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SAMPLE

**LOI Submitted to Health
Research BC:** 10/03/2023 03:57 PM

**Date Submitted to Host
Institution:** 10/03/2023 04:06 PM

Prefix: Dr.

First Name: February

Middle Name:

Last Name: Tester

Personal Pronouns

To update your pronouns, please go to your [Contact profile page](#).

Note: We will share this information with reviewers as they complete written reviews and for discussion in the review meetings. If you would prefer not to answer, reviewers will be asked to use they/them/theirs.

Examples: He/Him/His; She/Her/Hers; Ze/Hir/Hirs; They/Them/Theirs; Just my name please; Prefer not to answer; Other (please specify)

she/her

Organization Affiliations

This section will be pre-populated from your contact profile

Please list ALL the organizations that you are affiliated with.

Organization	Department	Job Position
Health Research BC-DO NOT USE	Medicine	Professor

Host Institution

Host Institution

The Host Institution is the institution that approves your online application package and financially administers your award funds.

To select your Host Institution, begin typing the institution name in the box below, then select the correct institution when it appears as an option. To view a complete list of eligible Host Institutions, [click here](#).

HEALTH RESEARCH BC-DO NOT USE

Department

Please enter the name of the department where your appointment is/will be located.

Department of Medicine

Position

Please enter your position title.

Assistant Professor

SAMPLE

Applicant Expertise and Experience

Career Timeline

Please identify your professional degree(s):

I have both a research degree (PhD) and a health professional degree(e.g., MD, DDS, etc.)

Research Degrees

Enter the names and dates of your research degree(s)(e.g. PhD, MSc).

Name of terminal research degree (e.g. PhD Pharmacology)

Character limit: 100 characters

Date of Completion

05/31/2010

Name(s) and Date(s) of Additional Research Degrees (if applicable)

Responses should be formatted as Degree MM/DD/YYYY (e.g., PhD Pharmacology 07/01/2018)

Character limit: 100 characters

Health Professional Degrees

Enter the names and dates of your health professional degree(s) (e.g. MD, RN, MPT, etc.).

Name of First Health Professional Degree (e.g. Masters of Physiotherapy)

Character limit: 100 characters

Date of First Health Professional Degree

06/01/2018

Name(s) and Date(s) of Additional Health Professional Degrees (if applicable)

Responses should be formatted as Degree MM/DD/YYYY (e.g., Masters of Physiotherapy 07/01/2018)

Character limit: 100 characters

**Name of health profession
(from contact profile):** Audiologist

Are you a health professional currently engaged in active clinical service?

Yes

How long have you been in clinical practice (in years)?

Please exclude career interruptions (e.g. full time clinical or research training, parental or caregiving leaves).

Character limit: 50 characters

Role as a Health Professional

Describe how your role as a health professional allows you to make clinical judgments or clinical decisions that directly impact patients or clinical care.

Character limit: 500 characters

Health Professional Stream

Applications from physicians and allied health professionals will be evaluated independently from one another. If you are a physician or surgeon, please select **Physician Stream**. If you are an allied health professional, please select **Allied Health Stream**.

For more information on these two application streams and which one to select, please refer to Section 4, HP-I Streams Eligibility Criteria, in the [2024 Scholar & HP-I Competition Guidelines](#).

Physician stream

Date of First Research Appointment

Enter the date of the first appointment that you held/hold or anticipate receiving in your career that allowed you, or will allow you, to:

- apply for and hold research funding
- engage in independent research activities, and
- publish your research results.

07/01/2020

Have you experienced any career interruptions?

Please enter career interruptions that occurred *after* your first academic research appointment.

This section should only include situations that caused a **complete stop** in your research career such as parental or caregiving leave, medical leave, continuous clinical training). These career interruptions will be used by peer reviewers to contextualize your career and evaluate your application.

Note: situations that caused a "slowdown" in your career (e.g. reduced research hours related to care-giving, increased clinical duties resulting in reduced research hours) may be described later in the Full Application.

Yes

Number of Career Interruptions

One

Career Interruption 1

Please only enter the career interruptions that occurred after your first university or research appointment.

Career Interruption Start Date: 04/01/2021

Career Interruption End Date: 03/31/2022

Interruption Duration in Months: 12

Career Interruption Description: Parental Leave

Slow-downs and Career Interruptions Impacting Research Productivity

This question is **optional**.

If applicable, please outline any other situations or events impacting your research productivity over the course of your research career, from your research training through your current position, *except* for those already outlined in the Career Interruptions section. These events may include slow-downs (i.e. situations where you worked part time or reduced hours) that impacted your productivity for more than one month. Data provided here may be used during peer review to contextualize your career.

Some examples of relevant situations/events for this section include:

- parental or medical leave that is not in the Career Interruptions table (e.g. parental leave that occurred earlier in your research career)
- reduced working hours due to caregiving responsibilities (including additional caregiving responsibilities related to the COVID-19 pandemic)
- reduced working hours due to a medical condition (including reduced working hours related to illness with COVID-19)
- disaster management and recovery (e.g. leaves or research disruptions >1 month resulting from disasters such as floods, wildfires)

Please format your answer in **point-form**, in consecutive order from least to most recent. Each event should include:

- a brief description of the event
 - Medical, caregiving, or other personal leave may be described generally; for example, language such as "reduced working hours for medical reasons" or "personal leave" is sufficient
- start and end dates
- a quantification of the impact during the period of the interruption/slowdown (e.g. 50% reduction in working hours)

Character limit: 500 characters

When the COVID-19 pandemic began (January-March 2020), my position was:

Graduate student, Post-doctoral or clinical research fellow, Resident or clinical fellow, Practicing health professional (please specify), Faculty (please specify), Other (please specify)

Please specify your position

Character limit: 100 characters

Research Career Trajectory

Describe your research career path, including your training, current role, and plans for the future. Your description should include all of the research training that you have received, both formal (e.g. MSc, postdoctoral or clinical research fellowships) and experiential (e.g. mentorships or other informal training).

Please format your response in a point-form list, in consecutive order from **least to most recent**.

(Required) Include the following in your response:

- **Dates, institution, type of training, the supervisor/mentor**, and a brief description of the **supervisor's/mentor's expertise**
- Comment on the **context and contributions of your training to your career path**. What skills/knowledge did you gain from your training?

(Optional) You may also comment on the following in this section:

- If your career path has involved a **career change or unusual shift in trajectory** (including impacts of the COVID-19 pandemic), please explain your new direction.
- If your training or career has **taken place outside of Canada** and the study or research environment was significantly different from that in Canada, comment on how that has impacted your career path and research (availability of training opportunities, academic positions, etc).
- Describe the contributions of **your lived experience** to your career path and research, should you wish to share this information.

Character limit: 2500 characters

Alignment of Clinical Experience with the Proposed Research

Describe how your clinical and research training and experience (both formal and experiential) align and link with your proposed research and methods. How does your background prepare you for success in leading the proposed research program?

Character limit: 500 characters

Award Impact Statement

Describe what impact an HP-I award will have on your career. How will the funds help establish or advance your career as an independent researcher?

Character limit: 500 characters

Research Outputs

Context to Support Assessment of Research Outputs

This question is **optional**.

You may choose to provide additional context help peer reviewers better understand the quality of your research and/or productivity relative to other applications within your research theme. Some examples of the type of information that may be included in this section could be (but are not limited to):

- Information on the standard type or quantity of publications for your career stage and discipline relative to other fields, rationale for your choice of research journals or knowledge translation methods, important environmental context to help reviewers understand your research productivity (such as fieldwork, length of time to complete studies, etc.)
- If you have publications in non-English journals or journals that are outside of health research disciplines, provide context to help reviewers assess the quality and impact of your publications
- If your training or career has taken place outside of Canada and the study or research environment was significantly different from that in Canada, comment on how that has impacted your research outputs (availability of research funding, opportunities to publish research results, etc.)

Character limit: 1250 characters

Most Significant Contribution(s)

Please describe up to five (5) of your most significant contributions to research and knowledge translation, including how your research has contributed to your field and/or influenced the activities of research users.

The contributions should be relevant to the research proposed in this application. This section should create a narrative that will assist peer reviewers in assessing how your expertise and experience positions you to complete the proposed research, and in evaluating the quality of your research outputs and knowledge translation activities.

As Health Research BC is now a signatory of the [Declaration on Research Assessment \(DORA\)](#), we no longer allow the use of journal-based or publication metrics, such as Journal Impact Factor or citation counts, as a surrogate measure of research quality. In keeping with best practices for responsible research assessment, Health Research BC no longer allows the use of article citation counts, or H-index, as surrogate measures of research quality or researcher excellence. **Please do not include Journal Impact Factors, H-index, or citation counts in your application.**

The onus is on you to demonstrate the quality and impact of your contributions. Provide enough context for your achievements that peer reviewers from outside your field can assess your contributions relative to other applicants.

Include supporting documentation appropriate to the contribution being described. You may append up to 5 PDFs to the significant contributions section. Examples may include:

- publications/pre-prints
- invitations to speaking engagements
- documentation of datasets or contributions to intellectual property

- letters of support from community representatives or patient, public or community partners

Peer reviewers may use these supporting documents to assess the quality of the contributions; however, they are not obligated to read these materials in their entirety.

Peer reviewers will assess the Significant Contributions while taking into consideration information in the Career Timeline and Career Trajectory sections.

Most Significant Contributions

Indicate the number of Significant Contributions (minimum 1, maximum of 5) you wish to identify.

1

Most Significant Contribution 1

In separate lines, please provide the following information on your Significant Contribution:

- Activity Type** (Activity type examples: publication, knowledge activity, dataset, etc.)
- Date**
- Description of contribution** - Describe the contribution or activity.
 - For publications, provide the reference and a brief description of the content.
 - For presentations, provide a title, a brief description of the content and the event.
 - List any partners or stakeholders (e.g. research users) involved.
- Target Audience and Significance of the Contribution** - Describe the impact of this activity on your field of research, on your research project/program and/or on your research career.
 - Describe the groups who will be impacted by the research and/or knowledge translation activity, for example, undergraduate nursing students, researchers in the field of diabetes, clinical researchers and methodologists, patients and caregivers and the general public, etc.
- Applicant Role** - Explain your role in the activity, including percentage contribution.
 - For example, for a publication, please indicate your role in conceptualizing the publication, obtaining and analyzing the data, and drafting the publication.
 - Describe your role in supervising trainees as part of the activity, if applicable.

Character limit: 2500 characters

Uploads

Most Significant Contributions Upload

For most journal articles that you attach, please only include the abstract. If the publication is in a smaller journal that not all Canadian universities would have access to, consider attaching the full journal article. You may attach up to five PDF uploads.

[Sample_Most_Significant_Contributions_Upload.pdf](#)

6.3 KB - 09/26/2023 3:56PM

Total Files: 1

Canadian Common CV

Upload a PDF version of your "Health Research BC Full CCV - SCH & HPI."

Your CCV should provide an overview of your research career, including your credentials, research training and clinical experience. The CCV does not need to include every detail of your career; however, peer reviewers will use this information to evaluate Applicant Expertise and Experience, so ensure that your key experiences and accomplishments are highlighted, including experience supporting trainees. You are also strongly encouraged to list sources of research funding (e.g. grants, research contracts), which will help peer reviewers assess Environment and Support.

The Health Research BC ApplyNet system is not linked with the Common CV system. To complete this step, on the CCV website, please submit your CV, provide your consent, confirm your submission, then go to the History tab and save a PDF copy of the Health Research BC Full CCV - SCH & HPI. This copy should be uploaded here.

Do **not** upload the version of the PDF that says, "This is a draft version only. Do not submit to any funding organization. Only the final version from the History page can be submitted."

[Sample_CCV_Upload.pdf](#)

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Total Files: 1

Publications, Patents and Intellectual Property Rights

As Michael Smith Health Research BC is now a signatory of the Declaration on Research Assessment (DORA), we no longer allow the use of journal-based or publication metrics, such as Journal Impact Factor and citation counts as surrogate measures of research quality. **Please do not include Journal Impact Factors, H-index, or citation counts in your application.**

Upload a list of publications, patents and intellectual property rights for your entire career.

- Use font size 11-point, Arial (or equivalent other), single-spaced, on a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page with a 1" margin.
- All print must be black, of letter quality, and legible.
- Uploaded document must be formatted as a PDF.
- We recommend formatting publications as a numbered list, with entries listed in chronological order (beginning with the most recent).

Please create separate lists for each category of publication, which may include some or all of the following categories:

- publications relevant to the proposed research
- journal articles
- patents and intellectual property rights
- books and monographs
- abstracts and presentations
- research, technical and government reports
- articles in professional or cultural journals without review

For each publication, format the entry as follows:

- Bold your name.
- Underscore the name of trainees you supervised.
- Include a brief statement outlining your role in the publication (e.g. conceptualization, experimental design, data collection and analysis, drafting and editing the publication); your role in supervising trainees, and your percent contribution.
- If the manuscript is accepted or in press, indicate this in brackets at the end of the reference.
- Inclusion of digital object identifier (DOI), PubMed ID (PMID) and/or preprint server links is encouraged.
- Do not include Journal Impact Factors, H-index, or citation counts in your publication list.

To help peer reviewers assess your expertise and the quality of research outputs, please use the Significant Contributions section to highlight the significance and impacts of your work in greater depth.

[Sample_Publication_List_Upload.pdf](#)

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Total Files: 1

Research Program

Project Information

Keywords

Adolescent Health, Diagnosis-Medical, Gene Therapy, Allergy, Social Determinants of Health

Theme

If you need to change your theme, please email the [Health Research BC Help Desk](#) and provide the reason for the changes.

Biomedical research: Research with the goal of understanding normal and abnormal human functioning, at the molecular, cellular, organ system and whole body levels, including development of tools and techniques to be applied for this purpose; developing new therapies or devices that improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

Clinical research: Research with the goal of improving the diagnosis, and treatment (including rehabilitation and palliation), of disease and injury; and improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

Health services research: Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and, ultimately, Canadians' health and well-being.

Population health research: Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status.

Biomedical Research

Does your proposed research have a central focus on Indigenous Health?

From the Canadian Institutes of Health Research's "Defining Indigenous Health Research", Indigenous Health Research can be defined by any field or discipline related to health and/or wellness that is conducted by, grounded in, or engaged with, First Nations, Inuit or Métis communities, societies or individuals and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. [Source: CIHR (<https://cihr-irsc.gc.ca/e/50340.html>) Accessed July 2023]

Note: If you respond "Yes" to this question, your application will be reviewed by an expert in Indigenous Health Research.

Yes

Is your proposed research KT Science-focused?

KT Science explores the theories, mechanisms, concepts, and/or methods by which evidence is used in health care practice and policy. While the practice of KT covers activities to encourage and enable evidence use (for example, synthesis, dissemination, exchange and implementation of evidence), KT science is the study of those activities, including implementation science.

Note: If you respond “Yes” to this question, your application will be reviewed by an expert in KT Science.

Yes - My program/project is KT Science focused.

Title

Enter the title of your Research Program.

Character limit: 200 characters

Lay Summary

The lay summary must be written in plain language that is suitable for a non-scientific audience. In the lay summary, please include:

- a description of the knowledge gap that is being addressed by the research
- a description of the research and KT activities
- anticipated outcomes
- potential impacts on practice, policy or future research

The lay summary may be used to identify appropriate peer reviewers for your application and will be used by staff to identify alignment with the interests of potential co-funding partners. If your application is successful, the lay summary will be posted on the Health Research BC website.

For guidance on writing plain language summaries:

- Health Research BC KT Encounters blog post from health literacy researcher Iva Cheung ([click here](#))
- BC SUPPORT Unit plain language guide ([click here](#))

Character limit: 1250 characters

Scientific Summary

The scientific summary should be understandable by a multi-disciplinary group of scientific reviewers. In the scientific summary, please include:

- objectives/research questions
- a description of the research and KT activities
- anticipated outcomes
- potential impacts of this research on practice, policy and future research.

The Scientific Summary may be used to identify peer reviewers for your application.

Character limit: 1250 characters

Research Program Upload

Page Format

- Use font size 11-point, Arial (or equivalent other), single-spaced, on a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page with a 1" margin.
- All print must be black, of letter quality, and legible.
- Uploaded document must be formatted as a PDF.
- Any citation style may be used; however, we recommend using a numbered citation style for readability and to save space. Do not include citations/references in the Research Program document; please include them in the Appendices document instead.

Research proposals involving Indigenous health research

Health Research BC is committed to reconciliation and to supporting health research to improve the health and wellness of First Nations, Inuit and Métis Peoples of Canada. Health Research BC expects applicants to approach their research and knowledge translation activities with culturally safe practices that demonstrate humility, integrity, accountability and respect for Indigenous self-determination. Applicants must comply with the ethical and research policies outlined in [Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (2022). When appropriate, applicants must also describe their data management plan in accordance with the [First Nations principles of OCAP®: ownership, control, access and possession](#).

Additional resources for researchers can be found on the [First Nations Health Authority website](#).

Integrating equity, diversity and inclusion (EDI) considerations in research

Health Research BC expects applicants to meaningfully and appropriately account for EDI in the design of their research programs, in the analysis and interpretation of the findings, in their KT activities, and in the composition and governance of their research teams. Health Research BC recognizes that meaningful approaches to support EDI in research and KT will vary depending on the research topic, discipline, methods, etc. Where guidance is needed, applicants are encouraged consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors.

New for 2024 - Use of generative artificial intelligence (AI) in applications: With the latest advancements and rapid uptake in generative AI (such as ChatGPT) to create content, Health Research BC discourages using generative AI tools in application

development. Applications submitted to Health Research BC are expected to be the original concepts and ideas generated by the applicant. Applicants should be aware that the content created using generative AI tools may contain the intellectual property of others, false information, or biases. Applicants must ensure that their applications comply with the [Tri-Agency Framework: Responsible Conduct of Research](#), especially pertaining to research integrity. Using AI tools could also result in your original content and ideas being harvested and used without your consent or without crediting you.

Upload a description of your program of research (10 pages maximum)

The program of research should consist of multiple coordinated projects that are unified under a single theme and should fill the entire 5-year term of the award. We recommend that you review the [Evaluation Criteria](#) before completing this section to ensure your proposal addresses all the information that peer reviewers are asked to assess. The description of the program of research should include the following information:

- Background and literature review – What information is needed for other researchers to understand the research questions, research design, and methods?
- Research question(s) and the knowledge gaps addressed by the research.
- Research design and methods.
- Expected outcomes and impacts of the proposed research.
- Pathway to impact (KT) activities must be embedded within the research proposal. See the [Guidelines](#) for additional information.
- Research program timeline – How will you complete the proposed research over the course of the five years of the award? Please include key milestones.
- Risk management plan – What are the key risks that you may encounter during your research, and how do you plan to mitigate them?

[Sample_Research_Program_Upload.pdf](#)

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Total Files: 1

Appendices

Limit: 8 pages.

Upload a PDF document containing your appendices, which may include references/citations, tables, charts, figures and photographs that support your research program. The information in the appendices should be clearly labeled so peer reviewers can easily understand how it supports the research program. Data that you wish to highlight for peer reviewers (i.e. essential data that support the basis for your research program) should be included in your Research Program Upload.

[Sample_Appendices_Upload.pdf](#)

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Total Files: 1

Response to Previous Reviews

Previous Applications

Have you previously submitted an unsuccessful application to this program?

Yes

Response to Previous Reviews

Please address issues identified in your previous review, by **quoting the reviewer comment** and **providing a response**. You are strongly encouraged to address previous reviewer feedback with solutions/corrective actions even if the current research program contains changes from the previous submission.

Character limit: 5000 characters

Pathway to Impact (Knowledge Translation) Activities

Health Research BC requires all applicants to undertake activities to improve the use of health research evidence in practice, policy, and further research. These important enabling activities are the “pathway to impact” for health research. Health Research BC uses the term “knowledge translation (KT)” to describe this broad range of activities, which include synthesis of research evidence, exchange of knowledge between researchers and research users, targeted dissemination, and implementation of research evidence.

Engaging research users – including people with lived/living experience (PWLE) – as partners throughout the research process and KT activities increases the relevance, usefulness, and usability of research evidence. If appropriate for your type of research and expected audiences, you are strongly encouraged to engage research users throughout the research process.

For more information, please refer to Section 10 of the Scholar and Health Professional-Investigator Program [Guidelines](#).

Knowledge Translation and Research User Engagement Activities

Describe any planned or current knowledge translation activities that will move your research findings along the pathway to impact. Applications focused on KT science are required to include KT practice activities as well.

Additionally, if you have already engaged, or have a plan to engage, with research users – including PWLE – please describe your research user audiences, your objective(s) for the engagement activities, and how your engagement activities will improve the relevance of your research activities and contribute to improvements in health, the health system and/or in further research. For research that includes PWLE partners, please further describe what lived or living experience your PWLE partners will bring to your proposed work. Please **do not** include personal identifying details of PWLE partners in your application form.

If you do not currently have plans to engage with research users, please provide your rationale for why research user engagement is not something you are seeking to integrate into your proposed work.

Character limit: 1250 characters

EDI Considerations

EDI Considerations

Describe any concrete practices or resources you will use to meaningfully and appropriately account for equity, diversity and inclusion (EDI) in the design of your research program, in the analysis and interpretation of the findings, in your KT activities, and in the composition and governance of your research teams. Health Research BC recognizes that meaningful approaches to support EDI in research and KT will vary depending on the research topic, discipline, methods, etc.

Where guidance is needed, applicants are encouraged to consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors. Some resources include:

- [NSERC Guide on Integrating Equity, Diversity and Inclusion Considerations in Research](#)
- [SSHRC Guide to Addressing Equity, Diversity and Inclusion in Partnership Grant Applications](#)
- [CIHR Resources on Integrating Sex and Gender Considerations into Research](#)

Character limit: 1250 characters

Environment and Support

Research Location

Research Location

The Research Location is the location where the majority of the research will be conducted (e.g. a research centre, health authority, academic institution, etc.). This may be different from the Host Institution.

To select your Research Location(s) begin typing the institution name in the area below, then select the correct institution when it appears as an option. You may select multiple Research Locations if necessary.

Please [click here](#) to see the list of Organizations in Health Research BC ApplyNet.

If your research location is not listed, please contact Health Research BC Help Desk at helpdesk@healthresearchbc.ca.

Health Research BC-DO NOT USE

Research Support

Research Support Statement

Describe the environment and support that are available to you to conduct the research proposed in this application. Include information on:

- your access to relevant thought leaders
- mentors and collaborators
- the quality and practicality of your environment
- the availability and accessibility of personnel, facilities, and infrastructure required to conduct the proposed research and KT activities

Character limit: 2500 characters

Budget Statement

Describe the funding available for the research program. What is your plan to address any significant funding gaps? What contributions will be made by collaborators?

Character limit: 1250 characters

Collaboration or Support by Health Research BC Department

Update for 2024: Health Research BC cannot accept letters of collaboration or support from departments within Health Research BC (including Clinical Trials BC, Knowledge Translation, Research Ethics BC, and BC SUPPORT Unit).

Applicants who plan to collaborate with or receive in-kind support from Health Research BC departments should provide the contact details of the Health Research BC staff member in the "Collaboration or Support by Health Research BC Department" section (below). After the collaboration is successfully validated, the application will be modified so that peer reviewers will be able to see the name of the collaborating Health Research BC department, and the following statement will be added: "Health Research BC staff have internally validated this collaboration. This statement is intended to replace the Letter of Collaboration to verify plans for a collaboration between the applicant and Health Research BC Department. This statement is not an organizational endorsement of the proposed work."

Are you collaborating with or receiving support from a Health Research BC Department (including BC SUPPORT Unit, Clinical Trials BC, Knowledge Translation, or Research Ethics BC)?

Yes

If "YES", please provide further information.

The contact information is for internal use only. Health Research BC Staff will confirm this collaboration internally. After the collaboration is successfully validated the application will be modified such that peer reviewers will be able to see name of the collaborating Health Research BC department and the following statement will be added: "Health Research BC staff have internally validated this collaboration. This statement is intended to replace the Letter of Support to verify plans for a collaboration between the applicant and the Health Research BC department. This statement is not an organizational endorsement of the proposed work."

Department Name: BC SUPPORT Unit

Health Research BC Staff Validation Comments

Letter(s) of Collaboration (if applicable)

If applicable, upload a PDF version of any letters of collaboration or support from individuals or organizations (excluding Health Research BC).

Letters of collaboration or support are optional. If submitted, they should describe:

- The role and time commitment of the collaborator(s)
- The relevance and significance of the support being provided
- The pertinent expertise of the collaborator

Multiple letters of collaboration may be combined into one PDF document prior to uploading, or may be uploaded separately. Separately uploaded letters will appear in your application alphabetically by file name.

[Sample_Letters_of_Collaboration_Upload.pdf](#)

6.3 KB - 09/26/2023 4:04PM

Total Files: 1

Department Head

Name	Email	Invitation Status	Activity Status
July Tester	julytester16@gmail.com	Accepted	Submitted

Dean

Name	Email	Invitation Status	Activity Status
March Tester	marchtester2019@yahoo.com	Accepted	Submitted

Dean and Department Head

Which of the following applies to you?

If your organization has ONE person who fulfills the role of a dean AND a department head, please add them as a department head only.

I have both a Dean and a Department Head

After indicating your interests, please click **Save My Work** to refresh the table below.

If you would like to suggest a partner organization for Health Research BC to consider, please email us at partnerships@healthresearchbc.ca.

Mitacs Accelerate Application

Are you applying for a Mitacs Accelerate application for intern support?

If you answer "yes," your name, institutional affiliation and contact information will be shared with Mitacs so they are aware of your interest. You will also be required to answer additional questions related to your Mitacs Accelerate application.

Please **upload only sections 1 & 2** of the Mitacs application for review. Do NOT upload the entire application. The full Mitacs application with all sections should be sent to your Mitacs business development representative.

For detailed instructions on how to apply for Mitacs Accelerate funding, please consult Appendix B – Mitacs Accelerate Internships in the [Guidelines](#) document.

Yes

Name of Mitacs Business Development Associate (if known)

If you are applying for Mitacs Accelerate funding for intern (trainee) support, please let us know the name of the Mitacs Business Development Associate that you are in contact with.

Character limit: 100 characters

Consent to Health Research BC sharing contact details with Mitacs.

Please check the box if you consent to Health Research BC sharing your contact details with Mitacs so that a business development representative can contact and provide you with the correct Mitacs application form and to discuss your application.

I consent to Health Research BC sharing my contact details with Mitacs so that a business development representative can contact me to provide me with the correct Mitacs application form and to discuss my application.

Upload Sections 1 & 2 of Mitacs Accelerate Application

[Sample_Mitacs_Accelerate_Upload.pdf](#)

6.2 KB - 09/26/2023 4:27PM

Total Files: 1

Describe how the proposed Mitacs intern(s)'s role is appropriate for their academic degree level. How will the project benefit the intern(s)'s training and career development?

Character limit: 1250 characters

Please indicate if the project involving the Mitacs intern(s) will have any adverse effects on the environment.

Character limit: 1250 characters

6. List the intern(s) you wish to obtain funding for, and the length of each internship. If the identity of the intern(s) is not known, please use TBD1, etc.

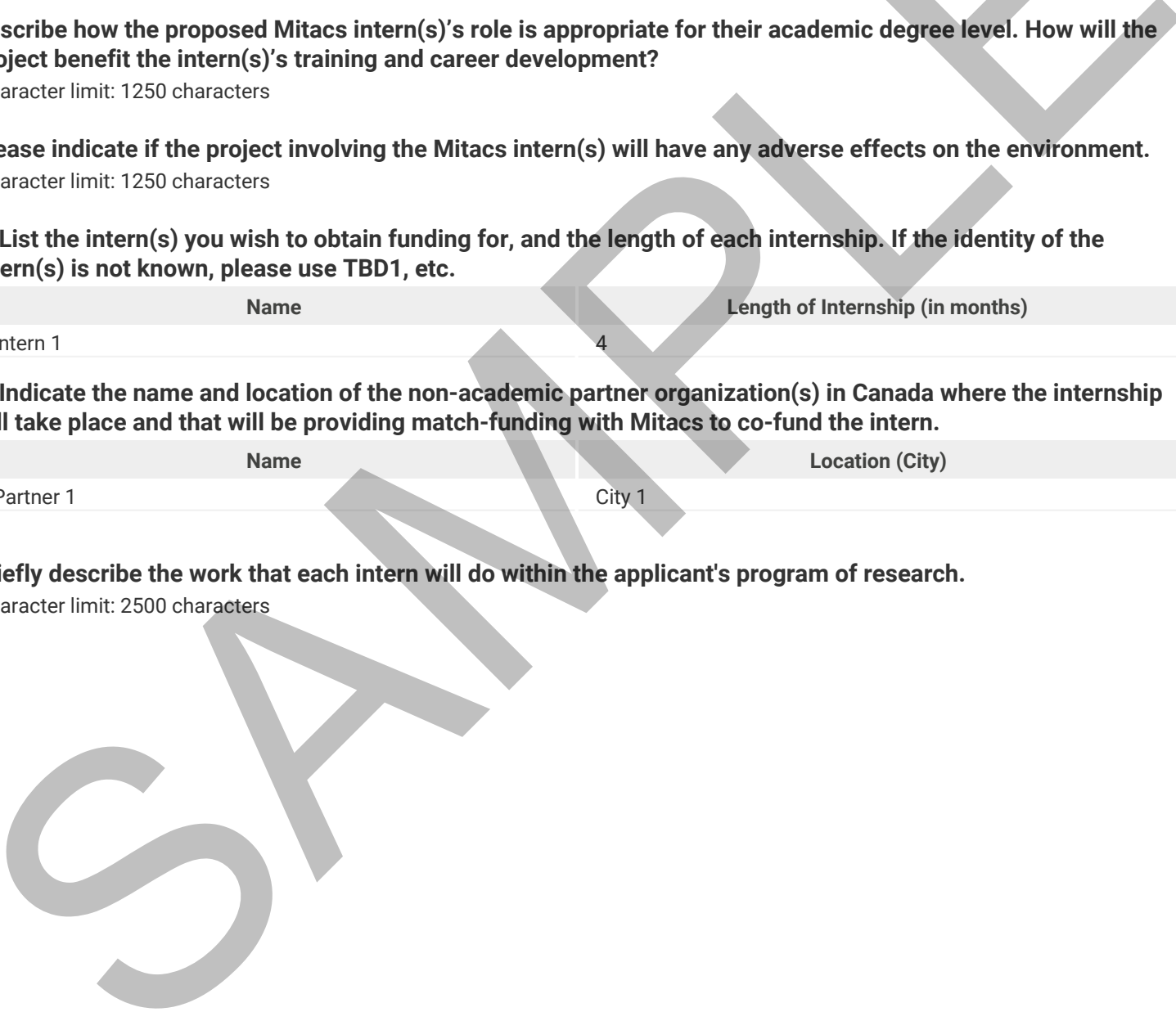
Name	Length of Internship (in months)
Intern 1	4

7. Indicate the name and location of the non-academic partner organization(s) in Canada where the internship will take place and that will be providing match-funding with Mitacs to co-fund the intern.

Name	Location (City)
Partner 1	City 1

Briefly describe the work that each intern will do within the applicant's program of research.

Character limit: 2500 characters



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