CIRTN-R2FIC NSERC-CREATE Trainee Program Application Instructions

Cohort 2 (Program start date: January 2024)

Program and Eligibility

Please see the program description and eligibility requirements at https://islets.ca/create/. The CIRTN-R2FIC-CREATE program supports stipends (up to 50%), travel/exchange/internships, and educational programming over 2 years at the MSc, PhD and postdoctoral levels.

CIRTN-R2FIC member laboratories may submit only three (3) applicants per year, and a maximum of two (2) in any given category (MSc, PhD or postdoctoral).

Application Procedure and Requirements

Pre-registration (intent to apply) opens June 30, 2023 and is due by 11:59 PM MT **July 31, 2023**. Full applications open August 1, 2023 and are due by 11:59 PM MT on **August 20, 2023.** The pre-registration link will be available on https://islets.ca/create/, and the link to the full application form will only be distributed to those who pre-register.

Evaluation Procedure and Criteria

Applications will be assessed by a review committee, established in conjunction with the CIRTN-R2FIC Mentorship Working Group (islets.ca/careers/). The size and composition of the review committee will depend on the number and composition of pre-registrations received. Assessment criteria will include the following:

- Research Experience including prior training, awards and accomplishments
- Research Contributions including outputs and other relevant contributions
- Research Project including feasibility, novelty, and potential impact
- Research Potential including impact on career development and training expectations, and letters of reference (if applicable)

The below sections should be completed or uploaded in the Google Form found via https://islets.ca/create/.

PRE-REGISTRATION INSTRUCTIONS (June 30 – July 31, 2023)

The following information will be requested via Google Form:

- Applicant Name
- Applicant email address
- Applicant category (MSc, PhD, postdoctoral level)
- Applicant Institution
- Proposed Supervisor Name
- Preliminary Research Project Title (can be changed at time of full application)

FULL APPLICATION INSTRUCTIONS (August 1 – August 20, 2023)

1.a) Contact Information
- Applicant Name
- Mailing Address
- Email Address
- Telephone Number
- Institution, Faculty, Department
- Supervisor Name
- Supervisor email
- Supervisor telephone
- Supervisor mailing address
- Co-supervisor Name (if applicable)
- Location of Research (if different from above)

1.b) Application Category
- Indicate whether applying at the MSc, PhD, or postdoctoral level
- As the NSERC CREATE program mandates that at least 70% of funded trainees work in the area of Natural Sciences and Engineering (NSE), please **check the box** to indicate whether the proposal links to NSE.
  - *Talk to your supervisor. Do they hold NSERC funding, or have they in the past? Would the kind of research you are undertaking be reasonably considered to link with NSE (some examples: metabolism, genetics, development, materials, etc…). >80% of CIRTN-R2FIC laboratories have indicated in the past that they link with NSE.*
- Start date (previous or upcoming) of graduate program or postdoctoral period

1.c) Stipend Matching and Research Support

- CIRTN-R2FIC will provide stipend support for two years to graduate students and postdoctoral fellows as outlined in the program description. A matching amount (at minimum) is required from current or proposed supervisors. <u>Please check 'yes' or 'no' to confirm whether such matching stipend support is in place</u> (e.g. via supervisor's research grants or commitment from your home institution). The supervisor should also address this in their letter of support sent by email (see below).

1.d) Acknowledgement of CIRTN-R2FIC-CREATE Program Requirements

- Requirements and expectations for participation in the 2-year CIRTN-R2FIC program are outlined in the Program Description found at https://islets.ca/create/. Please **check the box** to confirm that you agree with the requirements and expectations and have discussed with your current or proposed supervisor. This includes participation in a research exchange or internship opportunity.

1.e) Self identification

- Self identification information will be collected on behalf of the CIRTN-R2FIC EDI Committee for administrative purposes only, but will **NOT be a part of the adjudication process**. "I prefer not to answer" will be an included option for all self-identification questions.
- These data will be used to track awardee demographics over time in relation to full demographic makeup of the network

2. Application Document Upload

Please upload a <u>single PDF</u> including the following sections, using the titles below. Documents must be single-spaced with margins not less than 2-cm and using 12-pt Times New Roman or Calibri font. Observe all page limits, and please include your name and institution in the document header.

2.a) Education, training, and relevant contributions (max 1 page)

- Using sub-headings as appropriate:
  - List relevant undergraduate and graduate degrees, with completion dates
  - List relevant research or research training experience

- List other experience or contributions that may be relevant (e.g. volunteer experience, community involvement, committees, leadership roles, EDI initiatives, etc.), including contributions and participation in CIRTN-R2FIC

2.b) Awards and Accomplishments (max 1 page)
- Please list relevant awards and accomplishments (e.g. studentship, travel, or presentation awards; invitations, etc.)

2.c) Papers, Abstracts, and Presentations (max 1 page)
- List paper publications, abstracts and presentations, within the following sub-headings which may apply:
  - Papers or Preprints
  - Published Abstracts
  - Oral Presentations
  - Poster Presentations
  - Other

2.d) Training Expectations (max 1 page)
- In one page or less, applicants should describe their training expectations. How will participation the CIRTN-R2FIC-CREATE program benefit current or upcoming graduate or postdoctoral training, and long-term career goals?

2.e) Research Project Description (max 2 pages)
- Describe the research project using the Sub-headings below. Figures may be included, but page limits must be strictly adhered to.
  - **Title:** Project title
  - **Introduction:** Background information required to understand the rationale and aims of the work.
  - **Methods and Proposed Experiments:** Sufficient details for reviewers to understand the feasibility and experimental approach.
  - **Interpretation and Expected Outcomes:** Describe the knowledge or contribution to science expected from this work.
  - **Role for the Applicant:** Describe the specific contributions of the applicant

2.f) References (max 1 page)
- List references included in the Research Project Description

3. Letters

3.a) Supervisor letter of support
Please upload, as a single PDF, a letter of support from your proposed supervisor. We encourage the use of initials or non-gendered language when composing letters of support. The letter should address the following points:

- affirm supervisors' support for trainee enrollment in the CIRTN-R2FIC-CREATE program. This includes support for trainee participation in educational and training activities, including a period of exchange/internship.
- affirm that the research support is in place for the described project.
- confirm that arrangements are in place to match (at minimum) the 50% stipend support provided by CIRTN-R2FIC.

3.b) Letter of reference (postdoctoral applicants only)
- For postdoctoral fellows only, one additional letter of reference should be **emailed by the letter writer directly to the Program Administrator (crpeacoc@ualberta.ca).**
- Please enter the name and email address of the individual from whom a letter was requested.
- *An additional letter of reference is not required for MSc or PhD applicants.*