Stem Cell Network – Doctoral Research Awards in Social, Ethical, and Economic Implications for Regenerative Medicine

Application Instructions for ProposalCentral

Timeline

Funding opportunity launch	June 17, 2024 (06:00 ET)
Application deadline	September 10, 2024 (17:00 ET)
Notice of decision	October 4, 2024
Funding start date	January 1, 2025 (Award must be started no later than March 1, 2025)

Award applications must be submitted using the ProposalCentral online submission platform.

Upon successful submission of an application, a confirmation message will appear on the screen within ProposalCentral and a confirmation email from pcsupport@altum.com will be sent to the applicant. Add pcsupport@altum.com to the safe senders list to ensure receipt of submission confirmation.

If a confirmation email is NOT received from ProposalCentral within 48 hours of submission it is the responsibility of the applicant to contact SCN and ensure that the application package has been received by SCN.

For more information about this funding opportunity, please contact: Alex Kozlov, Program Coordinator, Research and Training, Stem Cell Network, trainingSCN@stemcellnetwork.ca.

Instructions on using ProposalCentral to complete your application can be found below.

Please note: all data entry fields prefaced with a red asterisk (*****) are required entry fields that must be filled to complete the validation process in the Validate section of the application.

Section 1: Training Opportunity Selection

Award Opportunity

Use the dropdown menu to select the "Stem Cell Network – Doctoral Research Awards in Social, Ethical, and Economic Implications for Regenerative Medicine".

Section 2: Download Guidelines & Instructions

Download the Application Instructions (this document), and ORCID iD set-up documents here.

Section 3: Applicant Information

Edit the applicant's contact information here. To update profile, click Edit Professional Profile. Note that the applicant and their proposed supervisor are **both** required to upload a Canadian Common CV in section 8.

ORCID iD: The entry of an ORCID iD for applicants is optional but recommended. ORCID provides a persistent digital identifier (an ORCID iD) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more. You can use your iD to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.
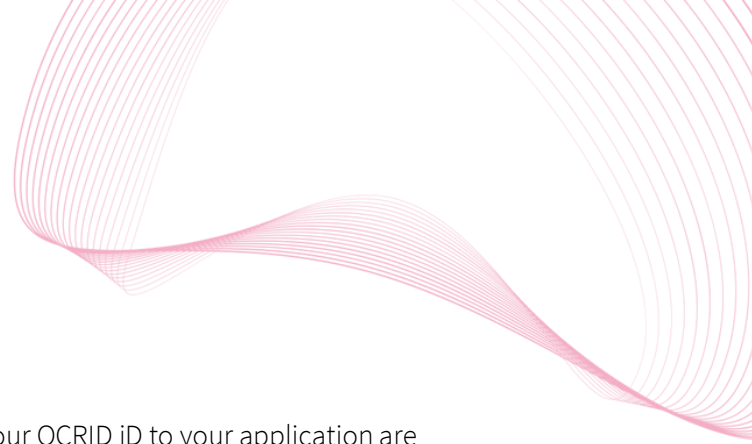
Detailed instructions for creating or connecting to your OCRID iD to your application are available for download (download "Orcid ID Instructions") via section 2 – Download Guidelines & Instructions.

Section 4: Key Personnel

Please add both your current supervisor (role = "Current PI") and your proposed supervisor (role = "Proposed PI") to the key personnel list in this section. If the "Current PI" and the "Proposed PI" are the same, you can enter the same person two times. To start entering a person in the section, enter and confirm their email address in the available boxes.

Section 5: Research Proposal

Project Title

Provide a title for your research project.

Lay Summary

Write a lay summary describing your proposed research in non-scientific everyday language, at a level no greater than Grade 10, and suitable for a general audience (e.g., patient, caregiver, community member). The lay summary must be no more than 1500 characters (approximately 300 words).

Research Proposal

Please upload a single PDF document of your research proposal and references in section 8. A maximum of one page is allocated for the description of your research proposal. No tables or figures are allowed. Please use 12-point Calibri or Times New Roman font, single spaced format. There is no page limit for references that are directly relevant to the project proposal; please append the references at the end of the 1-page research proposal PDF file.

Keywords

Please provide up to seven keywords, that identify the research focus of the project. Separate each keyword by a comma (,).
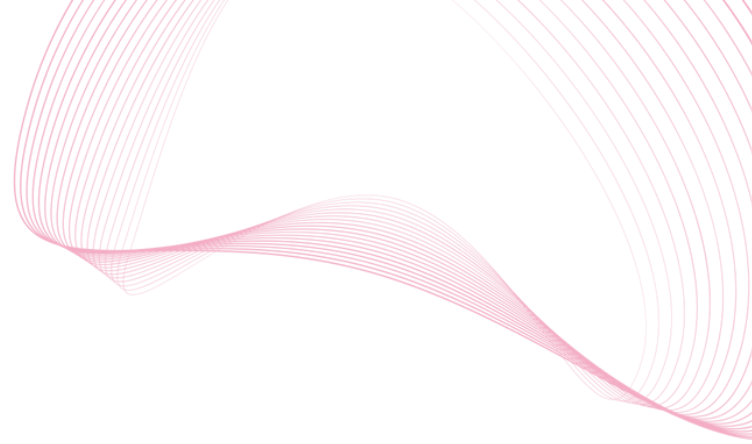
Section 6: Applicant Insights

Each section has a different character limit. We recommend that you compose and save the text for each part in a word processor (e.g., Microsoft Word) and then copy and paste your text into the relevant text entry field.

Expertise

Provide an overview of how your previous research training and/or experience outside of academia prepares you to succeed in the present award opportunity. Describe any specialized skill sets that you have mastered will enhance and/or accelerate upcoming research work. Maximum of 3500 characters.

Research contributions and impacts:

List up to three of your most significant contributions (e.g., publications, IP, open data sets or participation in or leadership roles on research, community, or education initiatives). Highlight the skills you have used to develop and test these contributions. Applicants must, for each multi-authored publication, define their role in the publication, comment on the positive impact and importance of the research and indicate their percent contribution to the team effort. Maximum of 3500 characters.

Mentorship, Training, and Career Development Plan

In a maximum of 5000 characters, the applicant and supervisor should develop a plan that includes (a) specific knowledge and skills that the supervisor expects the applicant will acquire; (b) an overview of the research and academic training environment for the applicant; (c) Details on the quality of resources, programs, technologies, etc., which will be made available to the applicant; and (d) expected interactions between the applicant and other subject matter experts, outside of their supervisor, through external mentorship, collaborations, etc. and (e) a description of the career goals of the candidate and how the mentorship and training plan will forward these goals.

Section 7: Letter(s) of Support

Up to three letters of support (minimum two, maximum three) must be submitted that assess the applicant's scientific abilities and contributions, as well as the potential of the applicant. Please note that the letters of support are confidential and will not be released to the applicant. The letters of support must be submitted directly through Proposal Central by the referee. Enter the email address of the referee below and an automated email will be sent requesting they submit a letter of support for your application.

Note:

1. The letter(s) of support should come from the individual(s) under whom the applicant has trained, who are familiar with the candidate's characteristics and abilities and/or who have had a good opportunity to assess their potential for research.
2. Nominated referees will receive an automated email from pcsupport@altum.com which will request their upload of a letter of support (PDF format). This letter should be on institutional letterhead and reference the applicant by full name. The applicant will not be able to view the letter of support when uploaded.
3. The application submission cannot be completed until a nominated referee has uploaded their letter of support. A reminder can be sent to a nominated referee by clicking the envelope icon under "Actions".

Section 8: Upload Documents

Applicants must upload a Canadian Common CV (CIHR Academic). The instructions for completing a Common CV are available via this link in section "A. Complete the Common CV".

Once your CV information is entered, use the ribbon menu to navigate to CV > Funding. Select Funding Source as "CIHR" and CV type as "CIHR Academic" and click load. Click preview to download a PDF of your Common CV.

Upload this Common CV PDF by clicking the "Attach Files" button, selecting the "Applicant Common CV" option from the Attachment Type dropdown box and then drag and drop PDF into the upload area or click to browse your file system and select the PDF.

You must also upload the Canadian Common CV (CIHR Academic) for your Proposed Supervisor by following the same instructions as for the Applicant CV.

In this section, please upload a single PDF document of your research proposal and references. A maximum of one page is allocated for the description of your research proposal. No tables or figures are allowed. Please use 12-point Calibri or Times New Roman font, single spaced format. There is no page limit for references that are directly relevant to the project proposal; please append the references at the end of the 1-page research proposal PDF file.

Note: PDF files are the only accepted file format for all file uploads.

Section 9: Applicant Demographics

The best science is inclusive science, and SCN is committed to cultivating and preserving a culture of inclusion, diversity, equity and accessibility. We value the individual differences, lived experiences, expertise and knowledge of those in our community. We welcome the unique contributions of partners, employees and community members regardless of age, ancestry, culture, gender identity, physical ability, race, religion and sexual orientation.

Complete the demographics question for the applicant in this section. Self-identification information is collected as part of the application process and used for SCN's reporting purposes with the Government of Canada. All data reported to the Government of Canada is de-identified, aggregate data. The inclusion of preferred pronouns is optional; however, it helps SCN staff in their communication and correspondence with applicants.

Note: Information provided in this section is NOT available to reviewers.

Section 10: Validate

Click the 'Validate' button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. All missing information must be completed before proceeding to the next step.

Section 11: Signature Page and Print

All applicants are required to digitally sign the application to confirm the accuracy of the information provided. Sign by typing your full name in the box and clicking "Sign".

Section 12: Submit

To submit your proposal, please click the 'Submit' button. You will be unable to submit if you have not provided all the REQUIRED information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email from pcsupport@altum.com will be sent to the applicant. **Please add pcsupport@altum.com to your safe senders list to ensure receipt of your submission.**

Important Notice:
We recommend that you verify that the status of your application has changed to "Submitted". For best results, you should logout and close all ProposalCentral browser windows.

Login and select the "Proposals" tab and select "Submitted" from the Proposal Status dropdown list. Once properly submitted, your application will no longer appear on your Home tab.

If a confirmation email is NOT received from ProposalCentral within 48 hours of submission it is the responsibility of the lead applicant to contact SCN and ensure that the application has been received by SCN.

Section 13: For Office Use Only

Completion of this section is **not** required – please ignore this section.