

## Guidelines and Instructions Breathing as One: Allied Health Fellowships

---

### Table of Contents

|   |   |
|---|---|
| Introduction .....  | 1 |
| About the Lung Association Research Fellowships Awards .....              | 2 |
| Eligibility .....   | 2 |
| Submission Date .....   | 3 |
| Instructions for Submitting a Fellowship or Studentship Application ..... | 3 |
| General Conditions of Fellowship Awards .....                             | 4 |
| Review Process .....  | 5 |
| Financial Administration .....  | 6 |
| Completion of Award .....   | 6 |
| Knowledge Translation.....  | 6 |

---

### Introduction

The Lung Association is pleased to launch the request for applications for 2018 Lung Association Breathing as One Allied Health Fellowships.

These awards were formerly known as Canadian Lung Association (CLA) - Canadian Respiratory Health Professionals (CRHP) Fellowships. The awards have been renamed to reflect the funding organization. The Canadian Thoracic Society (CTS) and its CRHP Clinical Assembly remain partners in providing oversight and expertise in the peer review process.

Eligibility requirements for applicants have been broadened and awards are now open to members and non-members of CTS and CRHP who are conducting lung research that aligns with the Lung Association mandate and 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 BAO allied health fellowship support**). Information and policies are provided in the following pages.

Application deadline: **FEBRUARY 28, 2018 by 3:30pm EST**

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

## About the Lung Association Research Fellowships Awards

The fellowship program of the Lung Association was established in 1959. It is financed by annual contributions from each provincial association in Canada and through partnerships. The Review Committee reviews the *Breathing as One: Allied Health Fellowship* applications for merit and the fellowship funds are administered by the Lung Association - National Office.

The general objective of the fund 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.

Your application will be reviewed in detail by at least two reviewers. The reviewers rank the applications according to your potential for successful program completion, strength of postgraduate program and research project, leadership and commitment to respiratory care area and professional development. Given the limited funds available, applications that receive higher rankings and support the mission of the Lung Association are given funding priority. Therefore it is important that you provide all details required as clearly as possible to facilitate the review process.

## Eligibility

To be eligible for a *Breathing as One: Allied Health Fellowship Award* the applicant must be:

- A Canadian citizen, permanent Canadian resident or landed immigrant. These awards are normally held at Canadian institutions;
- A respiratory health professionals 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 BAO allied health fellowship support)**;
- Applicants must be enrolled in a graduate (thesis based) program at the Masters or Doctoral level during the **funding period (September 2018 – August 2019)**. 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.
- Pursuing a research study with respiratory health as the major focus.

## Submission Date

1. Application deadline: FEBRUARY 28, 2018 by 3:30pm EST

## Instructions for Submitting a Fellowship or Studentship Application

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

1. Upload one (1) electronic copy of the application to: <https://form.simplesurvey.com/f/I/bao-allied-health-fellowship-competition-2017> by FEBRUARY 28, 2018 by 3:30pm 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.
2. 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.
3. Enter 'Applicant' name in header of all forms submitted.
4. 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.
5. 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 Administrative Coordinator at the Lung Association - National Office or included with the application submission.

It is your responsibility to ensure academic transcripts are received directly at the Lung Association - National Office from the institution(s) by FEBRUARY 28, 2018.

6. 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.
7. Request 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. These forms may be

included with the submission or emailed directly to the Lung Association ([crobichaud@lung.ca](mailto:crobichaud@lung.ca)).

**It is your responsibility to ensure that the Referee Assessment Forms are received by the Lung Association - National Office in time for review.**

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

### **General Conditions of Fellowship Awards**

The following general conditions apply to fellowships and studentship awards given by The Lung Association - National Office.

1. The 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 Lung Association, acknowledgement of funding received from The Lung Association is required.** It is understood that the name of the successful applicant, his/her field of study and some content of the lay abstract and final report to The Lung Association will 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 Lung Association.
3. 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 is the responsibility of the recipient.
4. The award recipient (or the institution on his/her behalf) shall, if the need arises, immediately notify The Lung Association - National Office of his/her inability, for any reason, to continue in the educational program for which support was awarded.
5. Normally 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.
6. The Lung Association - National Office has limited funds and therefore, large fellowships are not available. Final funding decisions will be determined by the

merit of the application and award amounts vary depending on funds available. Generally a maximum of \$10,000 will be awarded to successful full-time Breathing as One allied health fellowship applicants and \$5,000 for part-time students per one year funding period. 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. Graduate students at the PhD level may re-apply for funding for three (3) additional years. Please contact the Manager, National Research Programs at the Lung Association - National Office for more detailed information.

7. Fellowships are awarded for a period of one year, in two instalments, usually September and March (unless otherwise agreed upon). A one-page progress report must be submitted by March 1 before the second instalment is paid (template may be downloaded from <http://www.lung.ca/lung-research/apply-funding>). 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 second progress report by the successful applicant are required at the end of the funding period (between August 31st and December 31st).
8. All applications involving human/animal investigation must be accompanied by a letter of approval from the ethics committee of the university or other institution(s) in which 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 - National Office as soon as possible. No funds will be made available until this letter of approval has been received at the Lung Association - National Office.
9. An applicant may apply for both a fellowship and a research grant in a given year provided he/she meet the eligibility requirements and meet the requirements of the institution administering the funds.

### RENASCENT Program

Breathing as One: Allied Health Fellowship awardees may be invited to participate in the CLA RENASCENT program.

### Review Process

1. Applications will be received at The Lung Association - National Office in Ottawa and screened by administrative personnel for completion. The Review Committee will review all applications and supporting materials.
2. The Review Committee meets between May and August 2018 to make funding recommendations. Funding announcements are made in after the Lung Association - National Office fiscal arrangements are finalized.
3. A letter of notification including rationale for the decision regarding funding is sent out to all applicants.

## Financial Administration

1. Recipients of a Breathing as One: Allied Health Fellowship Award are 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. Funds are disbursed by The Lung Association – National Office twice yearly. The first instalment is normally paid out in July if the award is accepted. The second instalment is paid out the following March upon receipt of a satisfactory brief progress report in February.
4. The Financial Officer in your University who deals with such funds will administer the award. Please include the name and address of the Financial Officer responsible for administering your award.
5. The Lung Association – National Office 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, you must immediately notify The Lung Association – National Office in writing. Unspent funds in the fellowship account must be refunded to Lung Association - National Office. 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 at the end of the funding period. A final report template will be available on the website. The report should include a description of contributions to respiratory health and your 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 Translation<sup>i</sup>

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 suitable, refereed professional journal, as soon as possible after completion of the study, is 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 will be requested to complete a survey (Fellowship/Grant Funding Impact Form) at three and six 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.

---

<sup>i</sup> **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