkids.ca](mailto:jennifer.ng@sickkids.ca) for review by **Friday March 9, 2012** if you are unsure whether or not your application qualifies for Restracomp funding. The form can be found on page 9 of this application package.

Nursing & Professional Services Graduate Students are eligible to apply for funding under the following conditions:

1) The Supervisor is a SickKids staff member appointed to the Research Institute as one of the following:

- Senior Scientist
- Scientist

- Senior Associate Scientist
- Associate Scientist
- Scientist Track Investigators (Application must be co-signed by the Investigator's Scientific Advisor)

2) The Supervisor must be appointed to the School of Graduate Studies (SGS) at the University of Toronto (UofT).

When supervisors are not appointed to the Research Institute at SickKids they must apply in writing to Dr. Janet Rossant, Chief of Research, for an Adjunct Scientist appointment. This involves:

- Submitting his/her curriculum vitae
  - Providing a letter of support from the appropriate SickKids Department Head
- Providing an annual assessment on the trainee to the Research Training Centre

## Research Fellows

To be eligible, Research Fellows must have a Supervisor at SickKids.

The Supervisor must be a SickKids staff member appointed to the Research Institute as one of the following:

- Senior Scientist
- Scientist
- Senior Associate Scientist
- Associate Scientist

Fellows are **NOT** eligible if:

- The supervisor is a Scientist-Track Investigator, Team Investigator, Adjunct Scientist, Project Investigator, or Emeritus Scientist
- They have completed two previous postdoctoral research positions
- They have greater than five years of previous postdoctoral research training (unless an interruption in career has occurred e.g. maternity leave)

## B. COMPETITION INFORMATION

### Application Categories

Applicants must apply to the category that best describes their status at the time that funding begins. If a trainee is enrolled in a graduate program, please apply in categories A-D.

Please refer to *Appendix A* for Categorization of Students and Fellows.

### Number of Times You Can Apply

A trainee can apply a **maximum** of two times to Restrcomp during their research training at the hospital (e.g. two applications as a student and/or two applications as a fellow are permitted.) You will be contacted if you are not eligible. If you are unsure whether or not you exceed the limit, you should contact the RTC office before the deadline date.

### Funding Start Date

The earliest start date of funding for the April 2012 competition will be September 1, 2012. Funding can be deferred for up to one year from award notification.

### Funding Terms and Conditions

The following are mandatory terms and conditions of the Restrcomp Award:

- Annual application for renewal of funding (non-competitive application).
- Annual proof of application for external funding
- Notification of success in obtaining external and/or internal funding
- Notification if a student/fellow completes his/her degree program
- Notification if a student changes his/her degree status from full-time to part time (or vice-versa).
- Notification if a Category D student changes his/her number of clinical hours worked

If the supervisor and/or trainee fails to notify the Research Training Centre of these changes, **the supervisor is required to reimburse Restracom for any funds wrongly received by the trainee.** Failure to comply with these Terms and Conditions can result in termination of the award. For a full description of the competition please refer to the Restracom Policies and Procedures manual.

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### Trainee Stipend Levels

Stipend levels for trainees are provided in the Restracom Policies and Procedures manual, which can be found on-line at:

[http://www.sickkids.ca/pdfs/Research/students-and-fellows-resources/33535-restracom\\_policies.pdf](http://www.sickkids.ca/pdfs/Research/students-and-fellows-resources/33535-restracom_policies.pdf)

Trainees and supervisors must become familiar with policies and procedures.

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## C. APPLICANT INFORMATION

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### Electronic Submission Guidelines

New!

Please carefully read and follow the instructions below when submitting your application:

1. One PDF copy of the complete application must be submitted using an online file submission portal at the following link: <https://ritftp.research.sickkids.ca> by the **April 4, 2012 12:00 PM, noon** deadline.

Click on the "**Public Access**" button to submit your application. You do not require a login to submit an application.

2. The application must be a single PDF file containing all sections of the application form and all appended pages **in the correct order** indicated on the application checklist. **This checklist must be used as the cover page for the package.** If needed, combine multiple PDF files into a single file before submitting electronically.
3. The PDF must be saved in the following format:  
CategoryH(Category)\_lastname\_firstname  
*For example: CategoryB\_Smith\_John*

Applicants will receive an automatic email reply acknowledging receipt of their application. If you submit an application but do not receive an acknowledgement, it is the applicant's responsibility to follow up with the RTC office. Please note, this confirmation email does not indicate that your application has been screened for completeness. You will receive a further email from the RTC if your application is deemed incomplete and will be withdrawn for consideration from the competition.

Please do not submit your application more than once. If duplicate applications are received, RTC will only accept the most recent submission provided it is received by the deadline.

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### Cover Page

The Cover Page found on Page 8 of this application package must act as a check list to ensure all documents are submitted and in the order of the check list.

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### Research Training Centre Registry Form

All research trainees (graduate students, research fellows) must complete a Research Training Centre Registry form (Pages 10 and 11). If one has been completed within 3 months, please obtain a copy from the RTC.

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## Transcripts

Transcripts must be scanned and submitted using the following guidelines:

- 1) Official transcripts with marks
- 2) Notarized copies of transcripts are acceptable
- 3) Non-English transcripts must be translated, with the exception of French
- 4) **PhD-seeking students** must provide both graduate and undergraduate transcripts  
**All other applicants** must provide transcripts of the most recent program completed.
- 5) If marks were not assigned for a course/program or are unclear on the applicant's transcript, the supervisors evaluation must also include a detailed explanation of transcripts
  - Explain the reason and provide objective criteria for judging academic performance
  - Must clarify the nature and absence of marks

**Transcripts should be sent directly to the supervisor and opened, scanned, and collated as a pdf document into the Restrcomp application package by the supervisor or supervisor's assistant.**

New!

**IMPORTANT NOTE:** Only those recommended for Restrcomp funding will be required to submit a hard copy of their **official transcripts\*** to the RTC office at a later date. Those trainees will be notified directly via email in May 2012 for these documents. If awarded Restrcomp, funding cannot begin until official transcripts are received.

\*The RTC understands that some transcripts are difficult to obtain (e.g. from outside of Canada). If the applicant presents the original documents to the RTC, the originals will be returned.

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## Referee Forms

Applicants have a choice of submitting:

**Written Referee letter/s, Standard Referee form/s\* AND/OR Both**

Only signed referee letters are acceptable.

<b>Category A applicants</b>	submit one letter and/or form.
<b>All other applicants</b>	submit two letters and/or forms.

The applicant's Supervisor/Co-Supervisor CANNOT act as a referee.

\*Please note: Referee forms can be requested from the RTC office, or downloaded from: <http://www.sickkids.ca/Research/StudentandFellowResources/RTC/Applications-and-forms/index.html>

**Reference forms/letters should be sent directly to the supervisor and opened, scanned, and collated as a pdf document into the Restrcomp application package by the supervisor or supervisor's assistant.**

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## Supervisor's Evaluation of Application (Must be signed by Supervisor)

The Supervisor must submit a signed, one page assessment of the applicant including information on:

- The potential for performance under your supervision
- The applicant's academic performance, publication activity, research/academic leadership and development, and characteristics and abilities

If marks were not assigned or are unclear on the applicants transcript, the letter should also include a detailed explanation of the transcripts and provide:

- Objective criteria for judging academic performance
  - Must clarify the nature and absence of marks
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**Brief Description of Trainee's Project**

The applicant must attach a one page description of the trainee's research project stating the expected length of time required to complete the project.

**Please Note** - the project is not rated, however it may be used as a guide to ensure:

- That it is appropriate for the level of trainee and duration of training
- Consistency with the strategic goals of research at SickKids
- You describe whether you are eligible for restricted funds\*\* from the SickKids Foundation, if approved for funding. (see below)

**\*\*Access to restricted funds\*\***

The RTC has a number of endowment funds from the SickKids Foundation that are available to trainees conducting research in a specific area. If a trainee is approved for Restracom funding and their research project relates to either **cancer/childhood cancer, psychology, neuroblastoma, or cardiology** they may be eligible for funding through these restricted funds.

To be considered for restricted funding, please:

- Check one of the applicable research areas listed on the Restracom cover sheet
- Include a 150-word summary of how the research relates to either cancer/childhood cancer, psychology, neuroblastoma, or cardiology in the *Brief Description of Trainee's Project*

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**Face Sheets of Applications to External Agencies**

All Restracom applicants are required to seek external support.

All applicants must provide one of the following:

- Face sheets of their own (not the supervisor's) applications to external agencies
- A letter of intent for future applications (signed by supervisor)
- A statement of why they are not eligible for external agencies (signed by supervisor)

If an applicant will be holding external funding after September 1, 2012, please submit a copy of the Award Notice with the application.

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**Statement from Category G Applicants (signed)**

The fellow and/or supervisor must explain the goal of this additional research training to help the committee understand the added benefit to the trainee.

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**Reminder**

Ensure sufficient time is given to receive all documents from outside sources (e.g. transcripts, referee letters/forms). Incomplete or late applications will **NOT** be accepted. **It is the applicant's and supervisor's responsibility to ensure the application is complete and submitted on time.**

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**Contact Information**

**Email:** [rtc.restracom@sickkids.ca](mailto:rtc.restracom@sickkids.ca)

**RTC office:** Rm. 5277 Black Wing

**Phone:**

Jennifer Ng, Coordinator  
416-813-7781

or

Shiv Kamal, Senior Secretary  
416-813-7654 ext.1426

## Appendix A: Categorization of Student and Fellow Applications

	Categories	Degree Level Completed	Seeking	Funding Duration	Restrcomp Stipend (maximum)
<b>Graduate Student</b>	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 in Policy)	
<b>Research Fellow</b>	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 nursing/prof.services license at the back of the application package.

+MDs must provide copy of Medical license at the back of the application package.

**RESTRACOMP APRIL 2012**

**Application Due Date: Wednesday April 4, 2012 by 12:00PM noon**

<b>Applicant Last Name</b>	<b>Applicant First Name</b>	<b>Restrcomp Category (A-I)</b>
<b>Supervisor's Name</b>	<b>Supervisor's RI Scientific Appointment</b>	<b>RI Program</b>

<b>All Applicants</b>	<ul style="list-style-type: none"> <li>• Use the most recent downloadable version of <i>Adobe Reader</i> to complete this application</li> <li>• Include this document as the cover sheet for your application</li> <li>• <b>Check off</b> each item to ensure application package is complete</li> <li>• All documents must be <b>in the order</b> of this checklist</li> <li>• This application must be uploaded in <b>ONE</b> pdf to: <a href="https://ritftp.research.sickkids.ca">https://ritftp.research.sickkids.ca</a></li> <li>• <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</b></li> </ul>
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Please refer to pages 1-7 of this package for any questions on application components

- Research Training Centre Registry Form**
- Official Transcripts**
- Referee Letter(s) and/or Form(s)**
- Supervisor's Evaluation of Applicant**
- Brief Description of Trainee's Project**

**Access to Restricted Funds:**

IF APPLICABLE, please check one of the below if it relates to your area of research. Please include a summary no longer than 150 words of how it relates in your project description.

- Cancer/Childhood Cancer**
- Neuroblastoma**
- Psychology**
- Cardiology**

- Face Sheets of Applications to External Agencies**
- Curriculum Vitae**

*For specific categories:*

- Category A to D: Proof of enrolment in graduate program**
- Category C Applicants: Copy of valid MD license**
- Category D Applicants: 1)Copy of valid Nursing/Prof Services license  
2)Please state number of hours worked per week during funding period**
- Category F to I: Copy of Memorandum of Understanding (Offer Letter)**
- Statement from Category G Applicants (must be signed)**

**Signatures**

My signature below confirms that the information provided in this application package is correct, and acknowledges that I am familiar with, and will abide by all Restrcomp policies.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Co-Supervisor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

(if applicable)

**RESTRACOMP APRIL 2012  
Nursing and Health Professional Services – Category D  
Letter of Intent (Optional)**

Please submit this form to [jennifer.ng@sickkids.ca](mailto:jennifer.ng@sickkids.ca) for review by **Friday March 9, 2012** if you are unsure whether or not your application qualifies for Restracom funding.

<b>Applicant Last Name</b>	<b>Applicant First Name</b>	<b>Restracom Category (A-I)</b> <u>  D  </u>
<b>Supervisor's Name, RI Scientific Appointment</b>		<b>RI Program</b>
<b>Degree program seeking</b>	<b>Course and/or thesis-based?</b>	
<b>Project Title</b>		
<b>Brief description of trainee's research project</b>		

## RTC TRAINEE REGISTRY FORM

All full-time graduate students and post-doctoral fellows conducting research at SickKids for one year or more are required to fill out the following RTC Registry form.

<b>Personal information</b>	<b>Last Name</b>	
	<b>First Name</b>	
	<b>SickKids' Employee Badge Number</b>	
	<b>Sex</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male

<b>Contact information</b>	<b>Home Mailing Address</b>	
	<b>Telephone Numbers</b>	Lab: _____ Home: _____ Office: _____ Cell: _____
	<b>E-mail Address</b>	

**Citizenship information**

Citizenship/Immigration status  
 If you are not Canadian, please check box and attach a copy of your immigration status information (e.g. work permit, visa).

**SickKids' position**

Please select current SickKids' position:  
 **Graduate Student** (Please attach proof of enrollment in Graduate Program – documentation from University department).  
 **Research Fellow** (Please attach signed Letter of Offer/Memorandum of Understanding).

Please fill out previous and highlight current academic/training:

Degree/ Training Type	Start Date (yy/mm/dd)	Date Received or Expected (yy/mm/dd)	Institution (state country, if not in Canada)	University Department	Program of Study/Discipline
Bachelor's Degree					
Master's Degree					
MD or Equivalent					
PhD Degree					
Other Education					
Post PhD/ MD Training					
Post PhD/ MD Training					
Post PhD/ MD Training					

## RTC TRAINEE REGISTRY FORM

**Supervisor information**

<b>Last Name</b>	
<b>First Name</b>	
<b>SickKids Research Institute Appointment</b>	<input type="checkbox"/> Scientist <input type="checkbox"/> Sr. Scientist <input type="checkbox"/> Other: _____ <input type="checkbox"/> Associate Scientist <input type="checkbox"/> Sr. Associate Scientist
<b>SickKids Research Institute Program</b>	<input type="checkbox"/> Cell Biology <input type="checkbox"/> Child Health Evaluative Sciences <input type="checkbox"/> Developmental & Stem Cell Biology <input type="checkbox"/> Genetics & Genome Biology <input type="checkbox"/> Molecular Structure & Function <input type="checkbox"/> Neuroscience & Mental Health <input type="checkbox"/> Physiology & Experimental Medicine
<b>University Appointment</b> <i>(specify University if not UofT)</i>	

**Funding information**

Current source(s) of funding *(please check all that apply)*:

- Supervisor's Grant       External Award *(please specify)*: \_\_\_\_\_
- Restrcomp/CSTP       University Award *(please specify)*: \_\_\_\_\_
- Other *(please specify)*: \_\_\_\_\_

**Curriculum Vitae**

- Please attach a copy of your current CV.

**My signature on the Restrcomp application cover page confirms that the information provided on this form is correct, and that I agree to become familiar with, and abide by, all policies of the Research Institute, available through the Policies & Procedures database and through the SickKids Intranet. I will inform the Research Training Centre (RTC) immediately should there be any changes to this information.**

**By signing this application package, I consent to the collection, use and disclosure of my personal information by the RTC during the course of my involvement as a trainee for the purposes set out in The Hospital for Sick Children Research Institute Policies on Research Trainees (available through the SickKids Intranet site.)**

**Note: New trainees working in a wet lab setting MUST attend the Hospital's Safety Seminars if they are working in a wet laboratory setting: Register online (<http://riweb.sickkids.ca/>)**

Please complete this form and ensure you have attached the following:

- Copy of your current CV
- Graduate Students - proof of enrollment in Graduate Program – documentation from University department
- Research Fellows – copy of signed SickKids Job Letter of Offer/Memorandum of Understanding
- Non-Canadian Citizens - copy of your immigration status information (e.g. work permit, visa).