



Allied Health Kidney Scholarship Policies

IMPORTANT DATES

Application Deadline: November 1, 2023

Anticipated Date for Notice of Decision: May 2024

Funding Start Date: July 01, 2024

Submit your application by email to:

Christine Marquis

Research Grants and Awards Manager

christine.marquis@kidney.ca

Revised September 26, 2023

ANNOUNCEMENTS FOR 2024

The Allied Health Kidney Scholarship Policies 2024 Competition supersede all previous Kidney Foundation of Canada Allied Health Kidney Scholarship Policies. Applicants should always refer to the latest version. The Kidney Foundation of Canada may, without notice, alter the programs or terms of an award. Any major changes will be announced immediately on the KFOC website at www.kidney.ca. The Kidney Foundation of Canada reserves the right to interpret these guidelines and policies. Applicants should contact the National Director of Research, or the Research Grants and Awards Manager as required.

Highlights for 2024 Allied Health Kidney Scholarship Competition

✉ Email Submission of Application

All applications and assessment forms must be submitted electronically by the deadline date, **November 1, 2023 by 11:59 pm EST** to christine.marquis@kidney.ca.

Official transcripts must be emailed to christine.marquis@kidney.ca by the deadline date.

Applications can **only** be submitted by email.

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1. GENERAL INFORMATION

1.1 KFOC Vision and Mission Statement

Vision:

Kidney health, and improved lives for all people affected by kidney disease.

Mission:

The Kidney Foundation of Canada is the national volunteer organization committed to reducing the burden of kidney disease through:

- Funding and stimulating innovative research;
- Providing education and support;
- Promoting access to high quality healthcare; and
- Increasing public awareness and commitment to advancing kidney health and organ donation.

1.2 Application Submission Deadline

The mandatory deadline date for full application for both new and renewal applications are **November 1 by 11:59 pm EST**.

If the deadline falls during a weekend or on holiday, the deadline will be the next working day.

Applications **RECEIVED AFTER THE DEADLINE** will be considered late and will not be accepted for review.

1.3 Incomplete / Unacceptable Applications

All applicants are strongly advised to carefully read and follow the instructions and requirements outlined in the Allied Health Kidney Scholarship Policies and the Allied Health Kidney Scholarship Checklist page of the application form.

In order to maintain the principle of fairness to all applicants, regulations must be adhered to in the preparation of Allied Health Kidney Scholarship applications. Non adherence to the Policies and Checklist will lead to rejection (without appeal) of the application. Requiring adherence to the regulations has the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

2. ALLIED HEALTH KIDNEY SCHOLARSHIPS INFORMATION

2.1 Description

The purpose of the Allied Health Kidney Scholarship award is to assist the student with a demonstrated interest in nephrology/organ donation in pursuing education at the Masters level to promote and enhance the development of nephrology allied health research training in Canada.

2.2 Applicant Eligibility

Applicants must meet the following eligibility requirements:

- serve as a nephrology nurse or technician, social worker, pharmacist, dietitian, transplant coordinator or other allied health professional;
- have a demonstrated commitment to the area of nephrology or organ donation with an interest in kidney research.
- Preference will be given to applicants with a minimum of two years full time equivalent experience;
- have Canadian citizenship or landed immigrant status;
- be accepted in proposed course of full-time or part-time study;

2.3 Funding Information

<u>Funds available</u>	<u>*Full-time</u>	<u>*Part-time</u>
Masters Level	\$5,000	\$2,500

*Up to a maximum of \$10,000 Cdn.

2.4 Duration and Tenure

The award is for one year and funds are paid on July 1. Second year awards can be obtained upon successful reapplication by **the deadline date**.

2.5 Payment of Award

Funds may be administered through the comptroller of the university or institution concerned. The complete name and address of the comptroller must be included on the application form.

2.6 Intellectual Property and Patents

The KFOC must be informed of any commercial application arising from KFOC program-supported activity.

The KFOC program does not retain or claim any ownership of, or exploitation rights to, intellectual property developed under KFOC program funding. These are owned by the institution and/or the inventor.

Should the inventor decide to pursue commercialization of any results of the research funded by the KFOC, he or she must disclose to their institution any potential intellectual property arising from the research; he or she and the institution must make every effort to provide the greatest possible benefit to Canada from the resulting commercial activity.

The above requirement for disclosure is not intended to supersede any policy on disclosure that the institution might already have in place.

3. SCIENTIFIC INTEGRITY AND SCHOLARLY CONDUCT

Institutions receiving funds must have appropriate policies in place for investigating allegations of misconduct as outlined in “Integrity in Research and Scholarship: A Tri-Council Policy Statement” as published by the Canadian Institutes of Health Research (CIHR). Any questions concerning scientific integrity or scholarly conduct that arise during the course of the evaluation

of an application will be referred back to the parent institution for that body to proceed with an enquiry. The Foundation is to be informed of the outcome of such investigations.

4. EMAIL SUBMISSION OF APPLICATIONS

4.1 New and Renewal Applications

Applications must be submitted on the current forms, which are available on The Kidney Foundation of Canada's Web site (www.kidney.ca).

The applicant must submit a PDF copy of the full application (including all addenda and signatures) by email to christine.marquis@kidney.ca no later than **November 1 by 11:59 pm EST** (see Application Checklist for details).

Applications can **only** be submitted by email.

The "Subject" line of the email should contain the following information.

Last name, First name KFOC-AHKS2024 (e.g. Smith, John KFOC-AHKS2024)

Please note if your PDF file exceeds 15MB, please contact Christine Marquis, Research Grants and Awards at Manager christine.marquis@kidney.ca to set up a Dropbox folder.

- Font sizes must not be smaller than **12 point**. 'Times New Roman' or 'Times' 12 point must be used. No other font will be permitted. The use of condensed font and/or condensed character spacing is prohibited and will be returned to the applicant.
- Single-spaced with no condensed spacing. A minimum margin of 2 cm (3/4 inch) around the page is mandatory.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper for all attachments. Presentation in columns is acceptable.
- If numerous abbreviations are used, please provide an explanatory table. It is preferable to avoid abbreviations.
- Details of the applicant's focus of study with a description of how it relates specifically to nephrology or organ donation.
- Two (2) "Assessment of Candidate" forms from persons who can give an assessment of the applicant's ability. These must be submitted electronically by the deadline date, **November 1, by 11:59 pm EST** to christine.marquis@kidney.ca.
- A letter from the academic institution confirming acceptance into a full-time or part-time course of study by **June 30**.
- Copy of the program description from the academic institution.
- A certified transcript of the applicant's post-secondary academic records. These must be **received by the deadline date** at the latest.

Official transcripts must be emailed to christine.marquis@kidney.ca by the deadline date.

Applications received after November 1, 11:59 p.m. EST will not be considered.

5. ASSESSMENT OF APPLICATION

Scholarship applications are evaluated by the Allied Health Scientific Committee using the following criteria: previous academic performance, previous work experience, future employment plans, focus of studies in nephrology, assessment of referees and professional achievements. Final approval is granted by the Foundation's National Board of Directors on recommendation of the Allied Health Scientific Committee. The Kidney Foundation reserves the right to grant or refuse any application without stating its reasons.

6. NOTIFICATION OF AWARD

Successful applicants will be notified by official letter by July. A copy of the letter will be sent to the department head and comptroller named on the application.

The Kidney Foundation expects that all those who receive support will willingly accept invitations to discuss their research with lay members of the Foundation.

Unsuccessful applicants will be notified by official letter, along with a copy of the letter to the department head. It should be recognized that the Foundation has a limited amount of funds, and although applications may have merit, there may not be sufficient funds to award all such applications.

7. OTHER RESPONSIBILITIES OF GRANTEE

7.1 Final Project Report

The thesis, final paper or summary report (as applicable to the program requirements) will be considered the final report. This is to be submitted to the Allied Health Kidney Scientific Committee within 90 days following conclusion of the study program.

Two copies of any publications, materials or products arising from the Scholarship award will be sent to The Kidney Foundation.

There will be appropriate acknowledgement of the support of the Foundation in all publications arising out of the work done during the tenure of the award. Two (2) reprints of each publication must be sent to the Foundation.

The applicant is requested to submit a permanent address where he or she can be reached in the future as well as any changes of address for the purpose of any follow-up studies or correspondence the Foundation may wish to conduct.

8. CONTACT INFORMATION

For further information on application submissions, please contact:

Christine Marquis

Research Grants and Awards Manager

Telephone: 438-812-5098

E-mail: christine.marquis@kidney.ca