



The Interdisciplinary Women's Reproductive Health (IWRH) Research Training Program

Graduate Studentship, Post Doctoral and Clinical Fellowship Awards Application Instructions

The following instructions apply to the Graduate Studentship, Post Doctoral Fellowship, and Clinical Fellowship award applicants. Please read carefully.

It is the applicant's responsibility to ensure that the application forms and the required copies are complete and received in the IWRH office by the deadline date: 4:30 pm, Friday, March 20th, 2009.

• APPLICATION PACKAGE

A complete application package consists of the following:

- 1) Application Checklist (no copies required)
- 2) IWRH Trainee Application Form – Original plus 10 copies
- 3) IWRH CV Form – Original plus 10 copies
- 4) Three reference letters (no copies required).
- 5) One set of original transcripts (no copies required).

Please compile each copy of the application in the following order, from top to bottom:

- 1) Trainee Application Form
- 2) Trainee CV Form

It is required that each copy be bound only with an elastic(s) or a bulldog clip. Additional binding (e.g. cerlox or spiral binding) is not permitted. **Do not use staples.**

If attaching reference letters and transcripts ensure that they are in sealed envelopes and fastened to the first copy of the application.

• APPLICATION CHECKLIST

All applicants must include one completed checklist attached to the original application.

• APPLICATION FORMS

Application forms are formatted in Microsoft Word. Download all forms and complete each form. Fill in all required information in the spaces identified. Additional rows may be inserted into tables. Space allotment, margins, font size and type have been preset. **Upon completion of the application forms, save the forms and print. Do not e-mail or fax the forms to the IWRH.**

• GENERAL PRESENTATION OF FORMS

To ensure the review of your application, follow the general presentation guidelines below when preparing your application forms. Applications that do not adhere strictly to the competition guidelines will not be accepted for review.

- ✓ All fonts have been preset. Where extra pages are permitted, please use Arial, 10 pt, single-spaced, black ink
- ✓ Print must be of letter quality and easy to read.
- ✓ Copy on one side of the paper only.
- ✓ Use only 8.5 x 11" paper for all attachments
- ✓

- **REFERENCE LETTERS**

Due to the time constraint of the current competition, if original reference letters are not available, reference letters obtained within the last six months for other trainee funding applications will be accepted (include two such reference letters and one original letter from the current supervisor to be directed to the IWRH Steering Committee).

- **TRANSCRIPTS**

Graduate Studentship Applicants

Transcripts from all university/college level courses must be submitted. Transcripts must be up-to-date and official or a certified true copy of the transcript. Copies may be certified by the proposed supervisor, department head or notary public. Uncertified photocopies will not be accepted.

Post Doctoral and Clinical Fellow Applicants

PDF applicants must show evidence of completion of either a PhD and/or Health Professional Degree.

- **REFERENCE LETTERS AND TRANSCRIPTS SUBMITTED DIRECTLY TO IWRH**

It is preferred that the applicant submits the three reference letters and one original set of transcripts with the application, however it is acceptable to have the reference letters and transcripts sent directly to the IWRH. The IWRH will attach these documents to the application. **Please note on the application checklist if these documents are going to be sent directly to the IWRH.** The IWRH allows up to 3 business days past the closing date of the competition to receive reference letters and transcripts. The IWRH will, however, accept late arrival material such as notification re: acceptance of papers for publications and invited presentations at conferences. Contact the Coordinator to the IWRH Research Trainee Program to confirm before sending late arrival material.

- **FOREIGN TRANSCRIPTS/DEGREE CERTIFICATES**

ALL APPLICANTS - A certified English translation and a clear explanation of the grading system must accompany all foreign transcripts.

- **PREVIOUS SUBMISSIONS**

Material submitted in previous applications is not available to reviewers. All information required for the evaluation of the application should be contained in the application unless otherwise indicated. (i.e. transcripts, reference letters, publication lists, scientific summary)

- **INSTRUCTIONS FOR COMPLETING THE TRAINEE APPLICATION FORM AND CV FORMS**

The Trainee Application Form and CV Form gather key information about the applicant and his/her aptitudes, expertise, research goals and about the supervisory support that the applicant will receive. The instructions for each question appear on the form. Please read all instructions carefully.

- **TRAINEE APPLICATION FORM**

IWRH Trainee Program – Page 1

Check the box of the award level for which support is being sought. Choose only one.

Proposed Supervisor(s) – Page 1

A maximum of two principal supervisors may be proposed on a single trainee application.

Please note that a co-mentor(s) is defined as a person(s) with whom collaborative interdisciplinary research and/or additional lab/field clinical work will be carried out. Co-mentor(s) are not a principal trainee supervisor.

Signatures – Page 2, Page 6, and Appendix (if required)

Original signatures are required on the original application. The following signatures are required:

Page 2

- President or Principal of Institution
- Head of Department
- Dean of Faculty or Director of Institution
- Proposed or Primary Supervisor
- Co-Mentor(s)
- Candidate

Page 6

- Proposed or Primary Supervisor
- Co-Mentor(s)
- Candidate

Appendices

- Proposed or Primary Supervisor
- Co-Mentor(s)

• **SUMMARY OF PROPOSED RESEARCH – Page 5**

The summary of research should ensure that the hypothesis, objectives, methodological approach and expected outcomes are described in sufficient detail for the reviewers to be able to assess the feasibility and overall merit of the proposed research in terms of its suitability as a training opportunity. Your role in the project should also be described.

Use only the space provided and do not include any attachments. Reviewers will be instructed to disregard any additional material.

• **CV FORM FOR TRAINEE APPLICANTS**

The instructions for each question appear on the form.

• **COMPETITION DEADLINE**

The closing date for the receipt of a COMPLETE application package is March 20th, 2009. All application packages must be received at the IWHR office by 4:30 pm on the competition closing date. Incomplete or late applications will not be accepted.

Completed applications/inquiries should be directed to:

Program Manager
The Interdisciplinary Women's Reproductive Health Research Training Program
Child and Family Research Institute, 3085 - 950 West 28th Avenue
Vancouver, BC V5Z 4H4
Email: iwrh@interchange.ubc.ca Phone: (604) 875-2000, ext. 4974