

Guidelines and Instructions
Canadian Lung Association: Allied Health Fellowship Award

Table of Contents

Introduction.....	1
Deadlines.....	1
About the Lung Association Research Awards Program	1
Eligibility	2
General Conditions of Fellowship Award	4
Review Process	5
Financial Administration.....	5
Completion of Award	6
Knowledge Translation ⁱ	6

Introduction

The Canadian Lung Association (CLA) is pleased to launch the request for applications for 2022 Lung Association Allied Health Fellowship award.

The awards are open to trainees conducting lung research that aligns with the Lung Association mandate. Applicants must be supervised by a respiratory health professional from a recognized clinically-based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist) for graduate study at the masters or doctoral level (**MDs are not eligible for the Canadian Lung Association Allied Health Fellowship support**).

Deadlines

Registration deadline: **September 16, 2022 at 16:00 EST**

Application deadline: **October 7, 2022 at 16:00 EST**

The forms may be downloaded from the Lung Association website:

www.lung.ca/lung-research/apply-funding

About the Lung Association Research Awards Program

The research awards program of the Lung Association was established in 1959 and is

financed by private donations to the Canadian Lung Association. The Lung Association research awards are administered by The Canadian Lung Association (CLA).

The Review Committee reviews the *Canadian Lung Association: Allied Health Fellowship* applications for merit and the funds are administered by the Lung Association.

The objective of the Canadian Lung Association: Allied Health Fellowship award is to promote research thesis-based graduate study in any area of lung health that contributes to the field of respiratory health in Canada. Fellowship studies should include research related to an applied or clinical question using quantitative or qualitative methodologies. The study may include a basic science component but the primary research questions must be applied or clinically focused. The application will be reviewed in detail by at least two reviewers. The reviewers rank the applications according to:

- a) Applicant's potential for successful program completion.
- b) Strength of postgraduate program and research project.
- c) Applicant's leadership and commitment to respiratory care area and professional development.

The applications that received the highest score by the review committee and who supports the mission of the Lung Association is given funding priority. Therefore, it is important that all required details are provided to facilitate the review process.

Eligibility

To be eligible for a *Canadian Lung Association: Allied Health Fellowship Award* the applicant must be:

- a) A Canadian citizen, permanent Canadian resident or landed immigrant. These awards must be held at a Canadian institution;
- b) A respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist) (**MDs are not eligible for Canadian Lung Association Allied Health Fellowship**);
- c) Applicants must be enrolled in a graduate (thesis based) program at the Masters or Doctoral level during the funding period (January 2023 – December 2023). Individuals who have applied to a graduate program but have not received acceptance may apply for a Fellowship. The award, however, will be conditional on acceptance into the program;
- d) Pursuing a research study with respiratory health as the major focus;
- e) Individuals who currently hold and/or are being supervised by individuals holding funding from the tobacco and/or cannabis industries are not eligible;

Instructions for Submitting a Fellowship Application

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

1. Provide registration details and upload one (1) PDF copy of the abstract to <https://form.simplesurvey.com/f/1/cla-allied-health-fellowship-registration-2022> .
2. Maximum length of abstract 1 page, 12 point font, single spaced, with 2.5cm (1”) margins. The applicant’s name is required in the header. File must be save using the format **Award_LastName_Registration.pdf**. The maximum file size is 10Mb.
3. Upload one (1) PDF copy of the application to: <https://www.surveymonkey.com/r/AlliedHealthFellowship> by **October 7 at 16:00 EST**. The electronic copy must include a completed copy of the application form with signatures and all the relevant documents (excluding Referee Forms, which will be sent in separately by the referee). The Lung Association will confirm receipt of your application via e-mail. Please ensure that your e-mail address is included on page 1 of the application.
4. Do not use additional pages except where indicated. Keep the application as clear and concise as possible. Note that copies of your publications are not required.
5. Applicants are expected to include within the body of their application, and not in the appendices, all essential information required to permit assessment of the application. Additional information, such as academic transcripts, is to be included in the appendices.
6. Up-to-date official transcripts or certified true copies of transcripts for all post-secondary education are required. Transcripts can either be forwarded directly to the Manager, National Research Programs at the Canadian Lung Association or included with the application submission.

It is your responsibility to ensure academic transcripts are received directly at the Canadian Lung Association from the institution(s) by October 7, 2022.

7. A completed statement from the proposed supervisor that provides an overview of the research and academic training environment. Please give details on resources, programs, technologies, etc. that will be made available to the candidate, and on specific knowledge and skills to be acquired.
8. Request only two referees to complete the Referee Assessment form. **Reference letters will not be accepted.** One referee should be your supervisor or your program advisor (if a supervisor has not yet been identified). Your other referee should be either an academic referee or a recent or current employer. Under no circumstances may a referee be a family member. Select your referees with care and have them represent what each knows best of your scholarly, research and clinical abilities, and pertinent personal characteristics. The completed forms are not to be included with the submission but emailed directly by the referees to the Lung

Association (research@lung.ca).

It is your responsibility to ensure that the Referee Assessment Forms are received by the Canadian Lung Association by October 7, 2022.

9. An explanation listing the period and reason for any interruption in pursuit of the candidate career either in or subsequent to training, if applicable.
10. A complete copy of the supervisor's (and co-supervisor's, if applicable) CV using the Academic version of Common CV form (as used by CIHR). **Failure to comply or the submission of an incomplete CV Module may result in the application being rejected.**
11. Complete the application form, filling all the requested information and obtaining all required signatures.

General Conditions of Fellowship Award

The following general conditions apply to fellowship awards awarded by The Canadian Lung Association.

1. The Canadian Lung Association assumes no responsibility for accidents, illness, or claims arising out of studies, work, or other activities undertaken with financial support provided by The Lung Association.
2. Copyright of all publications belongs to the author(s). However, in any publication arising from the fellowship supported by The Canadian Lung Association, acknowledgement of funding received from The Canadian Lung Association is required.
3. It is understood that the name of the successful applicant, his/her field of study and some content of the lay abstract, progress and final reports to The Canadian Lung Association may be made public. Successful applicants are expected to facilitate knowledge translation in their field of expertise through presentations at conferences and/or workshops, including, where feasible, conferences/workshops sponsored by The Canadian Lung Association.
4. Any commitments (or expenditures) incurred by an award recipient either in excess of the current training funds or beyond the term of the training award are the responsibility of the recipient.
5. The award recipient (or the institution on his/her behalf) shall, if the need arises, immediately notify The Canadian Lung Association in writing of his/her inability, for any reason, to continue in the educational program for which support was awarded.
6. The awards support studies in a program at specific Canadian institutions with concurrence of the institution's executive head. Transfers to another institution are not normally permitted during the course of funding.
7. For full-time students the Allied Health Fellowship award is valued at \$10,000 for one (1) year. For part-time students the Fellowship award is valued at \$5,000 for one (1) year. Full- and

part-time status is defined by the registration status at the university. Graduate students at the Masters level may re-apply for funding for one (1) additional year in the next competition. Graduate students at the PhD level may re-apply for funding for three (3) additional years in the next competition.

8. Funds from the Lung Association are a salary or living stipend and are not to be used to pay for benefits.
9. An Allied Health Fellowship is awarded for a period of one (1) year, in two instalments, in January and July (unless otherwise agreed upon). A progress report must be submitted in June before the second instalment is paid. The report will be reviewed to determine whether sufficient progress has been made. If adequate progress has not been made, the second instalment will not be released. A financial statement by the Financial Officer and final report by the awardee are required at the end of the funding period.
10. All applications involving human or animal investigations must be accompanied by a letter of approval from the ethics committee of the university or other institution(s) where the work is to be undertaken. If the ethics approval is not available at the time of submission then it needs to be sent to the Lung Association as soon as possible. The second installment will not be made available until this letter of approval has been received at the Lung Association.
11. An applicant may apply for both a fellowship and a research grant in the same competition providing he/she meet the eligibility requirements and meet the requirements of the institution administering the funds.
12. The award term will be January 1, 2023 – December 31, 2023. Awards must start no later than April 1 of the year of the award.

Review Process

Applications will be received at The Canadian Lung Association and screened by administrative personnel for completion. The Review Committee will review all applications and supporting materials.

The Review Committee meets between October and December to make funding recommendations. Funding announcements are made in December.

A letter of notification including rationale for the decision regarding funding is sent out to all applicants via email.

Financial Administration

1. The recipient of a Canadian Lung Association: Allied Health Fellowship Award is permitted to receive funding from other sources. Please inform the Manager, National Research Programs of other amounts received as soon as you know.
2. Awards are for twelve (12) calendar months from the date stated in the letter announcing the award or as otherwise agreed.
3. If the award is accepted, funds are disbursed by The Lung Association twice yearly. The first instalment is paid out in January of the year of the award. Upon receipt of a satisfactory progress report in June of the following year, the second instalment is paid in

July.

4. The Financial Officer of the supervisor's University will administer the award. Please include the name and address of the Financial Officer responsible for administering the award in the application.
5. The Lung Association reserves the right to terminate further payments and request a refund of the award in the event that the recipient fails to fulfill the conditions specified.
6. In the event of termination of research training and/or graduate study during the award period, the recipient must immediately notify The Lung Association in writing. Unspent funds in the fellowship account must be refunded to Lung Association. The recipient must contact the University Financial Officer and request that the funds be reimbursed.

Completion of Award

The Lung Association requires a final report upon completion of the award. A final report template will be provided. The report should include a description of contributions to respiratory health and the future commitment to the field. Please provide a brief summary of any course work or study carried out that relates to respiratory health, detailing results and implications. A list of relevant publications and presentations should be appended. The Financial Officer administering the award must submit a financial report upon completion of the award.

Knowledge Translationⁱ

1. Successful applicants will be highlighted in the National Funding Report posted on The Lung Association website under the Research section.
2. Publication of the research in a peer-reviewed indexed journal is strongly encouraged. Please notify the Manager, National Research Programs of such publications. Acknowledgement of The Lung Association support is required in all publications or presentations.
3. Successful applicants may be requested to complete a survey (Fellowship/Grant Funding Impact Form) at three (3) and six (6) years following receipt of funding support. This information will be used to develop reports on the impact of The Lung Association's National Research Program for the Lung Association's Board of Directors and the public.

ⁱ CIHR Definition of Knowledge Translation:

- making users aware of knowledge and facilitating their use of it to improve health and health care systems
- closing the gap between what we know and what we do (reducing the know-do gap)
- moving knowledge into action