



## PSI Research Trainee Guidelines

This document serves as the funding guidelines for the PSI Research Trainee Fellowship.

### Purpose of the Fellowship

The primary aim of this fellowship is to provide highly qualified Medical Doctors (M.D.) with clinically applicable research training opportunities and support.

Please note: this funding opportunity is not an additional PSI operating grant.

### Eligibility of Applicants

Applicants must either:

- Be an M.D. in a Ph.D or MSc. program at an Ontario university

OR

- In a combined M.D./Ph.D or MSc. program at an Ontario university

OR

- In the Clinician Investigator Program (CIP)

### Ineligible Candidates

- Individuals who do not hold an M.D. - *unless enrolled in a combined M.D./Ph.D or MSc. program as listed above.*
- Individuals based outside of Ontario

### Sponsoring Institution

While all applications will be forwarded by Ontario's medical universities, sponsoring institutions must meet all PSI's eligibility criteria.

### Amount and Duration of Funding

A maximum of \$25,000 per year for two (2) years.

The award funds may be divided into three (3) categories:

1. a stipend for the fellow
2. allowance for fringe benefits, which may include tuition reimbursement, professional travel, research expenses

3. Mentor directed funds- this budget item allows the mentor a maximum of \$5,000 per year to direct funds to support the fellow

## **Application Contents**

### **1. Proposed Training Plan**

Please provide a detailed training plan and how it will strengthen the trainee's development.

### **2. Proposed Research Plan**

Please provide a detailed outline of expected research to be conducted during the training program.

### **3. Timeline**

Create a detailed timeline which includes milestones.

### **4. Budget and Justification**

Provide a breakdown and justification of expected expenses for the non-stipend award funds.

### **5. Mentor's Role**

Prior to submitting the application, the applicant must have identified and secured agreement from a mentor. Such mentors must hold an academic appointment at one of Ontario's six medical universities, hold a medical license in the province of Ontario, and have a proven track record of clinically relevant research and mentorship experience.

The mentor must include a letter of commitment, which includes the mentor's availability to this trainee and training experience, and available resources/infrastructure. Note: this is not a letter of support.

### **6. Mentor- Letter of Support**

PSI values the role of mentorship in supporting the success of the applicant during this fellowship. Therefore, the application would be significantly enhanced with a letter from an existing or proposed mentor outlining the nature, plan, and duration of mentorship.

### **7. Letter of Support from Sponsoring Institution**

This letter should provide an evaluation and rationale for the applicant undertaking the training program at this institution.

### **8. Curriculum Vita**

Please include both the candidate and mentor's CV.

### **9. Appendices**

Please use this section to include material that will strengthen this application that is not included elsewhere.

## **Page Limits**

PSI has no specific guidelines on page limits. Please make every attempt to be as concise as possible.

## How to Apply

Each of Ontario's six medical universities may submit up to two candidates; therefore, all applications must be submitted through your medical university.

To be eligible for consideration, applications must contain all requested information in full, including the required signatures on the paper copy.

## Funding Criteria

Applications will be assessed on the following:

- Applicant's past academic career and achievements
- Training Plan: the training that will be undertaken during the duration of the Fellowship
- Mentor: the strength and commitment of the mentor
- Institutional support
- PSI's internal review committee will evaluate support provided by the sponsoring institution, demonstrated by the letter of support.

## Funding Exclusions

Listed below are the items and areas which will not be accepted for consideration by the Foundation:

- Candidates in the areas of cancer, heart and stroke, mental health, drug and alcohol abuse, pharmaceutical drug studies
- Training at institutions outside the province of Ontario

## Fellowship Recipient Requirements

If successful, the following requirements are a condition of support:

1. The Fellow and/or the sponsoring institution are responsible for notifying PSI of any significant changes to the fellow's position.
2. The Fellow is to provide a start and end date for the fellowship.
3. The Fellow is responsible for submitting an annual report for review by PSI's internal review committee. Subsequent funding depends upon a satisfactory report.
4. The Fellow is responsible for submitting a final report on the impact of the fellowship within *three months* of the end date.
5. The Fellow must notify PSI of any leave that will affect the award.
6. All publications and presentations arising from the award are to include acknowledgement of funding from "The Physicians' Services Incorporated Foundation". Furthermore, the

Foundation's logo should be included whenever possible. An electronic file of the logo is available for download from our website.

7. The Fellow will be expected to submit a Final Report to PSI within *three months* of the fellowship's end date. *Please note: PSI will provide a Final Report form.*

### **Contact Us**

Please contact us at 416.226.6323 or by email at [psif@psifoundation.org](mailto:psif@psifoundation.org) if you require any assistance.