



The Ontario Mental Health Foundation
La Fondation ontarienne de la sante mentale

REVISED 2009

Information and Guidelines for Applicants

FELLOWSHIPS AND STUDENTSHIPS

APPLICATION DEADLINE FOR ONLINE AND PAPER SUBMISSION:

FRIDAY, OCTOBER 30, 2009 AT 5:00 PM

**APPLICATION MATERIAL WILL NOT BE ACCEPTED AFTER THE
DEADLINE**

Please read the Guidelines carefully before completing the application.

You can find details about the Foundation's Research Project programs in the *Information and Guidelines for Applicants: Research Project Grants*. Address enquiries and submissions to:

The Grants Officer
Ontario Mental Health Foundation
441 Jarvis Street, 2nd Floor
Toronto, ON M4Y 2G8

Tel.: (416) 920-7721
Fax: (416) 920-0026
E-mail: grants@omhf.on.ca
Web site: www.omhf.on.ca

Si vous préférez présenter votre demande en français, la fondation est heureuse de vous aviser que vous pouvez obtenir les versions françaises de ces renseignements généraux et des règlements du concours. Veuillez adresser toutes demandes à la fondation.

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1. THE MISSION STATEMENT AND OBJECTIVES OF THE FOUNDATION

The Foundation aims to promote the mental health of people living in Ontario, to prevent mental illness and to improve diagnosis, treatment and rehabilitation. This is done primarily by supporting the professional development of researchers and by funding excellent mental health research. The Foundation looks to people with mental disorders, providers and the research community to identify important and innovative areas of research.

The three principal mandates of the Foundation are:

- ❶ **research in mental health**
- ❷ **training**
- ❸ **education**

Of these three mandates, research has priority. The Foundation will support research which deals with any of the biological, psychological or social factors which either foster mental health or lead to mental disorder. The Foundation aims to improve knowledge about the prevention of mental disorder, and the rational and efficient diagnosis, treatment and rehabilitation of the mentally ill. The Foundation will accept applications for projects dealing with any period of the life-span, any of the factors thought to promote mental health or to cause mental disorder, and from any of the relevant scientific specialties. The Foundation has a particular interest in studies which address mental health problems of importance in Ontario.

The Foundation adheres to the following principles:

1. The grant application process will be, and should be perceived to be, equitable and accessible.
2. The Foundation will actively encourage applications for research into a broad spectrum of important mental health issues.
3. The Foundation will ensure that the grant review process allows fair and informed judgements concerning the broad spectrum of applications received.
4. The Foundation will ensure that all research it funds is relevant to mental health and constitutes excellent research in a broad range of methodologies.
5. The Foundation will facilitate the development of excellent researchers in a broad spectrum of methods, disciplines and mental health concerns.
6. The Foundation will actively disseminate, in plain language, the results of its funded research.
7. The Foundation will be a leader in the coordination and development of funding and research partnerships and in the search for new ways of increasing the funds available for mental health research.
8. The decision-making processes of the Foundation will be based on the above principles and will be, and appear to be, free from conflict of interest and undue external influences.

The Foundation aims to serve the citizens of Ontario by directing its resources: first, to funding research which will improve and enlarge the knowledge required to promote mental health and to prevent, treat and cure mental disorders; second, to providing information to practitioners so that the knowledge generated by investigation is promptly disseminated and used; and third, to communicating the results of research to the general public in order to develop a general understanding of mental health and the nature of the mental disorders.

2. THE PROGRAMS OF THE FOUNDATION

Research Project Grants

The Foundation will provide operating funds to investigators who plan to carry out a research project. Details of grant support and application forms are available from the Foundation. This information is also on our web site (www.omhf.on.ca).

Deadline for the above program: Friday, September 18, 2009 at 5:00 pm (Eastern Time)

Fellowships

The Foundation will award Fellowships in the following categories:

Senior Research Fellowship
Intermediate Research Fellowship
New Investigator Fellowship
Postdoctoral Fellowship
Research Training Fellowship
Research Studentship

You can find details about the Fellowship and Studentship programs in this booklet.

Prizes

The Foundation awards two prizes: the John Dewan Award and the Paul Christie Memorial Prize. Details about both prizes are available from the Foundation, as well as on our web site.

Deadline for the above two programs: Friday, October 30, 2009 at 5.00 pm (Eastern Time)

Publications, Conferences & Other Public Events

The Foundation operates a modest program to support publications, conferences, and other public events that cannot readily be classified as publications or conferences. The maximum for any award in this program is \$2,500. The particulars of each program are set out in the program guidelines, which are available from the Foundation upon request. This information is also on our web site.

The Foundation will receive applications at any time. For any application involving a time constraint (e.g., a conference to be held on a certain date) the Foundation must receive the application no less than four months prior to the date to allow sufficient time for review.

3. PEER-REVIEW

All applications are reviewed for scientific merit and relevance to the objectives of the Foundation. The Research Committee receives applications for project grants; and the Fellowships Committee receives applications for Fellowships and Studentships. For all project grants and more senior personnel awards the Committees solicit input from external referees. External reviews may be shared between committees. Once the review process is completed and the results are made public, all applicants, with the exception of Studentship applicants, receive an edited version of the reviews.

To receive a favourable rating, an application must:

- make the case that the work addresses an important mental health problem/issue that is amenable to scientific research; the applicant should point out how the work is relevant to the mission and objectives of the Foundation as stated in this pamphlet (see page 13 for guidance on addressing the issue of mental health relevance),
- give an excellent scholarly presentation of the theoretical and empirical foundations of the proposed work,
- clearly state the specific research questions that the applicant proposes to answer; if there are hypotheses to be tested, they must be clearly stated and well grounded in existing knowledge and theory,
- clearly describe the methods and justify their appropriateness,
- state how the work makes a contribution to knowledge, policy development, or practice; the applicant should envision the most exciting result that could come from a successful execution of the proposed work and briefly explain the value and potential benefits of that result,
- clearly set out and justify the budget,
- reflect the highest standards of compliance with the ethics of research with human or animal subjects; consent forms must be acceptable to the review committee, and
- show that the human and material resources needed to carry out the work successfully are available to the applicant.

The Foundation will consider all complete applications. Internal reviewers may, following a preliminary review, determine that an application is seriously deficient or noncompetitive. Should this occur, we will send the applicant an edited version of the written reviews but the Committee will not discuss the application in detail at its annual review meeting.

4. APPEALS

The sole basis for an appeal of all Foundation's grant, fellowship, or other funding decisions is improper procedure. The function of the Appeal Process is not to adjudicate scientific disagreements among applicants and peer reviewers. The Appeal Process is designed to ensure that the established and published procedures for the review of applications were followed. The sole remedy available of a successful appeal of a Foundation decision will be an amendment to the procedures of the Foundation.

An applicant wishing to make an appeal of a grant, fellowship, or other funding decision must notify the Executive Director within 10 days of the applicant's receipt of the notification of the funding decision. The written notification must cite the specific decision and include a brief statement of the procedural defect giving rise to the appeal.

The Executive Director will review the claim, the procedures followed in reaching the specific decision, and will consult, where applicable, with the Chair of the relevant Committee to determine if the procedures of the Foundation were appropriately applied. The applicant will be notified by letter by the Executive Director of the result of the review within 30 days of the receipt of the letter of appeal.

A further appeal of the Executive Director's decision may be requested; the review will be carried out by the Executive Committee of the Board.

5. ETHICS & CONDUCT

By signing the application forms to the Foundation, applicants and administrators accept responsibility for ensuring that any research carried out with funds from the Foundation is within the applicable guidelines for ethical conduct (as outlined below).

Institutions also accept responsibility for withholding Foundation funds until they have issued the required approvals (*this applies to all awards except Studentships*).

For **Studentship awards**, the Foundation must receive a copy of all required approvals before it will make the first payment. In instances where the name of project title on the ethical approval certificate differ from that on the facesheet, we will also require a letter from the investigator whose name appears on the certificate; the letter should give written assurance that the project named on the certificate encompasses the work of the applicant, for which funds are being requested. In all cases, the required approvals should be indicated on the signed facesheet when the application is submitted.

The Foundation reserves the right to withdraw funding if the following guidelines are not met. We look to other agencies for guidance in matters of ethics and conduct, and reserve the right to modify our requirements to be consistent with those agencies.

a) Investigations involving human subjects:

The sponsoring institution and the principal investigator are responsible for ensuring that research involving human subjects is done in an ethical way. In making judgements about ethics the Foundation will be guided by the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (Public Works and Government Sources Canada, 1998) available from the Interagency Advisory Panel on Research Ethics at <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm> (the Foundation can provide a hard copy of the policy upon request).

The Foundation requires that all research projects be approved by a Research Ethics Board (REB) or an equivalent body. Each applicant must arrange to have the chair of the REB certify: (i) that the institution's REB has met to examine the research protocol, and (ii) that the REB has given approval for the project to go forward.

Approval by the REB is important, but applicants are still required to provide all materials necessary for the Foundation's review committee to make its own assessment. For example, applications that propose the use of human subjects in an investigation must include a copy of the consent form (a draft is acceptable if this is all that is available at the deadline) and any letters of explanation or other material to be given to potential subjects or to others whose consent is sought.

Institutions without a REB should call or write the Foundation for guidance about how they may satisfy the requirement for an ethical review.

b) Investigations involving animals:

Applicants whose work involves the use of animals as research subjects must get a letter or a certificate from the Chairman of the institution's Committee for Animal Care verifying that the use of animals in their research is in accordance with the Animals for Research Act

(http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a22_e.htm) (the Foundation can provide a hard copy of the policy upon request)

c) Laboratory biosafety:

The Foundation accepts the guidelines expressed in the Medical Research Council/Health Canada's (1996) "Guidelines for Laboratory Biosafety" available from the Public Health Agency of Canada at

<http://www.phac-aspc.gc.ca/ols-bsl/lbg-ldmbli/index.html> (the Foundation can provide a hard copy of the policy upon request). Any research involving agents identified in those guidelines must be approved by the institution's applicable review committee.

d) Final authority:

On the advice of a review committee, or at its own discretion, the Foundation may reject an application on ethical grounds even though it has been approved by the sponsoring institution.

6. THE SIGNIFICANCE OF SIGNATURES ON APPLICATION FORMS

The signature of **the applicant** assures the Foundation that:

- a. All information the applicant provides is accurate and consistent with institutional policies.
- b. The applicant accepts the terms and conditions for the application and for any grant or award that may result, as set out in the Ontario Mental Health Foundation Information and Guidelines for applicants.
- c. The applicant authorizes the Foundation and the institution to release to each other scientific, administrative or personal information pertaining to the application, or the funds awarded as a result of the application.
- d. The applicant has not been barred from applying to any other research funding organization due to breach of standards of ethics or integrity.

Signatures from **institutional administrative officers** certify to the Foundation that the institution will:

- e. Administer any grant or award received as a result of the application according to the Foundation's policies as set out in the Guidelines for Applicants.
- f. Accept responsibility for withholding Foundation grant funds until they have issued the required ethical approvals. These will be indicated on the signed facesheet when the application is submitted.
- g. Investigate by appropriate procedures any allegations of conduct inconsistent with the Foundation's policies in connection with any application of Foundation funds.
- h. Report to the Foundation the results of any investigation that concludes that an applicant or grantee has infringed Foundation policies.
- i. Provide any infrastructure and support.

7. TERMS OF AWARD AND INSTRUCTIONS FOR APPLICANTS

General guidelines for all awards

Duration of awards

Senior Research Fellowship	3 years
Intermediate Research Fellowship	3 years
New Investigator Fellowship	3 years
Postdoctoral Fellowship*	2 or 3 years
Research Training Fellowship* ¹	1, 2 or 3 years
Research Studentship* ¹	1, 2 or 3 years

*** Applicants must indicate on the Facesheet, the number of years for which they seek funding. Applicants who do not apply for the required duration of an award will not have their applications considered.**

¹ Funding for a third year is not assured and will be dependent upon a satisfactory progress report.

The lifetime limit on the number of awards an individual may receive on any fellowship category is as follows:

Senior Research ² Fellowship	3
Intermediate Research Fellowship	2
New Investigator Fellowship	1
Postdoctoral Fellowship	1
Research Training Fellowship	1
Research Studentship	1

² Awards do not have to be consecutive. Applicants who have held this award for two terms may apply for an award of four years in their final term.

Each application will be considered as a new application.

Citizenship requirements

All Foundation grants and awards are available to permanent residents and Canadian citizens with an appointment at, or affiliation with an Ontario post-secondary institution or, for those applicants without institutional affiliation, primary residence in Ontario. Students must be enrolled in a degree-granting program at an Ontario post-secondary institution. Applicants must maintain tenure at an Ontario post-secondary institution for the full term of an award. All awards are tenable at institutions in Ontario only. Permanent residents must submit a copy of their card with their application.

Applicants who have formally applied for permanent residency and can reasonably expect to have it by March of the following year in which the proposal is submitted are permitted to apply. Should they be recommended for funding, they must achieve the required immigration status before final recommendations are made to the Board in March.

Interruptions to career

The Committee will take into account both academic standing and evidence of ability and accomplishment in research when reviewing applications. The Committee will also take into account an interruption in a candidate's career. Where this has been the case, the applicant should briefly explain the circumstances behind the interruption in the covering letter. An applicant whose eligibility for a particular category is affected in this way should discuss the situation with the Executive Director before submitting the application.

Maternity leave/Parental leave

A fellow requesting deferral of a fellowship must send a letter to the Foundation setting out the nature of the leave, the dates of its start and completion, and an assessment of the effect of the leave on the completion of the work. When applicable, the supervisor must sign the letter as well.

Definition of elapsed time

The date from which the Foundation begins counting time since a qualification was earned is **the date on which the degree was conferred**. As evidence of this date, we will accept a photocopy of a degree, certificate, or any official document confirming the date.

Mobility

Many members of the Fellowships Committee take the view that it is intellectually limiting for an individual to take most or all of their advanced training in the same research setting. For example, the committee would question the wisdom of staying on for postdoctoral training in a laboratory where the applicant completed his or her doctoral work. If you are proposing to stay on in a setting where you have already taken extensive training, you must give the committee a persuasive reason for this choice.

Other funding

When an applicant to our competition is successful in obtaining funds from another agency, he or she should inform the Grants Officer without delay.

If the costs can be properly transferred to another agency, the money freed up is passed to the applicant next in line for support. A successful applicant must consult the Foundation promptly if he or she later finds it necessary to change the line of work, alter the proposed arrangements, or to abandon the project.

Acknowledgment

In all publications resulting from research supported by the Foundation, the following acknowledgment should be included: *This study was assisted by the Ontario Mental Health Foundation, with funding from the Ontario Ministry of Health and Long Term Care.*

NEW: Publishing costs



Holders of Fellowship awards should consider budgeting for the cost of publishing in open access journals if necessary to meet the requirements of the Foundation's newly adopted Policy on Access to Research Publications (see below).



NEW: Policy on Access to Research Publications

- Grant and fellowship recipients are required to make every effort to ensure that their peer-reviewed publications are freely accessible through the Publisher's website (Option #1) or an online repository as soon as possible and in any event within six months of publication (Option #2).
- Under the second option, grant and fellowship recipients must archive the final peer-reviewed full-text manuscripts immediately upon publication in a digital archive, such as PubMed Central or the grantees' institutional repository. Publications must be freely accessible within six months of publication, where allowable and in accordance with publisher policies.

- An electronic version of peer-reviewed publications must be submitted to the Foundation as soon as they are available.
- Grant and fellowship recipients may also wish to submit their manuscripts to a journal that provides immediate open access to published articles (if a suitable journal exists). OMHF considers the cost of publishing in open access journals to be an eligible expense.
- Book chapters, reports, monographs, editorials, or conference proceedings arising from OMHF-funded research are not currently covered under this policy.

Other instructions

A prospective applicant who requires assistance to complete an application should contact the Grants Officer at the Foundation. If you are not sure which category represents the best fit for you, we strongly urge you to call the Foundation before you complete the application.

Please use the Foundation's checklist for the relevant category to verify that your application is complete. It is the applicant's responsibility to ensure that all required documents reach the Foundation by the deadlines. We will not contact applicants to pursue missing information.

Following are the specific terms and instructions for each award category. The application forms are at the end of these guidelines. **The Foundation reserves the right not to review applications that do not respect these requirements.**

Communication of competition results

The official funding decision will be conveyed in a letter to all applicants after the Board has met in March. Under no circumstances will results be provided over the phone.

A. SENIOR RESEARCH FELLOWSHIP
B. INTERMEDIATE RESEARCH FELLOWSHIP
C. NEW INVESTIGATOR FELLOWSHIP

A. Senior Research Fellowships are open to experienced investigators who have a strong record of publication and success in obtaining competitive grant funding; applicants for this award must at the time of application be a minimum of nine years beyond the most recent professional research qualification. Applicants for the Senior Research Fellowship must be members of the institution's full-time staff. These awards are subject to external review. External reviews may be shared between the Research Committee and the Fellowships Committee.

The purpose of these awards is to enable the investigator to secure time for research that would not otherwise be available.

B. Intermediate Research Fellowships are intended to help individuals to continue a career in research once they are established members of the mental health research community. To be eligible, candidates must at the time of application be a minimum of five years but not more than ten years beyond the most recent professional research qualification. Applicants for the Intermediate Research Fellowship must be members of the institution's full-time staff. These awards are subject to external review. External reviews may be shared between the Research Committee and the Fellowships Committee.

The 5-year minimum does not apply to individuals who are completing 3 years as an OMHF New Investigator Fellow.

The purpose of these awards is to enable the investigator to secure time for research that would not otherwise be available.

C. New Investigator Fellowships are intended for candidates who at the time of application are in the first five years of their career since obtaining the most recent professional research qualification.

The purpose of these awards is to enable flexible options for a newly independent investigator to develop a line of research and to consolidate a research career.

Applicants for all of these awards must hold a professional research qualification in a field relevant to mental health, and be conducting investigations in an Ontario hospital, university or other institutional setting. The professional research qualifications for the purposes of determining eligibility for any of the above awards are:

- F.R.C.P.(C) + M.A. or M.Sc.
- F.R.C.P.(C) alone
- Ph.D.

a) General guidelines (all three awards)

The fellow's institutional accounting office must submit a statement of expenditures on the form provided by the Foundation within 30 days of the end of each fiscal year (June 30) in which the fellowship is held.

A brief **progress report** must be submitted by fellowship holders within **60 days** of the end of

each year in which the fellowship is held. The progress report should note progress made and obstacles or barriers encountered in the accomplishment of the goals set out in the proposal accepted for funding by the Foundation.

The Foundation expects fellowship recipients to submit a **final report** describing the work done for the duration of the Foundation's fellowship. Reports are due within **60 days** of the termination of the fellowship. Reports should detail the accomplishment of the goals set out in the proposal accepted for funding by the Foundation and of the plan to publish and disseminate the results of the research. Fellows must send the Foundation reprints (electronic copies preferred) of supported work when they become available.

A fellowship holder who has not submitted a satisfactory progress report and/or final report to the Foundation will be barred from submitting a grant or fellowship proposal to the Foundation in future competitions. This bar will be lifted upon receipt of a satisfactory progress and/or final report(s).

The Foundation may wish to disseminate the results of the work it supports in a variety of forums.

Consequently, we ask that the report be easily accessible to a reader with scientific training and expertise but who may not be an expert in the subject matter of the report. The report should describe the major accomplishments of the research, and provide a summary of the implications of the work with respect to advancing knowledge, improving mental health practice, or policy development.

b) Terms of award

i) Senior and Intermediate Research Fellowship

Senior Research and Intermediate Research Fellowships are for a period of three years. Please refer to page 8 for additional information.

The award will cover the costs to the institution of providing a substitute who will take over part of the Fellow's teaching, clinical or administrative duties. The institution must make arrangements for the substitution, and the application form should outline a draft plan for how the substitution will be implemented. The institution should make clear what duties will be taken over and what arrangements are proposed to provide a satisfactory alternative to the Fellow. The amount of time released to do research may vary but in no instance will the Foundation support a full-time substitution.

When the applicant seeks relief from clinical duties, the award can be used to cover the income lost by a reduction in the number of OHIP-funded clinical services provided by the Fellow in order to undertake the proposed research. The institution and the applicant must provide documentation for the reduction of OHIP-funded services.

The applicant must show that the resources required to carry out the proposed research will be available (e.g., computer time, external grant support, laboratory facilities, access to clients). Each applicant must make clear how his or her research opportunities and productivity will be increased if the award is made.

An applicant for the **Intermediate Research Fellowship** is also required to provide evidence that his or her research position has a reasonable prospect of continuity. Evidence of this would be that the applicant holds tenure or a tenure track position, or that the program or department within which the individual works has a firm commitment to retention of the applicant over the longer term. The program or department head's letter of support should explicitly address this issue.

Awards will normally commence on July 1. Funds will be payable to the institution in quarterly instalments, starting July 15. Before payments are made, the institution must provide the Foundation with final details of the arrangements to provide a substitute for the Fellow. **This information is required by May 31** and the Fellowship will not be awarded if the proposed substitution is not satisfactory.

The Foundation may make one-time award of \$2,500 to the Senior or Intermediate Research Fellow in the first year to meet incidental costs of research; the applicant must provide a plan for the use of this award at the time of application. If the Fellowship is awarded, the Fellow must submit a detailed written request for the one-time award prior to receiving the funds. Please note that this award may not be used for the purchase of computer hardware.

ii) New Investigator Fellowship

New Investigator Fellowships are for a period of three years. Please refer to page 8 for additional information.

The New Investigator Fellowship is intended to afford flexibility to the recipient. The award may be used to:

- a) arrange for relief from clinical, teaching or administrative duties in order to secure time for research,
- b) be applied directly to the operating costs of research, or
- c) provide the individual with a stipend.

The applicant may request an award of **up to \$35,000** in each year. The application must clearly show how the funds are to be spent.

If a new investigator applies for an operating grant, the Foundation's general restrictions on multiple grants will prevail (*refer to page 9 of the Research Project Grants Guidelines*). **If an applicant for a Type A grant is also applying for a New Investigator Fellowship (NIF), the NIF can only be held as a stipend.**

If the applicant is requesting funds to provide a substitute to take over some of the Fellow's teaching, clinical or administrative duties, the institution will make arrangements for the substitution. The application form should outline a draft plan for how the substitution will be implemented. The institution should make clear what duties will be taken over and what arrangements are proposed to provide a satisfactory alternative to the Fellow. The amount of time released to do research may vary, but in no instance will the Foundation support a full-time substitution. Before payments are made for substitutions, the institution must provide the Foundation with final details of the arrangements to provide a substitute for the Fellow. **This information is required by May 31** and the Fellowship will not be awarded if the proposed substitution is not satisfactory to the Foundation.

All applicants for this award must have a mentor or senior collaborator who is an established investigator in a field relevant to mental health. The Foundation will require assurance of a close working relationship between the mentor and the New Investigator.

The applicant must provide evidence of the likelihood that his or her research position has a reasonable prospect of continuity. Evidence of this would be that the applicant holds tenure or a tenure-track position, or that the program or department within which the individual works has a firm commitment to retention of the applicant over the longer term. The program or department head's letter of support should explicitly address this issue.

The Fellowship will normally commence on July 1. The Foundation will make payments in quarterly instalments to the institution for all types of award in this category, starting July 15.

New Investigator Fellows receiving project funds may carry forward unspent funds from one year for use in the following year. At the end of such an award, the institution must return unspent funds to the Foundation. If the New Investigator Fellow makes a request **before the end of the award (June 30)** the Foundation may give authority to use the unspent funds to complete the project.

A request for an extension must clearly explain how the balance of the award will be used; in no case will an extension run beyond September 30 and at that date the institution must return all unspent funds to the Foundation.

c) How to apply -

i) Senior Research Fellowship / Intermediate Research Fellowship

A complete application consists of the following:

1. Facesheet (Page A)

A letter describing the unique contribution that this award will make to her or his research program. The letter must list all other sources of research funding, including internal and external, and give an assurance that the award will enable the applicant to secure time for research that otherwise would not be available.

2. Facesheet (Page A)

A completed copy of the facesheet, signed by the applicant, department head and responsible Executive Officer (e.g., Director of a School; Dean of a Faculty; Director of Research Administration).

3. Resubmission sheet (Page B)

If you are resubmitting a previously unsuccessful fellowship application, you must complete this section to show how you have addressed the reviewers' comments (maximum of 2 pages).

4. Project summary sheet (Page C)

a) Project Summary

On the top of page C, please outline your proposal, stating the objective of the project, and the methods you plan to use.

b) Relevance Statement

The Foundation takes a broad view of mental health relevance, and no thematic issue is favoured over another *a priori*. However, we look to applicants to help us understand why their particular project warrants support when resources are limited. Mental health relevance is one of the most important criteria in making this decision. Although the relevance may seem obvious to you, the review committee still looks to you to be as explicit as possible on this point.

At the bottom of page C, please include a statement about the mental health relevance of your proposal. In making your case, you should give consideration to the following:

- How many people are affected by the mental health problem(s) that you propose to study?
- What are its individual, social and health costs?

- If the proposed research works out in the most positive way imaginable, how much closer will we be to some measure that promises to prevent or relieve a mental health problem?

5. Application form for applicants (Page D)

A completed copy of page D. Applicants seeking an award for funds to offset OHIP funding do not need to submit this page.

6. Application form for institutions (Page E)

To be completed by the department head (who will have signed the facesheet). Applicants seeking an award for funds to offset OHIP funding do not need to submit this page.

7. External referees (Page F)

Please include suggestions for three external referees, **Please submit this form only with the original copy of your application** and enclose **3 additional copies** of this sheet separate from the application. Please ensure that the address and e-mail information is complete, accurate and up to date.

Do **not** suggest as an external referee:

- anybody with whom you have collaborated, have supervised, or from whom you have received supervision within 3 years of the date of your application
- anyone who has an appointment at your institution or the institution of any of your co-investigators and collaborators
- individuals who are experts in your field but are unlikely to be in a position to provide a thorough review

8. Administration of funds (page G)

Contact information for the person who will administer the funds on behalf of the sponsoring institution (e.g., comptroller, accountant, administrator). **Please submit this form only with the original copy of your application.**

9. Plain Language statement

Write on a single sheet of plain letter paper (8½" x 11"):

- I) the **title** of the project and the applicant's name on the top of the page.
- II) a **description** of the project in language which will be intelligible to a lay reader; if technical terms and names are unavoidable define them when they first appear. Summarize the questions posed in the research project and how the project is organized to answer them.

The statement should not exceed one page.

10. Progress report – Repeat applications only

If an individual who has previously held a Foundation Fellowship applies for another one, a report on the accomplishments achieved during the tenure of a Foundation previous award will be required. A progress report, **not exceeding two pages**, on what has been done during the first portion of the Fellowship. List actual or proposed publications arising from the work done as a Fellow.

11. Project description

A description of the proposed project. **The page limit is ten single-spaced (single-sided) sheets (8½" x 11") excluding references.** Please use a typeface no smaller than

the type used in these guidelines (Times New Roman scalable 11pt.), and leave margins of 1" on all sides. Ensure that photocopies are legible, and that you submit all material in original size.

You may use appendices to supply background information helpful to the referees – e.g., recent publications (**not more than 3**); non-standard rating scales or tests - but please keep these to a minimum. Avoid putting material in the appendix that is critical to a fundamental understanding of the project; such material should go in the body of the proposal. Where the critical material is a chart or a graph which cannot fit into the body of the proposal, you may put it into the appendix, as long as you make clear reference to it in the proposal text. Original charts, graphs and figures should be included in the two copies to assure legibility.

We recommend that you use the following headings:

- Background - summarize the state of knowledge relevant to the proposal.
- Hypotheses/research questions - state these clearly and concisely
- Methods - give essential details of methods; describe the data to be collected and the method of data analysis proposed.
- Originality - state how the project will advance knowledge if it is completed as planned.
- Timetable - include a timetable for the work in your description.
- References - compile these separately; they are not included in the ten-page limit. Please follow the publication manual of the American Psychological Association for references and citations.

12. Consent forms

Copies of any consent forms to be signed by prospective subjects or other explanatory material to be given out. If your application is awarded funding, your institution will be responsible for withholding Foundation funds until they have received the required ethical approval documents.

13. Curriculum vitae

14. Reference letters

Letters from three individuals the applicant has worked with, giving an assessment of the candidate's suitability for the award being applied for.

The applicant should submit these **in signed sealed envelopes**.

If these letters do not accompany the application, they must reach the Foundation within three weeks of the deadline to be considered, or by:

Friday, November 20, 2009

15. Letter from department head

In addition to Page E, a letter from the department head indicating support of the proposed Fellowship.

For the Intermediate Research Fellowship the letter must address the continuity of the applicant's position in the program or department (see *Terms of Award*, p. 11).

Submitting the application

Applicants are asked to submit their applications both online **AND** in a paper format. Please visit our web site at www.omhf.on.ca to create an account, access the application forms and submit your application online.

We require **three collated sets** (original and two copies) of the application. It is the applicant's responsibility to ensure that the copies are identical to the original (except in the case of materials submitted in sealed envelopes, which will be copied at the Foundation). The only items that need not be copied are the checklist and Page G. Submit these with the original only. You may use staples throughout the two copies, but please do **not** staple any part of the original.

Also, we require **twenty double-sided copies** consisting of the facesheet and project summary sheet (pages A and C); include these in a separate pile with your application. However, please make only single-sided copies of the facesheet and project summary sheet when you prepare the three copies of the application. Lastly, please make 3 additional copies of page F and submit these separately with the 20 facesheet copies.

Documents received after the deadline will not be considered except for the documents listed under item 13.

Deadline for submission of applications for Senior and Intermediate Research Fellowships:

Friday, October 30, 2009 at 5:00 pm (Eastern Time)

ii) New Investigator Fellowship

A complete application consists of the following:

1. Applicant's letter

A letter describing the applicant's current or recently completed research training and future career plans. The applicant should explain the unique contribution that receipt of this award will make to his or her research activities. The letter should list any other sources of research funding, and give assurance that this award will result in neither duplication of funding nor in the reduction of support that the institution was otherwise prepared to offer to the applicant.

2. Facesheet (Page A)

A completed copy of the facesheet (page A), signed by the applicant, department head and responsible Executive Officer (e.g., Director of a School; Dean of a Faculty; Director of Research Administration).

3. Resubmission sheet (Page B)

If you are resubmitting a previously unsuccessful fellowship application, you must complete this section to show how you have addressed the reviewers' comments (maximum of 2 pages).

4. Project summary sheet (Page C)

A completed copy of Page C (please see page 13 for guidance on completing this section).

5. Application forms (Pages D & E)

a) *Applicants requesting funds for substitution:*

Where the applicant is requesting funds to provide a substitute to take over clinical or other duties (see *Terms of Award* page 12), he or she should also complete Page D. In addition, the department head must complete the application form for institutions (page E).

b) *Applicants requesting funds for research costs or salary support:*

These applicants do not need to submit Page D or E, unless they are requesting research costs or salary support in combination with funds for a substitution.

6. Administration of funds (Page G)

Contact information for the person who will administer the funds on behalf of the sponsoring institution (e.g., comptroller, accountant, administrator). **Please submit this form only with the original copy of your application.**

7. Plain Language statement

Write on a single sheet of plain letter paper (8½" x 11"):

- I) the **title** of the project and the applicant's name on the top of the page.
- II) a **description** of the project in language which will be intelligible to a lay reader; if technical terms and names are unavoidable define them when they first appear. Summarize the questions posed in the research project and how the project is organized to answer them.

The statement should not exceed one page.

8. Project description

The project description should outline the goals of the Fellowship to be accomplished during the award period. It should be sufficient to give a clear idea of the central hypothesis of the work, and the fundamental methodologies to be employed. Although detailed description of methodology is not expected, the applicant must provide enough detail for the application to receive an informed review. The emphasis should be on the general objectives of the work, where the work fits into contemporary developments in its field, and what the "payoff" will be.

Please use a typeface no smaller than the type used in these guidelines (Times New Roman scalable 11pt.), and leave margins of 1" on all sides. Ensure that photocopies are legible, and that you submit all material in original size.

The project description must not exceed four pages. You may append additional pages for references. You may also include **up to three** publications or manuscripts to illustrate methodologies or the conceptual approach to be taken in the research. Please keep appendices, graphs etc. to a minimum. Avoid putting material in the appendix that is critical to a fundamental understanding of the project; such material should go in the body of the proposal. Where the critical material is a chart or a graph which cannot fit into the body of the proposal, you may put it into the appendix, as long as you make clear reference to it in the proposal text. Original charts, graphs and figures should be included in the two copies to assure legibility.

9. Budget

a) Applicants requesting funds for substitution:

If the award will be applied to arrange for relief from clinical, teaching or administrative duties, the institution must provide a specific statement of how this will be accomplished (as stated above, Page E of the application form is provided for this purpose).

b) Applicants requesting funds for research costs (page H):

If the award will be applied to research operating costs, applicants must include a description of how the funds will be used and place this page immediately after the budget sheet (page H) when assembling the application. Applicants should note the following restrictions on the use of grant monies when preparing their budget:

- I) a maximum of \$1,000 per year may be spent on travel which is restricted to scientific conferences. Allowances for travel are **not transferable between fiscal years** of an award.
- II) no more than \$4,000 may be spent on equipment or items of equipment over the life of the fellowship.
- III) total expenditures in any year must not exceed the approved budget or the funds available in that year (the Foundation will not assume responsibility for budget deficits).
- IV) the budget for the third year cannot exceed that of the second and the budget for the second year cannot exceed that of the first.
- V) If expenditures in any category are expected to vary from the approved budget by 20% or more, the investigator must obtain prior approval from the Foundation.

c) Applicants requesting funds for salary support:

If you are requesting salary support, please tell us in your covering letter how much you are requesting per year, and why adequate salary support is not available from your institution.

10. Statement by mentor

A statement from the mentor or senior collaborator showing how the award will facilitate the development of the Fellow into an independent investigator whose work will be relevant to mental health research needs in Ontario. The mentor must describe his or her commitment to the successful completion of the Fellowship program proposed by the applicant.

11. Mentor's sketch

The mentor's brief self-sketch (not more than **two pages**) including a summary of his or her current grant support. Extra pages may be used to list grant support if necessary.

12. Consent forms

Copies of any consent forms to be signed by prospective subjects or other explanatory material to be given out.

If your application is awarded funding, your institution will be responsible for withholding Foundation funds until they have received the required ethical approvals.

13. Curriculum vitae

14. Letter from department head

A letter from the department head indicating support of the proposed Fellowship. For applicants requesting a substitution arrangement, the department head will also have signed the facesheet and filled out Page E of the application form.

15. Reference letters

Letters from three individuals the applicant has worked with, giving an assessment of the candidate's suitability for the award being applied for.

The applicant should submit these **in signed sealed envelopes**.

16. Transcripts

An applicant whose most recent degree was obtained within the last three years should have copies of graduate transcripts submitted with the application **in sealed envelopes from the institution**.

If items 15 and 16 do not accompany the application, they must reach the Foundation within three weeks of the deadline to be considered,

or by:

Friday, November 20, 2009

Submitting the application

Applicants are asked to submit their applications both online AND in a paper format. Please visit our web site at www.omhf.on.ca to create an account, access the application forms and submit your application online.

We require **three collated sets** (original and two copies) of the application. It is the applicant's responsibility to ensure that the copies are identical to the original (except in the case of materials submitted in sealed envelopes, which will be copied at the Foundation). The only items that need not be copied are the checklist and Page G. Submit these with the original only. You may use staples throughout the two copies, but please do **not** staple any part of the original.

Lastly, we require **twenty double-sided copies** consisting of the facesheet and project summary sheet (pages A and C); include these in a separate pile with your application. However, please make only single-sided copies of the facesheet and project summary sheet when you prepare the three copies of the application.

Documents received after the deadline will not be considered except for the documents listed under items 15 and 16.

Deadline for submission of applications for New Investigator Fellowships:

Friday, October 30, 2009 at 5:00 pm (Eastern Time)

D. POSTDOCTORAL FELLOWSHIP

D. The Postdoctoral Fellowship is intended to provide an opportunity for a person with a Ph.D. to obtain further training.

a) Terms of award

Postdoctoral Fellowships may be for a period of two or three years. Please refer to page 8 for additional information.

Each applicant must arrange for:

- 1) supervision by a senior scientist; and,
- 2) admission to a research facility acceptable to the Foundation.

An applicant must hold a professional qualification in a field relevant to mental health. Preference will be given to candidates who have not previously held a Postdoctoral position.

Postdoctoral Fellowship awards will normally start on July 1. A candidate may apply to the Foundation for permission to take up the award at a later date; in this case the award will be pro-rated. Awards not taken up by September 1 will be forfeited. Awards are paid in quarterly instalments to and administered through the Fellow's institution, starting July 15. Successful applicants are required to devote themselves to the purposes of the award for the full period of tenure. They are not permitted to hold a second award.

The fellow's institutional accounting office must submit a statement of expenditures on the form provided by the Foundation within 30 days of the end of each fiscal year (June 30) in which the fellowship is held.

The Foundation determines annually the stipend payable to Fellows. Fellows may apply for travel funds, not to exceed \$450 each year, to defray the costs of attendance at scientific meetings. Postdoctoral Fellows should write a letter to the Executive Director in advance, countersigned by their Supervisor, describing the meeting and the Fellow's role in it (e.g., presenting, observing). The Foundation will require receipts and/or documentation confirming the Fellow's attendance at the conference before making payment. This amount is not transferable between years of an award; moreover, Fellows must use their yearly allocation for an event taking place within the same award year.

A brief **progress report** must be submitted by fellowship holders and their supervisors within **60 days** of the end of each year in which the fellowship is held. The progress report should note progress made and obstacles or barriers encountered in the accomplishment of the goals set out in the proposal accepted for funding by the Foundation.

The Foundation expects fellowship recipients and their supervisors to submit a **final report** describing the work done for the duration of the Foundation's fellowship. Reports are due within **60 days** of the termination of the fellowship. Reports should detail the accomplishment of the goals set out in the proposal accepted for funding by the Foundation and of the plan to publish and disseminate the results of the research. Fellows must send the Foundation reprints (electronic copies preferred) of supported work when they become available. Fellows should give one copy of the progress and/or final report to their supervisor. The supervisor is requested to review the report and provide us with a confidential assessment, indicating the future potential of the Fellow as a researcher.

A fellowship holder who has not submitted a satisfactory progress report and/or final report to the Foundation will be barred from submitting a grant or fellowship proposal to the Foundation in future competitions. This bar will be lifted upon receipt of a satisfactory progress and/or final report(s).

The Foundation may wish to disseminate the results of the work it supports in a variety of forums. Consequently, we ask that the report be easily accessible to a reader with scientific training and expertise but who may not be an expert in the subject matter of the report. The report should describe the major accomplishments of the research, and provide a summary of the implications of the work with respect to advancing knowledge, improving mental health practice, or policy development.

b) How to apply

A complete application consists of the following:

1. Applicant's letter (1 - 5 pages)

- a) A description of the applicant's plans for a long-term career (including, where applicable, a statement describing any advanced degree to be obtained or the courses to be taken during the tenure of the Fellowship). Make sure that you address the issues of career interruption or mobility (*see pages 8 and 9*) if either of these applies to you.
- b) Details of any support anticipated or sought from other sources.

2. Facesheet (Page A)

A completed copy of the facesheet (page A), signed by the applicant, department head and responsible Executive Officer (e.g., Director of a School; Dean of a Faculty; Director of Research Administration).

3. Resubmission sheet (Page B)

If you are resubmitting a previously unsuccessful fellowship application, you must complete this section to show how you have addressed the reviewers' comments (maximum of 2 pages).

4. Project summary sheet (Page C)

A completed copy of Page C (please see page 13 for guidance on completing this section).

5. Administration of funds (Page G)

Contact information for the person who will administer the funds on behalf of the sponsoring institution (e.g., comptroller, accountant, administrator). **Please submit this form only with the original copy of your application.**

6. Plain Language statement

Write on a single sheet of plain letter paper (8½" x 11"):

- I) the **title** of the project and the applicant's name on the top of the page.
- II) a **description** of the project in language which will be intelligible to a lay reader; if technical terms and names are unavoidable define them when they first

appear. Summarize the questions posed in the research project and how the project is organized to answer them.

The statement should not exceed one page.

7. Project description

A description of the proposed project and research training. Applicants should write this description independently but make clear how the work they propose is related to the supervisor's research program; it is important to show that the plan of the project not only benefits from the supervisor's expertise but also will allow the applicant to develop as an independent investigator.

The page limit is five single-spaced (single-sided) sheets (8½ " x 11") excluding references.

Please use a typeface no smaller than the type used in these guidelines (Times New Roman scalable 11pt.), and leave margins of 1" on all sides. Ensure that photocopies are legible, and that you submit all material in original size. You may enclose publications or manuscripts which are directly relevant to the project, but please submit a **maximum of 3**.

Please keep appendices, graphs etc. to a minimum. Avoid putting material in the appendix that is critical to a fundamental understanding of the project; such material should go in the body of the proposal. Where the critical material is a chart or a graph which cannot fit into the body of the proposal, you may put it into the appendix, as long as you make clear reference to it in the proposal text. Original charts, graphs and figures should be included in the two copies to assure legibility.

We recommend that you use the following headings:

- Background - summarize the state of knowledge relevant to the proposal.
- Hypotheses/research questions - state these clearly and concisely
- Methods - give essential details of methods; describe the data to be collected and the method of data analysis proposed.
- Originality - state how the project will advance knowledge if it is completed as planned.
- Timetable - include a timetable for the work in your description.
- References - compile these separately; they are not included in the five-page limit. Please follow the publication manual of the American Psychological Association for references and citations.

8. Consent forms

Copies of any consent forms to be signed by prospective subjects or other explanatory material to be given out.

If your application is awarded funding, your institution will be responsible for withholding Foundation funds until they have received the required ethical approval documents.

9. Curriculum vitae and recent publications

A curriculum vitae and copies of any papers recently submitted to journals.

10. Department head's acceptance letter

A letter of acceptance from the head of the department in which the research will be done.

11. Supervisor's letter

A letter from the supervisor the applicant proposes to work with, describing the facilities which will be available to the applicant, the grant support the laboratory has and the research training which has been planned.

By signing the facesheet, the supervisor attests to the fact that the application contains a substantial original contribution from the applicant, and that the applicant is responsible for its content.

In addition the supervisor should give an assessment of the applicant's scientific abilities and promise as a researcher. It is important to show what special contribution the applicant will be able to make to the laboratory and what the applicant can expect to gain from working in the supervisor's group.

The supervisor's C.V. is also required (original **and** two copies).

The supervisor's material should arrive **in a signed, sealed envelope at the application deadline**.

12. Transcripts

Transcripts of both undergraduate and graduate work at university. The applicant should submit these **in sealed envelopes from the institution**.

13. References

Statements about the achievement and promise of the applicant, and his or her ability to benefit from training in research from at least two individuals (other than the applicant's supervisor) under whom the applicant has studied or who have had a good opportunity to assess the applicant's research potential.

The applicant should submit these **in signed, sealed envelopes**.

If items 12 and 13 do not accompany the application they must reach the Foundation within three weeks of the deadline to be considered, or by:

Friday, November 20, 2009

Submitting the application

Applicants are asked to submit their applications both online AND in a paper format. Please visit our web site at www.omhf.on.ca to create an account, access the application forms and submit your application online.

We require **three collated sets** (original and two copies) of the application. It is the applicant's responsibility to ensure that the copies are identical to the original (except in the case of materials submitted in sealed envelopes, which will be copied at the Foundation). The only items that need not be copied are the checklist and Page G. Submit these with the original only. You may use staples throughout the two copies, but please do **not** staple any part of the original.

Lastly, we require **twenty double-sided copies** consisting of the facesheet and project summary sheet (pages A and C); include these in a separate pile with your application. However, please make only single-sided copies of the facesheet and project summary sheet when you prepare the three copies of the application.

Documents received after the deadline will not be considered except for the documents listed under items 12 and 13.

Deadline for submission of applications for Postdoctoral Fellowships:

Friday, October 30, 2009 at 5:00 pm (Eastern Time)

E. RESEARCH TRAINING FELLOWSHIP

F. RESEARCH STUDENTSHIP

The Ontario Mental Health Foundation offers a limited number of awards for training in research in the mental health field.

E. The Research Training Fellowship is intended to provide an opportunity for those who have completed professional training (e.g., M.D., F.R.C.P.(C); M.S.W.; M.N.Sc., M.H.Sc.) and wish to follow a career which requires further training in research (e.g., at the Ph.D. or Master's level). Research Training Fellowships will be awarded only to applicants who have a reasonable prospect of attaining a formal research credential as a result of the training to be undertaken.

F. The Research Studentship is available only to those who are enrolled in a Ph.D. program at Ontario Universities during the award period.

a) Terms of award

Research Training Fellowships and Research Studentships may be for a period of one, two or three years. Please refer to page 8 for additional information.

In the case of 3-year awards, funding for the third year will be contingent on a satisfactory progress report which **must** be submitted to the Foundation no later than the November deadline which falls in the second year of the award. The Foundation reserves the right to withdraw payments if the progress report is not provided.

Research Training Fellowships will normally start on July 1. A candidate may apply to the Foundation for permission to take up the award at a later date; in this case the award will be pro-rated. Awards not taken up by September 1 will be forfeited. Awards are paid to and administered through the Fellow's institution, starting July 15.

The fellow's institutional accounting office must submit a statement of expenditures on the form provided by the Foundation within 30 days of the end of each fiscal year (June 30) in which the fellowship is held.

Successful applicants are required to devote themselves to the purposes of the award for the full period of tenure. They are not permitted to hold a second award.

Research Studentships will begin on September 1, and will run to August 30 of the following year. Awards not taken up by September 1 will be forfeited. Awards are paid directly to the Student, starting September 15. Successful applicants are required to devote themselves to the purposes of the Studentship for the full period of the award. They are not permitted to hold a second award; they may, however, accept payment for teaching. The Foundation recognizes that some students may accept a compensated clinical internship during the period in they hold a research studentship. The Foundation considers this to be a second award. However, we will consider a request to defer a studentship to be taken up again when the internship ends. It is the responsibility of the student to inform the Foundation in writing if he or she takes up a compensated internship and to request a deferment.

Stipends are determined annually by the Foundation and paid in quarterly instalments. Holders of either award may apply for travel funds, not to exceed \$450 each year, to defray the costs of attendance at scientific meetings. Fellows and Students should write a letter to the Executive Director in advance, countersigned by their Supervisor, designating the meeting and the

awardee's role in it (e.g., presenting, observing). The Foundation will require receipts and/or documentation confirming the individual's attendance of the conference before making payment. This amount is not transferable between years of an award; moreover, awardees must use their yearly allocation for an event taking place within the same award year.

A brief **progress report** must be submitted by fellowship and studentship holders and their supervisors within **60 days** of the end of each year in which the fellowship or studentship is held. The progress report should note progress made and obstacles or barriers encountered in the accomplishment of the goals set out in the proposal accepted for funding by the Foundation.

The Foundation expects fellowship and studentship recipients and their supervisors to submit a **final report** describing the work done for the duration of the Foundation's fellowship or studentship. Reports are due within **60 days** of the termination of the fellowship or studentship. Reports should detail the accomplishment of the goals set out in the proposal accepted for funding by the Foundation and of the plan to publish and disseminate the results of the research. Fellows and Students must send the Foundation reprints (electronic copies preferred) of supported work when they become available.

Fellows and Students should give one copy of the progress and/or final report to their supervisor. The supervisor is requested to review the report and provide us with a confidential assessment, indicating the future potential of the Fellow or Student as a researcher.

A fellowship or studentship holder who has not submitted a satisfactory progress report and/or final report to the Foundation will be barred from submitting a grant or fellowship proposal to the Foundation in future competitions. This bar will be lifted upon receipt of a satisfactory progress and/or final report(s).

The Foundation may wish to disseminate the results of the work it supports in a variety of forums. Consequently, we ask that the report be easily accessible to a reader with scientific training and expertise but who may not be an expert in the subject matter of the report. The report should describe the major accomplishments of the research, and provide a summary of the implications of the work with respect to advancing knowledge, improving mental health practice, or policy development.

b) How to apply:

Except where indicated, the required materials are the same for the Research Training Fellowship and Research Studentship applications.

A complete application consists of the following:

1. Covering letter

A covering letter (not more than **two pages**) giving:

- a description of the applicant's long-term career plans. Where applicable, this should include a statement describing any advanced degree or credential the applicant will obtain, or courses to be taken during the tenure of the award. Make sure you address the issues of career interruption or mobility (*see pages 8 and 9*) if either of these applies to you.
- details of support the applicant has applied for or expects to receive from other sources

2. **Facesheet (Page A)**

A completed copy of the facesheet (page A), signed by the applicant, department head and responsible Executive Officer (e.g., Director of a School; Dean of a Faculty; Director of Research Administration).

3. **Resubmission sheet (Page B) – *Research Training award only***

If you are resubmitting a previously unsuccessful fellowship application, you must complete this section to show how you have addressed the reviewers' comments (maximum of 2 pages).

4. **Project summary sheet (Page C)**

A completed copy of Page C (please see page 13 for guidance on completing this section).

5. **Administration of funds (Page G) – *Research Training award only***

Contact information for the person who will administer the funds on behalf of the sponsoring institution (e.g., comptroller, accountant, administrator). **Please submit this form only with the original copy of your application.**

6. **Plain Language statement**

The statement should not exceed one page. Write on a single sheet of plain letter paper (8½" x 11"):

- I) the **title** of the project and the applicant's name on the top of the page.
- II) a **description** of the project in language which will be intelligible to a lay reader; if technical terms and names are unavoidable define them when they first appear. Summarize the questions posed in the research project and how the project is organized to answer them.

7. **Project description**

A description of the proposed project and research training. Applicants should write this description independently but make clear how the work they propose is related to the supervisor's research program; it is important to show that the plan of the project not only benefits from the supervisor's expertise but also will allow the applicant to develop as an independent investigator.

The page limit is four single-spaced (single-sided) sheets (8½" x 11") excluding references. Please use a typeface no smaller than the type used in these guidelines (Times New Roman scalable 11pt.), and leave margins of 1" on all sides. Ensure that photocopies are legible, and that you submit all material in original size. You may enclose publications or manuscripts which are directly relevant to the project, but please submit a **maximum of 3.**

Please keep appendices, graphs etc. to a minimum. Avoid putting material in the appendix that is critical to a fundamental understanding of the project; such material should go in the body of the proposal. Where the critical material is a chart or a graph which cannot fit into the body of the proposal, you may put it into the appendix, as long as you make clear reference to it in the proposal text. Original charts, graphs and figures should be included in the two copies to assure legibility.

We recommend that you use the following headings:

- Background - summarize the state of knowledge relevant to the proposal.
- Hypotheses/research questions - state these clearly and concisely
- Methods - give essential details of methods; describe the data to be collected and the method of data analysis proposed.
- Originality - state how the project will advance knowledge if it is completed as planned.
- Timetable - include a timetable for the work in your description.
- References - compile these separately; they are not included in the four-page limit. Please follow the publication manual of the American Psychological Association for references and citations.

8. Consent forms

Copies of any consent forms to be signed by prospective subjects or other explanatory material to be given out.

Research Training Fellowships only

If your application is awarded funding, your institution will be responsible for withholding Foundation funds until they have received the required ethical approval documents.

Studentships only

If your application is awarded funding, the Foundation must receive a copy of all required ethical approval documents before we will make the first payment.

9. Curriculum vitae

A curriculum vitae, including complete address and telephone number, date of birth, Social Insurance Number, citizenship. If you are not a Canadian citizen, include a copy of your permanent resident card and length of time in Canada. An applicant who has not previously compiled a curriculum vitae should refer to a model.

10. Acceptance letters

Research Training Fellowships only

a) A letter of acceptance from the head of the department in which the research will be done.

Studentships only

b) A letter from the University registrar showing that the applicant is registered in a Ph.D. program. If the applicant is not yet registered at the time of application, the Foundation must receive the letter before making payment.

11. Supervisor's material

By signing the facesheet, the supervisor attests to the fact that the application contains a substantial original contribution from the applicant, and that the applicant is responsible for its content.

Testimonial from the applicant's supervisor, giving an assessment of the applicant's scientific abilities and promise as a researcher. The supervisor should also provide (either in the testimonial letter or as an attachment):

- I) Details of the facilities available to the applicant to carry out the proposed study; the grant support the laboratory has and the research training that has been planned.

- II) A description of the particular role and responsibilities of the applicant in the supervisor's research; include any plans to give the applicant opportunities for independent work.
- III) A statement that an ethical review of the work, if applicable, has been arranged. For successful applicants, the Foundation must receive a copy of the ethical approval before any payment can be made on the award.

In instances where the name or project title on the ethical approval certificate differ from that on the facesheet, the supervisor should give written assurance that the project named on the certificate encompasses the work of the applicant, for which funds are being sought. If an ethical review certificate is not required for the applicant's portion of the project, the supervisor should make this explicit.

- IV) The supervisor's curriculum vitae (original **and** two copies).

The supervisor's material should arrive **in a signed, sealed envelope at the application deadline.**

12. Transcripts

Transcripts of both undergraduate and graduate work at university. The applicant should submit these **in sealed envelopes from the institution.**

13. Reference letters

Testimonials regarding the applicant's promise and his or her ability to benefit from research training from at least two individuals (other than the applicant's supervisor) who have had a good opportunity to assess the applicant's potential.

The applicant should submit these **in signed, sealed envelopes.**

If items 12 and 13 do not accompany the application, they must reach the Foundation within three weeks of the deadline to be considered, or by:

Friday, November 20, 2009

Submitting the application

Applicants are asked to submit their applications both online AND in a paper format. Please visit our web site at www.omhf.on.ca to create an account, access the application forms and submit your application online.

We require **three collated sets** (original and two copies) of the application. It is the applicant's responsibility to ensure that the copies are identical to the original (except in the case of materials submitted in sealed envelopes, which will be copied at the Foundation). The only items that need not be copied are the checklist and Page G. Submit these with the original only.

You may use staples throughout the three copies, but please do **not** staple any part of the original.

Lastly, we require **twenty double-sided copies** consisting of the facesheet and project summary sheet (pages A and C); include these in a separate pile with your application. However, please make only single-sided copies of the facesheet and project summary sheet when you prepare the three copies of the application.

Documents received after the deadline will not be considered except for the documents listed under items 12 and 13.

Deadline to submit Research Training Fellowship and Research Studentship applications: _____

Friday, October 30, 2009 at 5:00 pm (Eastern Time)

8. MEMBERS OF THE PEER-REVIEW COMMITTEES (2009-10)

Research Committee

Patricia Rosebush, M.D., *Chair*
Psychiatry, McMaster University, Hamilton

Sheena Josselyn, Ph.D.
Physiology, The Hospital for Sick Children,
Toronto

Michael Kawaja, Ph.D.
Anatomy & Cell Biology, Queen's University,
Kingston

Nancy Kocovski, Ph.D.
Psychology, Wilfrid Laurier University, Waterloo

Andrea Levinson, M.D.
Psychiatry, Centre for Addiction and Mental
Health, Toronto

Katharina Manassis, M.D.
Psychiatry, The Hospital for Sick Children

Jane McCusker, M.D., Dr. P.H.
Epidemiology, McGill, Montreal

Robert Milin, M.D.
Psychiatry, Royal Ottawa Mental Health Centre,
Ottawa

Sagar Parikh, M.D.
Psychiatry, Toronto Western Hospital, Toronto

Margaret Richter, M.D.
Psychiatry, Centre for Addiction and Mental
Health, Toronto

Walter Rushlow, Ph.D.
Psychiatry, London Health Sciences Centre,
London

Tracy Vaillancourt, Ph.D.
Psychology, McMaster University, Hamilton

Fellowships Committee

Steffany Bennett, Ph.D. (Chair)
Biochemistry, Microbiology & Immunology,
University of Ottawa, Ottawa

Elizabeth Hayden, Ph.D.
Psychology, University of Western Ontario,
London

Jill Jacobson, Ph.D.
Psychology, Queen's University, Kingston

Elizabeth Kelley, Ph.D.
Psychology, Queen's University, Kingston

Owen Kelly, Ph.D.
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