



WORKING TO MAKE A DIFFERENCE

FOCUS ON TOMORROW

"RESEARCH TRAINING AWARDS"

**Guide to the 2010 RESEARCH TRAINING AWARD
Application Form**

Deadline: 4:00 pm, March 8, 2010

TABLE OF CONTENTS

Introduction	1
Where to Get Application Forms	1
Deadline for the Submission of Application Materials	1
Assembling the Application Package	1
Acknowledgment of Applications	1
Important: Format Requirements for Application Package	2
Step-by-Step Instructions for Completing the RESEARCH TRAINING AWARD Application Form	2
Type of Training Grant Requested - Page 1 of the Form.....	2
Proposed Academic Supervisor(s) - Page 2 of the Form	2
Proposed Workplace Supervisor(s) - Page 2 of the Form	3
Department that will Administer the Funds - Page 2 of the Form	3
Signatures - Page 2 of the Form	3
Theme/Area of Research - Page 3 of the Form.....	3
Certificates Required - Page 3 of the Form	3
References - Page 9 of the Form.....	3
Transcripts - Page 9 of the Form	4
CV Form for Research Trainee Applicants - Pages CV-1 to CV-6.....	4
CV Form for Research Trainee Supervisor(s)	4

Introduction

The purpose of this document is to assist in preparing and submitting a RESEARCH TRAINING AWARD application to WorkSafeBC's Research Secretariat. Please read all the materials in the application package before you begin.

Where to Get Application Forms

All forms and application materials are available for download from our website. If using electronic forms, it is advisable to begin by printing out a set of blank forms to refer to as you complete the electronic version.

Please ensure to include a signed "Use and Disclosure of Personal Information Consent" form.

Deadline for the Submission of Application Materials

The deadline for submission of application materials is **4:00 pm, March 8, 2010**. Late or incomplete application packages will not be accepted.

Assembling the Application Package

A complete application package consists of the following:

- RESEARCH TRAINING AWARD Application Form – one original, plus six (6) copies
- CV Form for Research Training Applicants – one original, plus six (6) copies
- CV Form for Research Trainee Supervisors – one original, plus six (6) copies
- Three (3) reference letters – no copies needed.
- One (1) set of original transcripts – no copies needed.
- Checklist

Bind the original application and each copy with a clamp, preferably, or with elastic bands if necessary. Do **not** use staples, covers or other bindings, as these will be removed before distribution to the reviewers and the Evaluation Committee.

Packages should be delivered to the Research Secretariat, Level 2, Main Building, 6951 Westminster Highway, Richmond BC V7C 1C6.

Acknowledgment of Applications

The Research Secretariat will acknowledge receipt of all applications by e-mail. ***If you do not receive an acknowledgment by March 15, 2010***, please call the Research Secretariat immediately (604-244-6300) and we will verify receipt of your application. Replacement copies of lost or misdirected applications will **ONLY** be accepted during this time with proof that the original application package was submitted or couriered by the deadline date.

Important: Format Requirements for Application Package

Please observe all formatting requirements described below. Failure to do so will result in the disqualification of your application during initial screening.

- Ensure your name appears at the top of **each** page.
- Page numbers should appear at the bottom right of **each** page.
- Use only 8.5 x 11 inch (i.e., standard letter size) paper.
- Ensure margins are at least 1 inch all around. Use font size of at least 12 point.
- Observe all page limits. Additional pages may not be added unless specified.
Please note that many text boxes on the electronic forms will expand as you enter text.
- Copy on one side of the paper only.

Step-by-Step Instructions for Completing the RESEARCH TRAINING AWARD Application Form

The RESEARCH TRAINING AWARD application form and CV forms gathers key information about the candidate and his/her aptitudes, expertise, research goals and about the supervisory support that the candidate will receive.

The instructions for each question appear on the form. For specific sections of the application form, this document provides some additional guidance. Please read all instructions carefully.

Applicants should also review "General Guidelines Governing RESEARCH TRAINING AWARDS". for information on eligibility requirements and conditions governing the awards. This document is available on the website or from the Research Secretariat.

Type of Training Grant Requested - Page 1 of the Form

Check the box for the program for which support is being sought. Choose only one.

In a first application, PhD students may apply for two years of support. This award is renewable for one additional year, contingent on successful reapplication. In a first application, Master's students may apply for one year of support. This award is renewable for one additional year, contingent on successful reapplication.

Proposed Academic Supervisor(s) - Page 2 of the Form

A maximum of two supervisors may be proposed on a single training application and a CV form must be provided for both. Note that the supervisor's CV is a separate document.

Instructions for completing the supervisor's CV can be found in "Guidelines for Preparing Research Trainee Supervisor's CV". This document is available in pdf format on our website.

Proposed Workplace Supervisor(s) - Page 2 of the Form

Complete this section if the project involves on-site research at a BC workplace and a specific location and supervisor have been identified. Please note that in this situation, the Workplace Partner Profile on page 8 must also be completed.

Department that will Administer the Funds - Page 2 of the Form

If your University's department will administer your award, please note the department, the administrative contact and the contact telephone number. All payments from WorkSafeBC are made to the candidate's University.

Signatures - Page 2 of the Form

Original signatures are required on the original application. If the proposed supervisor is normally the signing authority for the faculty, another senior official must sign. Please ensure you have all the correct signatures prior to submitting your application package.

Theme/Area of Research - Page 3 of the Form

Please select the research theme and specific research area that best describes your research. See our website, for a detailed list of WorkSafeBC's research themes and priorities.

Please Note: WorkSafeBC partners with the Michael Smith Foundation for Health Research (MSFHR) to fund research trainees. As the Michael Smith Foundation has not yet announced a competition for 2010, students who would normally be eligible for MSFHR/WorkSafeBC RESEARCH TRAINING AWARDS may apply directly to WorkSafeBC under this competition. Proposals must fall under WorkSafeBC's research priorities.

Certificates Required - Page 3 of the Form

Check the appropriate box regarding the use of human subjects or animal experimentation, or biohazards. The candidate and the proposed supervisor(s) must ensure that the research project respects the ethical practices generally acceptable to professional activities and relevant research and that all necessary ethical approvals are obtained prior to the start of the research.

References - Page 9 of the Form

All candidates are required to submit three letters of reference. The proposed supervisor may submit one reference letter. In the case of a candidate with two supervisors, a joint letter is to be submitted. These letters are submitted in a confidential manner to WorkSafeBC's Research Secretariat solely for the purpose of supporting the candidate's application for a competitive award. Therefore, each referee's letter must be received by the Research Secretariat in sealed envelopes, signed across the seal by the referee. Candidates are encouraged to give potential referees considerable notice when asking for their letter of reference.

It is the referee's responsibility to supply a letter to the evaluation committee that will provide an accurate overview of the applicant. The reference letter should include comments on the following characteristics: critical thinking, independence, perseverance, originality, organizational skills, interest in discovery, research ability. The referee should also consider how this applicant fares when compared to a representative group of individuals they have known who have had approximately the same training and experience. The referee must also state the length of time they have known the applicant and in what capacity. Letters should not exceed two pages in length.

It is preferred that the candidate submit 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 WorkSafeBC's Research Secretariat. The Research Secretariat will attach these documents to your application.

Transcripts - Page 9 of the Form

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. It is acceptable to have transcripts sent directly to WorkSafeBC's Research Secretariat.

CV Form for Research Trainee Applicants - Pages CV-1 to CV-6

The instructions for each question appear on the form.

CV Form for Research Trainee Supervisor(s)

Attach an up-to-date CV for each of your academic supervisors. Instructions for preparing the CV are found in "Guidelines for Preparing Research Trainee Supervisor's CV" (available on our website). Please advise your supervisor that a standard CV format used by other granting agencies is acceptable to the Research Secretariat, provided that it includes all of the elements listed in the guidelines.

Appendices

The only information that may be attached as an appendix is listed below:

1. Three letters of assessment from referees.
2. Transcripts (including undergraduate transcripts)
3. Copy of Permanent Resident Document (if applicable)

Reviewers will be instructed to disregard any additional material. Original transcripts and references letters must be provided in an envelope sealed at the source and preferably should be included with the application.

ACKNOWLEDGEMENT TO BE SENT TO:

(enter name and email address in box below)

**CHECKLIST OF DOCUMENTS NECESSARY TO COMPLETE THE APPLICATION
(complete and include a copy with your application package)**

	Sent with Application	OFFICE USE ONLY	
		Received	Not Received
1. Original plus 6 copies of the application	_____	_____	_____
2. Copy of Permanent Resident document	_____	_____	_____
3. Letter of Acceptance to a Graduate Studies Program	_____	_____	_____
4. Valid Student Visa (Foreign applicants only)	_____	_____	_____
6. References			
1 st reference – supervisor(s)	_____	_____	_____
2 nd reference	_____	_____	_____
3 rd reference	_____	_____	_____
7. Transcripts	_____	_____	_____
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____
d)	_____	_____	_____
8. Use and Disclosure of Personal Information Consent form	_____	_____	_____

STATUS OF APPLICATION (office use only)

- Application is complete and is entered into the current competition
- Application is incomplete as of the deadline date and will be given no further consideration
- Application has been received after the deadline date and will be given no further consideration