

RICHARD STEACIE FELLOWSHIP IN MULTIPLE SCLEROSIS (MS) RESEARCH

APPLICATION INSTRUCTIONS

The Richard Steacie Fellowship has been made possible by a generous donation from the Steacie Family, in collaboration with The Ottawa Hospital Foundation and the Ottawa Hospital Research Institute (OHRI). Its purpose is to support innovative research in the field of multiple sclerosis (MS). The Richard Steacie fellowship offers two years of salary support in the amount of \$70,000 per year to one postdoctoral fellow (Ph.D., M.D., D. Phil. or equivalent) to undertake basic, translational and/or clinical research that relates to multiple sclerosis at OHRI. The competition for the Richard Steacie fellowship will be held every two years; previous recipients are not eligible to reapply.

ELIGIBILITY

Richard Steacie Fellows must have a doctoral degree (Ph.D., M.D., D.Phil. or equivalent). The doctoral degree must have been conferred within five (5) years of the funding start date, or, for board-certified neurologists, within three (3) years of obtaining board certification, whichever results in the latest eligibility. Eligibility periods exclude approved leaves of absence (e.g., parental leave, sick leave, or clinical training, including residency and fellowship). To be eligible, applicants must either hold a current Fellow appointment at OHRI or have secured the support of an OHRI supervisor for a Fellow appointment, with the appointment to commence within one (1) month of the funding start date. Award recipients cannot hold any other major salary award while holding the Richard Steacie Fellowship. Fellows may receive additional salary support, where applicable, to supplement the Fellowship award. Recipients are expected to devote at least 75% (M.D.) and 100% (Ph.D.) of their time to the proposed research training.

REVIEW CRITERIA FOR ELIGIBLE APPLICANTS: All complete applications will be reviewed by the Richard Steacie Fellowship Selection Committee shortly after the submission deadline using the criteria outlined below.

Review criteria will include: Qualifications of the Applicant, Significance of the Proposed Research, Calibre of the Scientific/Technical Approach, and the suitability of the Research Environment, Mentorship, and Training Opportunities.

The deadline for submission of all application materials is September 30 at 11:59pm EST. The award recipient will be notified by December 1. Funding must start July 1 and will constitute two full years of salary support in the amount of \$70,000 per year. Fellows may receive additional salary support, where applicable, to supplement the Fellowship award.

Review Criteria

1. Quality of the Applicant

- a. Publications – quantity and quality. Is the applicant first author or a major contributor to the paper? Has the applicant published in top-tier journals? Research abstracts may also be considered.
- b. Letters of recommendation
- c. Career Statement

2. Quality of the Proposal

- a. Experimental Plan – Is approach reasonable and feasible?

- b. Training Potential – Will the candidate obtain training on new methodological or technological approaches?
- c. Innovation – Is the proposal innovative?
- d. Feasibility of completing research plan
- e. Knowledge translation / dissemination plan

3. Quality of the Statement from the Proposed Supervisor

- a. Did the supervisor write a detailed plan about how he/she will develop the career of the candidate?
- b. The statement should include specifics e.g. training to improve presentation and writing skills; opportunities to present at national/international meetings; statements on how the supervisor will guide the postdoctoral applicant's career.

LENGTH OF APPLICATION AND PAGINATION:

All pages must be typed using Times New Roman 12-point font size; 2.5 cm margins on all sides; and numbered at the bottom. Applications not adhering to these guidelines will not be considered.

APPLICATION COMPONENTS

- 1. Richard Steacie Fellowship Application Form
- 2. CV of the applicant, including full list of publications
- 3. Abbreviated CV of the supervisor - 5 pages maximum, including most recent publications
- 4. Letter from the proposed supervisor indicating willingness to mentor and outlining a training plan – maximum 2 pages
- 5. Research Plan maximum 3 pages as described below, not including the references
- 6. Two letters of recommendation (excluding proposed supervisor) – maximum 2 pages each
- 7. Up to three published/accepted manuscripts

Research Plan Components

The Research Plan is composed of three elements: the proposed research, the training plan and the career statement.

Proposed Research (Limit: 2 pages)

- **Background and Specific Aims:**

Introduce the topic, sketch the background and critically evaluate existing knowledge. State what is known about the topic, and state what is not known (the gap in knowledge as related to the objective of your proposed work). State the central hypothesis that you propose to test or the overall goal of the proposed work. List the specific aims by which you will test the hypothesis or accomplish your goal. State the long-term goal.

- **Experimental Plan:**

Describe the experimental design and the procedures to be used to accomplish the specific aims of the work described in the application. Describe the protocols to be used and tentative timeline. Describe how the data will be analyzed and interpreted. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

- **Statement of Innovation and/or Significance:**

Describe how your proposal challenges existing research or seeks to influence clinical practice, if applicable. Explain any new or emerging theories, approaches, methods, instruments, or interventions. Describe why they are more advantageous than existing theories, methods, or tools.

Training Plan: (Limit: ½ page)

Describe a training plan necessary to conduct your proposed research and enhance your professional skills. Describe the potential of the Richard Steacie Fellowship to serve as a foundation that will facilitate your transition to the next career stage and enhance your ability to develop into an independent and productive scientist.

Career Statement: (Limit: ½ page)

Provide a brief summary of your past research endeavors/accomplishments and future career plans.

Letter from the Proposed Supervisor

Supervisors should state that he/she intends to mentor the applicant for the duration of the Richard Steacie Fellowship and briefly describe their ability to provide a suitable laboratory/clinical environment and expertise in support of the applicant's research program, as well as their commitment to facilitate the career development of the applicant. Supervisors should also outline a training plan individually tailored to the applicant. The plan should describe activities such as seminars, scientific conferences, and opportunities for interaction with other scientists. Training in career skills, such as grant writing, lecturing, and giving scientific presentations, is encouraged. If OHRI or uOttawa core facilities are required, please indicate which facilities.

Letters of Recommendation

The Richard Steacie Application form requests information on two referees, excluding the proposed supervisor. It is the responsibility of the applicant to request that these letters be sent directly from the referee to hickey@ohri.ca indicating "Richard Steacie Fellowship letter of reference" in the subject line. Letters of reference should be on letterhead, be no longer than two pages, and must be received by the deadline for the application to be considered complete.

APPLICATION SUBMISSION

Please assemble the following into one PDF and send to hickey@ohri.ca by September 30 at 11:59pm Eastern Time (ET)

1. Richard Steacie Fellowship Application Form
2. CV of the applicant, including list of full references for publications
3. Abbreviated CV of the proposed supervisor
4. Research Plan
5. Up to three published/accepted manuscripts

Please arrange for the following documents to be emailed directly to hickey@ohri.ca by September 30 at 11:59pm Eastern Time (ET)

6. Letter from the proposed supervisor indicating willingness to mentor and outlining a training plan
7. Two letters of recommendation

SELECTION COMMITTEE:

The selection committee will be chaired by the Director (or if more appropriate, the Associate Director) of the Neuroscience Program at the OHRI. There will be additional membership from one scientist with a primary appointment in the Regenerative Medicine Program, one scientist with a primary appointment in Methodological and Implementation Research, one neurologist in the Department of Medicine, Division of Neurology at The Ottawa Hospital and one scientist with appointment in Cellular and Molecular Medicine or Biochemistry, Microbiology and Immunology if not already represented.