



FUNDING GUIDELINES

2023 PSI Research Trainee Award

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TABLE OF CONTENTS

OVERVIEW	2
CONTACT INFORMATION	2
PURPOSE OF THE AWARD.....	3
FUNDING EXCLUSIONS.....	3
ELIGIBILITY OF CANDIDATE	4
Eligible Candidate	4
Ineligible Candidate	4
Reapplying to this Program.....	4
APPLICATION POLICY & REQUIREMENTS	5
Mentor	5
Sponsoring Institution	5
Amount and Duration	5
Use of Funding.....	5
FUNDING CRITERIA	7
APPLICATION PROCESS	8
Submission Deadlines & Application Timeline.....	8
How to Apply	8
Decision Process	8
AWARD RECIPIENT REQUIREMENTS	9
Assisting the Foundation.....	9
Conditions of Releasing the Initial Payment	9
Reporting & Conditions of Releasing Funds.....	9
Changes to the Original Proposal	9
Unused Funds.....	9
Acknowledging PSI Foundation	10
Other Requirements.....	10



OVERVIEW

The PSI Foundation was established in 1970 by the physicians of Ontario with the original capital of Physicians Services Incorporated, the doctor-sponsored prepaid medical care plan. The Foundation was established with the mission of improving the “health of Ontarians.” Physicians from across Ontario remain involved as members of the Foundation’s House of Delegates as well as part of the governing board of directors for the Foundation.

PSI’s granting interests are in two areas: education of practising physicians and health research with an emphasis on research relevant to patient care.

This document serves as the funding guidelines for the PSI Research Trainee Award funding program offered by PSI.

CONTACT INFORMATION

Please contact us at 416.226.6323 or by email at psif@psifoundation.org to discuss any questions you may have about submitting an application for funding.

Follow us on Twitter [@PSIFoundation](https://twitter.com/PSIFoundation) and check our website at www.psifoundation.org for the latest news and updates, such as updated application forms and policy revisions.



PURPOSE OF THE AWARD

The primary aim of this award is to provide highly qualified candidates with clinically applicable research training opportunities and support.

PLEASE NOTE: THIS FUNDING OPPORTUNITY IS NOT AN ADDITIONAL PSI OPERATING GRANT.

FUNDING EXCLUSIONS

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

- Research in the areas of cancer, heart and stroke, and pharmaceutical drug development studies
- Training and research at institutions outside the province of Ontario



ELIGIBILITY OF CANDIDATE

ELIGIBLE CANDIDATE

The candidate for the award must be:

- An M.D. licensed by College of Physicians and Surgeons of Ontario (CPSO) in a Ph.D or MSc. program at an Ontario university

OR

- A trainee in a combined M.D./Ph.D or MSc. program at an Ontario university

OR

- A trainee in the Clinician Investigator Program (CIP) at an Ontario university

The PSI Research Trainee Award recipient is able to apply to PSI's operating grant.

INELIGIBLE CANDIDATE

Applications will not be considered from the following Principal Investigators:

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

REAPPLYING TO THIS PROGRAM

Applicants who were unsuccessful in previous competitions may reapply to this program.



APPLICATION POLICY & REQUIREMENTS

MENTOR

PSI values the role of mentorship in supporting the success of the applicant during this fellowship.

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.

SPONSORING INSTITUTION

All applications must have a sponsoring institution which is registered with Revenue Canada as carrying on charitable activities.

Eligible institutions must:

- Be located in the Province of Ontario
- Be a registered charity
- Have its own, independent research ethics board
- Be eligible to hold Canadian Institute of Health Research grants. The list can be found at <http://www.cihr-irsc.gc.ca/e/36374.html>.

The sponsoring institution must provide the necessary infrastructure for the award including, but not limited to, accounting and reporting of award funds as well as ensuring the research is carried out according to the institution's policies and procedures and accepted research standards in Canada.

AMOUNT AND DURATION

AMOUNT AND DURATION REQUESTED FROM PSI

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

INSTITUTIONAL CO-FUNDING REQUIREMENT

Sponsoring institutions are required to co-fund 50% of the amount requested from PSI.

For example, if the candidate requests \$20,000 per year from PSI, then the sponsoring institution must provide \$10,000 per year. In this case, the total amount of the award, combining both PSI funding and institutional co-funding, would be \$30,000 per year.

USE OF FUNDING

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

1. A stipend for the candidate
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 candidate

The proposed budget involving research expenses must include a detailed budget narrative within the application (including quantities and rates/prices) to explain how amounts were determined. A detailed breakdown and justification of costs is required for projects involving the Institute of Clinical and Evaluative Studies (ICES), specifically the number of hours an analyst is dedicating to a project and their hourly rate.



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 award
- 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.



APPLICATION PROCESS

SUBMISSION DEADLINES & APPLICATION TIMELINE

Each of Ontario's six medical universities may submit up to two (2) candidates; therefore, all applications must be submitted through the medical university. Please contact your medical university research office regarding internal application process/deadlines.

We require all medical universities to submit their applications for their candidates to PSI by **July 25th, 2022**, at 5pm EST.

HOW TO APPLY

All requests for funding must be submitted by the institutional representatives using PSI's online application system (<https://psifoundation.smartsimple.ca/>). Instruction manual on how to register and use the system is available on our website at <https://www.psifoundation.org/funding-programs/tips-and-resources/>. Please refer to the online application form for specific information in regards to documents required, page limits, signatures, etc. for the proposal.

To be eligible for consideration, applications must contain all requested information in full. PSI is unable to consider incomplete applications.

Please do not upload scanned documents to the online system, with the exception of letters of support with signatures and the completed signature page

Please note: all applications received by the Foundation through the online system are acknowledged automatically. You will receive a second notification of acceptance within a few weeks.

Applications submitted will be reviewed for completeness and eligibility. PSI will notify you through the online grants management system if we require clarification or additional information. Failure to respond in a timely manner may result in your application's review being delayed or your application being declined.

Once completeness and eligibility are confirmed the application will be reviewed by the internal review committee.

DECISION PROCESS

The internal review committee will review the applications prior to meeting, and each application will be assessed and a successful candidate may be selected.

All applicants will be notified of the result within 15 business days of the Committee's decision.



AWARD RECIPIENT REQUIREMENTS

If funding is awarded, the following requirements are a condition of funding:

ASSISTING THE FOUNDATION

- The award recipient must agree to attend and potentially present their results of research at PSI events, which may include but is not limited to its annual symposium and Lunch & Learn workshops.

CONDITIONS OF RELEASING THE INITIAL PAYMENT

- The award recipient is to provide a start and end date of the award. Please note: PSI will use this date to determine when the sponsoring institution will close the funds account and when to expect interim and final reports from the award recipient.

REPORTING & CONDITIONS OF RELEASING FUNDS

- The award recipient is responsible for submitting an annual report for review by PSI's internal review committee. Subsequent funding depends upon a satisfactory report.
- The award recipient is responsible for submitting a final report via the PSI Online Grants Management system, describing the results and impact of the award within three months of the end date of the scholarship.
- If a portion of the award is used to fund a study, a statement of disbursement of these funds must be submitted to the Foundation at the completion of the project.

CHANGES TO THE ORIGINAL PROPOSAL

- The award recipient and/or the sponsoring institution are responsible for notifying the Foundation of any significant changes to the original proposal and training plan.
- The award recipient must notify the Foundation of any leave to be taken that will affect the award.

UNUSED FUNDS

- The institution to which an award is paid must immediately notify and return unused funds to PSI if the award recipient is unable, for any reason, to carry out or complete the research for which the award is given.
- Within three months of the end of the granting period, the research account must be closed and all unused funds remaining in the account must be returned to PSI along with a final accounting statement for how funds were used.
- When work is completed or cannot be continued for any reason unused funds must be immediately returned to PSI.



ACKNOWLEDGING PSI FOUNDATION

- All publications, presentations, public messages, or media coverage arising from the funded project are to include acknowledgement of funding from "PSI Foundation." Grant recipients are encouraged to connect with us prior to any media announcements. Furthermore, PSI's logo should be included whenever possible. An electronic file of the logo is available on the [website](#).
- Where papers are published or presented, reprints or copies must be submitted to PSI. Please note that you may send electronic copies by email rather than paper copies.

OTHER REQUIREMENTS

- PSI requires that all funded research projects adhere to the sponsoring institution's policies and procedures as well as accepted research standards.