**Arthritis Society Canada Training Graduate Postdoctoral Fellowship Salary Award (TPF) Application Sample**

**Please read the following information carefully.**

Investigators are encouraged to create their applications in Apply early in order to familiarize themselves with the online system, allow time for a review of the completed application, and to upload attachments prior to the deadline. This application sample is provided for reference for applicants.

Please note that Apply requires completion of sections before being able to move to the next section. If you enter temporary text in any field, be sure to return to complete the section. Incomplete applications will not be accepted.

All applications should be started under the Apply account of the Principal Investigator. Grant administrators (and other team members) can be added as “collaborators” once the application has been created. Find out more about adding [collaborators here.](https://help.smapply.io/hc/en-us/articles/115001635474-Collaborators-Overview#h_a20449b8-b34d-42e1-bfcb-fc5fbd45a568)

Please note:

* Apply will not accept formatting or scientific symbols. If using this template to prepare your application, please clear formatting prior to copying into Apply.
* Required attachments are highlighted below in yellow.
* **Additional application sections not included in this template:**
  + Disclosure & Release Form
  + Signatures page & award administration details
  + Appendices PDF(s) must not exceed 5MB per document (optional)
  + Provide 3-5 suggested reviewers
  + Provide up to 3 conflicted reviewers
  + Three letters of support
  + Biographical Information

Please double check the content of your application before submitting to ensure that the information you provide is complete and accurate. **If you require assistance with editing or completing your application, please review instructions** [**here**](https://bit.ly/2Tqbu2j)**.**

**Please contact** [research@arthritis.ca](mailto:research@arthritis.ca) **with any questions about the application.**

**ELIGIBILITY (Page 1)**

**Are or will you be working on a project in Canada that is relevant to the research priority areas in the**[**Arthritis Society Canada's 2020-2025 Research Strategy**](https://arthritis.ca/getmedia/5876aac1-1c0f-4f21-b40c-0b1a38921e10/StrategicPlan_Highlights_ResearchStrategy2020_Jan29.pdf)**(i.e., Arthritis pain, OA, IA, Childhood and/or Work)?**

* Yes
* No

**Do you meet all of the following criteria?**

*1. You will be in receipt of a PhD OR a health professional degree (or equivalent, in a field such as medicine, dentistry, rehabilitation sciences, nursing, pharmaceutical studies, veterinary medicine, etc.) by September 1, 2024.  
2. You are within the first four (4) years of your postdoctoral fellowship at the submission deadline date OR will begin your postdoctoral fellowship by September 1, 2024.  
3. You will not be in the same research laboratory (supervisor) in which you received your PhD.*

* Yes
* No

**APPLICANT INFORMATION (Page 2)**

Application ID #:

Proposal Title:

Applicant name:

Current position:

Email:

Institution where research will be conducted:

Department:

Host Intuition Mailing Address 1:

Hos Institution Mailing Address 2:

City:

Province:

Postal code:

Country:

Phone #:

**Applicant History**

This question is mandatory but plays no part in the review or funding of an application. The data is used for statistical and communication purposes only.

**This is your first application to Arthritis Society Canada**

* Yes
* No

**This is your first application specifically in the area of arthritis research**

* Yes
* No

## Write a short narrative bio about yourself (Max 100 words)

Max. 100 words. In a few sentences, describe your research interests/areas of research, why you are interested in pursuing arthritis research, and how you see your work contributing to arthritis research and impacting the lives of people living with arthritis. Please note that this may be shared on the Arthritis Society Canada website, media releases, etc.

## Select the duration of the training award in years:

## Select option from dropdown: 1, 2, or 3

## Official Graduate Transcripts (PDF)

File name: TPF-24-XXXX-LastName\_Transcript

**Max file size:** 200 MB

**[Upload file here]**

**Applicant's CV (PDF)**

*Please upload one of the following CVs (PDF only):*

* *CIHR CCV (Biosketch version) - Please note a CIHR PIN is required in your CCV account. You can register for a CIHR PIN through your* [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) *account. If you do not have a ResearchNet account, go to* [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) *and select "Register" from the Sign-in box on the right-hand side of the page. Further information is available at the following* [*link*](https://cihr-irsc.gc.ca/e/38201.html)*.*

or

* *If you do not have a CIHR CCV (Biosketch version), please upload a recent CV, detailing the following information: (1) Academic degrees and training: start-end dates, institution, supervisor/department, research area, (2) Awards: Year awarded, name of award, institution/organization, (3) Employment: start-end dates, position, institution/organization, (4) List of publications with complete citations during the last 5 years: (5) Published, accepted and/or submitted, (6) List of posters and presentations during the last 5 years: Date presented, Conference/Meeting, Poster/presentation title, (7) List of grant support received in the past 5 years: Grant term, name of grant support, funding institution/organization, project title, active years.*

*File name:* TPF-24-XXXX-LastName\_CCV

Max file size: 200 MB

**[Upload file here]**

**Other Funding**

*Do you hold any current awards and/or have you applied for other funding that is pending a decision? Note: Arthritis Society Canada must be informed of other competitive funding received after the deadline date, as it may affect eligibility.*

* Yes
* No

**Other Funding Information** [If “yes” was selected above]

Please indicate 1) if the award is held or pending a decision (if pending, please indicate the notification date), 2) the term of the award(s), 3) the source of the award(s), and 4) the value of the award(s).

Please review the [***eligibility requirements***](https://arthritis.ca/researchers/research-programs-awards/current-funding-opportunities/training-graduate-phd-salary-award-(tgp)) for this award for further information on other funding sources and contact [research@arthritis.ca](mailto:research@arthritis.ca) if you have any questions.

**SUPERVISOR(S) INFORMATION (Page 3)**

**How many supervisors do you have?**

## Select option from dropdown: 1 or 2

## Primary Supervisor

A letter of support from the primary supervisor is required. The supervisor will be able to submit their letter through Apply, once requested by the applicant.

Full Name:

Institution:

Faculty: ­­­­­­­­­­­­­­­­

Department:

Institution Address:

Email:

Telephone #:

## Secondary Supervisor (optional)

Full Name:

Institution:

Faculty: ­­­­­­­­­­­­­­­­

Department:

Institution Address:

Email:

Telephone #:

## CIHR CCV (Biosketch version) of primary supervisor (PDF)

Please note a [CIHR issued PIN](https://cihr-irsc.gc.ca/e/38201.html) is required.

Please use the application # when naming files

File name: "TPF-[year]-CCV-Supervisor.PDF"

**Max file size:** 200 MB

**[Upload file here]**

## CIHR CCV (Biosketch version) of secondary supervisor (PDF)

Please note a [CIHR issued PIN](https://cihr-irsc.gc.ca/e/38201.html) is required.

File name: TPF-[year]-XXXX-Supervisor2\_CCV

**Max file size:** 200 MB

**[Upload file here]**

**\*If applicable**

**RESEARCH FOCUS (Page 4)**

[**CIHR Themes**](https://cihr-irsc.gc.ca/e/34190.html#r7)

Select all that apply:

* **Pillar I: Biomedical:** (Yes/No)
* **Pillar II: Clinical:** (Yes/No)
* **Pillar III: Health Services:** (Yes/No)
* **Pillar IV: Social, Cultural, Environmental & Population Health:** (Yes/No)

## 2020-2025 Arthritis Society Canada Research Strategy Themes

Select all Research Priority Areas are thatdirectlyrelevant to the proposed research:

* **Arthritis Pain:** (Yes/No)
* **OA:** (Yes/No)
* **IA:** (Yes/No)
* **Childhood:** (Yes/No)
* **Work:** (Yes/No)

## This study is primarily relevant to

* Childhood Arthritis
* Adult Arthritis

## Provide 10 keywords to describe the research project, the techniques, and the methodologies to be employed, and the diseases or conditions the research addresses.

## Areas of Impact

Select the project'sdirectrelevance for each of the following areas of impact.

* **Molecular Mechanisms** (*Relevant/Not Relevant*)
* **Etiology / Risk Factors** (*Relevant/Not Relevant*)
* **Prevention** (*Relevant/Not Relevant*)
* **Diagnostic/Screening** (*Relevant/Not Relevant*)
* **Treatment** (*Relevant/Not Relevant*)
* **Disease Management / Quality of Life (e.g., rehabilitation & restoration of function)** (*Relevant/Not Relevant*)
* **Disease Impact / Burden of Disease (e.g., epidemiology, health economics and policy)** (*Relevant/Not Relevant*)
* **Knowledge Translation and Exchange** (*Relevant/Not Relevant*)

## Disease Focus Areas

Select the project'sdirectrelevance for each of the following disease focus areas.

* **Osteoarthritis** (*Relevant/Not Relevant*)
* **Rheumatoid Arthritis** (*Relevant/Not Relevant*)
* **Ankylosing Spondylitis and other Spondyloarthropathies** (*Relevant/Not Relevant*)
* **Reactive Arthritis** (*Relevant/Not Relevant*)
* **Psoriatic Arthritis** (*Relevant/Not Relevant*)
* **Lupus (SLE)** (*Relevant/Not Relevant*)
* **Connective tissue Disorders** (*Relevant/Not Relevant*)
* **Gout and Pseudo-Gout** (*Relevant/Not Relevant*)
* **Juvenile Inflammatory Arthritis** (*Relevant/Not Relevant*)
* **Other Adult MSK disease** (*Relevant/Not Relevant*)
* **General Unspecified Arthritis** (*Relevant/Not Relevant*)

**CERTIFICATE REQUIREMENTS (Page 5)**

It is the Applicant's and the Host Institution's responsibility to ensure that all necessary measures are taken to comply with all applicable Canadian laws governing the conduct of research in Canada.

## Please indicate the required certificates for this project.

Should your submission for funding be successful,fund disbursement will not occuruntil the Research Department receives a copy of all applicable project certificate(s).

* **Involves Animals** (*Yes/No*)
* **Involves Biohazards** (*Yes/No*)
* **Involves Human Subjects** (*Yes/No*)
* **Involves Stem Cells** (*Yes/No*)
* **Involves Human Samples** (*Yes/No*)

**If your proposed research involves stem cells, please specify what type of stem cells will be used.**

*Select all that apply.*

* Human embryonic stem cells
* Human adult stem cells or induced pluripotent stem cell
* Non-human stem cells (e.g., mouse stem cells)
* N/A

**PROJECT PROPOSAL (Page 6)**

## Scientific Abstract

Max. 500 words. Write a scientific abstract of your research proposal, including objectives, hypothesis, research plan, and potential impact.

## Project Proposal

Max. 2500 words. The description of your project must include: (1)Background and rationale, (2)Hypothesis and objectives, (3)Detailed description of methods and intended results, (4)Potential pitfalls and alternatives and (5)Feasibility.

## References

List the references used to support the project proposal.

## Relevance to the Arthritis Society Canada Research Strategy Theme(s)

Max. 250 words. Write a description on how this project aligns with the Arthritis Society Canada's Research Priority Area(s) (i.e., Arthritis Pain, OA, IA, Childhood and/or Work).

**Impact of Covid-19***Max. 250 words. If applicable, please describe how Covid-19 has impacted your plans for this research proposal and how you plan to mitigate this impact. if Covid-19 has not impacted your plans for this research proposal, please respond “not applicable”.*

**Consumer Engagement**

Please refer to [***eligibility and requirements***](https://arthritis.ca/researchers/administration-and-reporting/eligibility-and-requirements) for Arthritis Society Canada's definitions of various research team members. Also, refer to our [***Get Involved in Research***](https://arthritis.ca/researchers/get-involved-in-research) page and [***consumer engagement resource for researchers***](https://arthritis.ca/getmedia/f5bcf314-2459-4904-97a5-59ac6c987917/consumer-engagement-resources-for-researchers_1.pdf) for ways to include consumers in your project.

Note: Arthritis Society Canada values the voice of consumers in research. Applicants should consider this in their submission and are strongly encouraged to integrate input from consumers in the development of research questions and/or design as appropriate. Productive engagement of consumers in the conduct, analysis and/or dissemination of the research should be described, where appropriate. The panel will take into consideration whether consumers are involved and to what extent.

**Are any consumers (patient partners) involved in this proposal?**

* Yes
* No

**Consumers Involved** [If selected “yes” above]

*Max 250 words. Please explain the involvement of consumers in your project in the text box below.*

**Consumers Not Involved** [If selected “no” above]

*Max 250 words. Please explain why consumers are not involved in your project.*

**TIMELINE AND MILESTONES (Page 7)**

## Timeline/Milestones (PDF)

Upload a one (1) page chart / diagram of a high-level timeline or milestones for the proposed project.

Include the application # in the file name

File name: "TPF-24-XXXX\_LName\_Timeline"

**Max file size:** 200 MB

**[Upload file here]**

**KNOWLEDGE TRANSLATION AND EXCHANGE (KTE) PLAN (Page 8)**

The KTE plan is a detailed account of how you will be disseminating the research and its outcomes to selected audiences. It is important to understand how you intend to share the results of this project and the outcomes you aim to achieve.

## Please indicate on the following table which stakeholders you plan to target to share your research and its outcomes, and whether they are a primary or secondary audience:

**Researchers:** (Primary Audience, Secondary Audience, Not Applicable)

**Industry:** (Primary Audience, Secondary Audience, Not Applicable)

**Policy Makers:** (Primary Audience, Secondary Audience, Not Applicable)

**Patient Groups:** (Primary Audience, Secondary Audience, Not Applicable)

**Healthcare Professionals :**(Primary Audience, Secondary Audience, Not Applicable)

**Patients:** (Primary Audience, Secondary Audience, Not Applicable)

**Media:** (Primary Audience, Secondary Audience, Not Applicable)

**Other (Select an option. You can specify below):** (Primary Audience, Secondary Audience, Not Applicable)

## If other was selected, please specify:

## The following questions are intended to provide clarity on how you intended to engage your audiences with your research and disseminate its outcomes. Please use plain language and define all scientific terms and acronyms.

## Briefly outline your overall KTE plan

Max 250 words. You do not need to detail a step-by-step process but should allow reviewers to understand how you intend to engage stakeholders during your study (i.e., integrated KTE) if applicable, and how you will raise awareness of the key messages that result from your research (i.e., end-of-grant KTE).

## How will you tailor your KTE activities to effectively reach different audiences?

Max. 250 words. Consider the use of Arthritis Society Canada, media, professional associations, community organizations, and other champions who could help translate your research into relevant information for the audience.

## What do you hope to achieve through your KTE plan and how will you monitor success?

Max. 250 words. Specifically state how your KTE plan will impact your audiences in a meaningful way. For instance, KTE activities targeting researchers after a pilot study could lead to the formation of a multidisciplinary research team to examine a new concept, or KTE activities directed at patients could support the recruitment of new consumer collaborators for ongoing research.

**PUBLIC SUMMARY (Page 9)**

The following section is intended for a lay audience. Consumers are members of the awards panel and will review these sections. This summary is often shared with potential or existing donors and members of the public. Please keep in mind that your lay summary will be evaluated by a consumer reviewer on the panel (i.e., a person living with arthritis).

Please use plain language and ensure all scientific concepts, acronyms, and terms are defined or substituted when possible. Also, be sure to provide appropriate context and tangible examples of how the research can impact arthritis.

A tool to assess how difficult your text is to read is the Flesch-Kinkaid grade-level calculation. The grade level should ideally be between grade 7-8 for a non-scientific audience, however, we urge you to use this tool to think more about the length of words and sentences in your writing and caution oversimplifying your text.

To use the Flesch-Kinkaid tool, please follow the instructions below:

* Open a Word document
* Select the "Home" tab
* Choose "Editor", and then go to "Document stats" under "Insights"
* A dialog box will appear letting you know Word is calculating your document stats, choose "OK"
* Word will open a window that shows you information about the statistics and reading level of your document, the Flesch Kincaid grade level will be the second level listed under "Readability"

## Lay Title

Provide a title for your project similar to a newspaper headline

## Write an “elevator pitch” that could be used by Arthritis Society Canada

Max. 150 words. This pitch must be in plain language and describes: (1) The problem you plan to address, (2) Why the audience should care, (3) How you will conduct your research, and (4) The impact your work will have if successful.

## Lay Summary of Research Question and Rationale

Max. 150 words. Describe why this project is important and needed. Explain the issue or gap in knowledge that the project will address, how the issue impacts arthritis care, how many people could be impacted by addressing this gap, and what your specific research question(s) will be if you receive funding.

## Lay Summary of Research Approach

Max 150 words. Describe the approach your research will take to answer the above question. Explain the steps of the project, why it is an appropriate approach and how this approach will lead to the expected outcomes. Explain if this is original work or how it differentiates from similar work that is occurring around the world.

## Lay Summary of the Impact of Your Research

Max. 150 words. Describe the expected outcomes and what their potential impact(s) would be. Explain the short- and long-term impacts tangible to people living with arthritis.

**FINANCIAL INFORMATION (Page 10)**

**Select ALL the sources of where matched funding has been received.**

* CIHR operating grant
* Other Federal granting agency
* Provincial granting agency
* Pharma
* Biotech
* Charity
* Other

## Provide the name and value of all matched funding sources

*Please note:*

* *Matched funding sources can include funding from the applicant's supervisor(s). Supervisors may acknowledge the source of funding in their letters of support and no upload is required below.*
* *Letters of support from all persons and/or organizations providing matched funding must also be uploaded as part of the application*.

Matching funding source 1 and value:

Matching funding source 2 and value:

Matching funding source 3 and value:

Matching funding source 4 and value:

Matching funding source 5 and value:

Supervisor(s) funding source and value [no upload required; supervisor may describe in letter of support]:

**Upload all letters of support from matching funded sources as a PDF, if applicable.**

Include the application # in the file name: "TPF-24-XXXX-FundingSource[1/2/3/4/5].PDF"

## Letter of support from matched funding source 1 (PDF)

## Max file size: 200 MB

**[Upload file here]**

## Letter of support from matched funding source 2 (PDF)

## Max file size: 200 MB

**[Upload file here]**

## Letter of support from matched funding source 3 (PDF)

## Max file size: 200 MB

**[Upload file here]**

## Letter of support from matched funding source 4 (PDF)

## Max file size: 200 MB

**[Upload file here]**

## Letter of support from matched funding source 5 (PDF)

## Max file size: 200 MB

**[Upload file here]**

**You have reached the end of the application form.**

**When you select “next” you will be redirected to the top of the application form.**

**To continue editing the application once redirected to the first page of the form, select the ellipses on the top right of the form and select “edit” from the drop-down menu.**