THE HANS HEICK MEMORIAL POSTDOCTORAL RESEARCH FELLOWSHIP APPLICATION GUIDELINE DOCUMENT

ABOUT THE PROGRAM

The Hans Heick Memorial Postdoctoral Research Fellowship (“Heick Fellowship”) Program was established in memory of Dr. Hans Heick, one of the founding fathers of the Children’s Hospital of Eastern Ontario (CHEO). Dr. Heick was an extremely important figure in both research and clinical care at the CHEO since its opening in 1974. He was the Chair of CHEO’s first Research Ethics Committee, a post he held from 1974-1985. He (along with his wife, Nicole Begin-Heick) was also a Founding Member of the CHEO Research Institute (RI). Dr. Heick was CHEO Research Institute’s first Director from 1986-88 and then again from 1996-97. Over his career he was Head of Biochemistry, Chief of the Medical Staff, and a member of both CHEO’s Research Advisory Committee and Research Coordinating Committee. Both organizations bear the strong imprint of his selfless and visionary leadership.

The primary purpose of the Hans Heick Memorial Postdoctoral Research Fellowship is to support world-class research and training at the CHEO Research Institute. Postdoctoral applicants will be selected based on high academic achievement, personal qualities, demonstrated aptitude, and quality and fit of the proposed research program.

OVERVIEW OF THE PROCESS

1. CHEO RI Research Office will inform potential applicants about the Heick Fellowship competition and related deadlines.
2. The applicant completes and submits the application form (ensuring all application materials are included) by the deadline date. Application form can be accessed through the CHEO RI website (http://www.cheori.org/en/heickfellowship)
3. Application packages received are vetted for eligibility and completeness (see Eligibility criteria) and a review committee is convened to evaluate the eligible applications.
4. The review committee puts forward the selected nominees to the CHEO RI Research Office.
5. CHEO RI Research Office notifies applicants of results of the competition.

APPLICATION DEADLINE

Applications must be received on or before January 31, 2017 @ 17:00 EST. Late applications will not be considered.
FUNDING AVAILABLE

Three fellowships are available in the following areas:

1. **Department of Pediatrics - two fellowships** (one fellowship in Molecular Biomedicine and one fellowship in Clinical Research)

2. **Department of Psychiatry - one fellowship**

Each fellowship is comprised of CAD $50,000 per annum shall be awarded for a maximum of two years, subject to review at the end of the first year.

*Note: Applicants can only submit an application for one fellowship within a specific area above. The area of the fellowship must be clearly identified on the application form.*

ELIGIBILITY CRITERIA

*Postdoctoral Applicant*

The goal of the Heick Fellowship is to attract outstanding scholars to CHEO RI to engage in innovative research that will enhance interdisciplinary collaborations in the academic and wider community. As such, applicants must be able to materially contribute to the intellectual landscape of the CHEO RI.

1. Applicants must have completed all requirements of their PhD no more than 24 months prior to the anticipated fellowship start date. Completion of PhD requirements refers to the date that the applicant completed all the steps required for obtaining their degree. Although these requirements may vary by institution and degree type, they normally include thesis defense corrections and thesis deposition but not the convocation date.

2. The period of eligibility may be extended for applicants who have had their career interrupted or delayed for the purpose of childrearing, illness, or health-related family responsibilities. The interruption(s) or delay(s) must have occurred after the applicant completed all the requirements of their PhD. Note that the eligibility window will only be extended by the duration of the delay(s) or interruption(s), to a maximum of one year. Justification for the extension must be provided in the *Interruption and Delays* attachment.

3. Applicants must not have held or currently hold a Postdoctoral Fellowship status at CHEO RI.

4. Applicants must not currently hold a tenure-track or continuing faculty position at a university or college. Applicants who currently hold a temporary or term faculty appointments are eligible to apply.

5. Applicants may be citizens of any country; though there are no restrictions regarding nationality of applicants, successful candidates must hold a valid permit to work in Canada for the period of the fellowship.

Fellowships are tenable only at CHEO RI, and fellows are expected to make CHEO RI their base while holding the fellowship, apart from necessary research trips (no more than three months in each year of the fellowship).
**Fellowships must begin no later than September 1, 2017.**

Prospective applicants who do not meet the requirements above will not be considered for the fellowship.

**Proposed Supervisor**

An applicant’s proposed supervisor must hold a Scientist or Clinical Investigator appointment at CHEO RI and the proposed supervisor must be a member of the department of the fellowship being applied for (i.e. For Department of Pediatrics fellowship, supervisor must be a member of the Department of Pediatrics at CHEO; For Department of Psychiatry fellowship, supervisor must be a member of the Department of Psychiatry at CHEO)

A proposed supervisor must make a commitment to supervise the applicant’s research for the entire proposed 24 months of the fellowship.

**SELECTION CRITERIA**

The application will be evaluated based on the following criteria:

1. **Excellence in scholarly work and independent research (45%)**
   - Quality of contributions to research to date
   - Scholarships and awards held
   - Critical thinking, judgment, originality, initiative and autonomy

2. **Quality of proposed research project (50%)**
   - Merit, potential significance, clarity, feasibility of proposed research project
   - Relevance of applicant’s work experience and academic training to field of proposed research
   - Suitability and quality of research environment (proposed supervisor, facilities, support of research unit)

3. **Personal qualities of the applicant (5%)**
   - Character: integrity, collegiality and respect for others
   - Communication skills
   - Leadership abilities demonstrated by employment, community engagement, volunteering, etc.

Preference will be given to applicants who have not already held a postdoctoral award or fellowship.

**OTHER SOURCES OF FUNDING**

*External Awards*

Postdoctoral applicants are encouraged to apply for other research awards (e.g., Banting, CIHR, etc.). In the event applicants are successful in obtaining both a Heick Fellowship and other external postdoctoral awards, they are required to accept the external funding. These applicants will still be considered Heick Fellowship scholars. A stipend covering the difference between the regular Heick Fellowship stipend and the other award
(if the latter carries a lower dollar value) will be offered, provided that this protocol is in keeping with the regulations of the agency granting the other award.

APPLICATION PROCESS

PREPARING THE APPLICATION
Applicants must complete the application form, append the documents indicated under “Attachments” below, and submit the complete application to the CHEO RI Research Office by the deadline date. No late applications will be considered.

APPLICATION FORM
The application form is available online at http://www.cheori.org/en/heickfellowship. The application is to be completed and submitted electronically. All attachments must be uploaded and submitted electronically through the application form. Applicants must include a copy of the checklist with their application so the CHEO RI Research Office may verify the contents of the application package submitted.

ATTACHMENTS
The following material must accompany the application form:

- **Research proposal (maximum of five pages)**
  The proposal should be written in clear, non-technical language that allows a non-specialist to comprehend the overall content and importance of the work. Although the fellowship may be used to extend or expand upon doctoral work, it must be made clear that you are not intending to use the award to wrap up a thesis. While it is expected that a postdoctoral fellow will be taking the next step beyond the PhD thesis, the applicant must differentiate clearly between the postdoctoral project and the thesis research. Applicants must provide information on how their research relates to that of specific CHEO RI programs.

- **Appendix material (optional, maximum of five pages)**
  Applicants may provide up to five extra pages of supplementary materials such as figures, graphs, images, works cited, and references.

- **Publications (maximum of three published papers)**
  Applicant should attach a maximum of three of his/her best published papers.

- **Personal statement (maximum of one page)**
  This section should:
  - Describe the applicant’s research experience and relevant work experience
  - Describe the applicant’s personal qualities through other activities such as leadership activities, community engagements, volunteerism, etc.
  - Describe the applicant’s career aspirations
  - Include details concerning anything else, if any, the applicant will be doing and how it is related to their work
• Interruptions and Delays (optional, maximum of one page)
Clearly identify any interruptions (i.e. family or health responsibilities, leaves of absence, etc.) that might have delayed or interrupted applicant’s career progress after the completion of applicant’s PhD requirements. Note that eligibility window will only be extended by the duration of the delay(s) or interruption(s), to a maximum of one year. Description must include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

• Curriculum vitae (CV)
Use Canadian Common CV (CCV) website (https://ccv-cvc.ca/indexresearcher-eng.frm). The CCV website stores data in a secure database that can be accessed at any time, and from any computer. The data entered can be reused in future applications which use the CCV.

For this competition, only the Vanier-Banting CV template will be accepted.
To generate the CCV that will be attached, log into the CCV site, select “Funding” from CV menu, under funding source choose CIHR and select CV type (Vanier-Banting), enter information, submit (cannot proceed unless all errors are corrected), a confirmation number will be automatically be generated by the CCV system. To get a copy of the pdf document to be attached to the application, applicants are to click “History” in the top menu bar when logged into the CCV website and select the .pdf version of their CCV.

• One letter of support from your proposed supervisor
The proposed supervisor should give evidence of being intellectually engaged with the applicant’s project. The supervisor may comment on the following:
  § The applicant’s research potential, and include information that supports the selection criteria and other personal qualities
  § The quality of the proposed research [e.g., the new approach/method/knowledge the applicant will bring and the impact their research will have]
  § The degree of ‘match’ between the applicant and the supervisor and the potential benefit to each
  § The benefit the applicant will bring to CHEO RI

• Two letters of reference
Two letters of reference are required from individuals capable of making an informed assessment. Additional letters will not be accepted, and an application without these letters will be considered incomplete.

Referees must be able to evaluate the applicant’s research potential. For guidance, they may comment on the following:
  § The applicant’s academic achievement and research contributions [e.g., how valuable these have been]
  § The applicant’s other personal qualities, and provide example(s) that illustrate(s) the applicant’s well-rounded, sound character
  § The quality of the proposed research [e.g., how does it expand or depart from the applicant’s previous research?]
  § The benefit of undertaking the proposed research.
All letters of reference must be in English, signed and sealed by the referee. Envelope must clearly indicate the name of the Applicant and reference the Heick Fellowship application. These letters should be mailed postmarked to deadline date/time to the attention of:

Samira Chamaa  
CHEO Research Institute  
401 Smyth Road  
Research Institute Building 2, Room 2111  
Ottawa, ON K1H 8L1

- **Degree Confirmation**  
Applicants must submit with their applications either a copy of their transcript, certificate/diploma, or letter from the Registrar confirming their degree.

### FORMATTING REQUIREMENTS FOR ATTACHMENTS

The following apply to all attachments:

- Use a font size of 12 point, black type. Maximum of six lines per inch. No condensed/narrow fonts, type, or spacing.
- Insert a margin of 2 cm (3/4 inch) - minimum - around the page.
- Indicate your name, the project title and the section title (e.g., Research proposal) at the top of each page. Indicate the page number clearly at the bottom of each page.
- Observe page limitations, additional pages may NOT be added unless specified.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments.
- Photo-reduce the supporting documents if the originals are larger than (21.25 X 27.5 cm / 8.5" X 11").
- Attachments must be uploaded in PDF format.
- The size of the attached document(s) cannot exceed 30 MB per document.

### FURTHER INFORMATION AND CONTACT PERSON


For questions or further information on the Heick fellowship contact Samira Chamaa at 613-737-7600 ext. 4126 or via email schamaa@cheo.on.ca