KRESCENT Post-Doctoral Fellowship – Full Application

INSTRUCTIONS for Online Submission

These instructions provide general information and instructions regarding the Post-Doctoral Fellowship full application stage and does not contain all information required to complete the online application. Please follow the policies and online instructions provided on ProposalCentral.

SECTION 1 - Title Page
Project Title

Theme

Applicant Consent Form
Signed copy of the Applicant Consent Form is required at all application stages. Can be downloaded from **Section 2 or 12** and upload to **Section 12**.

Have you completed your PhD defense at the time of application?
Yes
No - If you answered NO, a proof of successful PhD Defense (if applicable) will be required before the funding start date June 15.

SECTION 2 - Download Templates & Instructions
Applicants can download the following templates and upload relevant templates/attachments in Section 12 - Application Documents.

Note: Instructions for preparing, formatting, and uploading attachments on Community Engagement Section, please see SECTION 12 in this document.

Policies
Politiques (Policies - French version)
Best Practices
Application Instructions
Instructions pour la présentation d'une demande
Degrees in Progress (required)
Training Expectations – 2 pages (required)
Proposed Training Program (SumResProject & Mentorship) - 4 pages (required)
Appendices (SumResProject) – References, tables, figures and other graphics
Condition of Eligibility (required)
Declaration (required)
Applicant Consent (required)
Supervisory Experience (if applicable)

There is no KRESCENT CV template for downloading. You can upload the CIHR Project BioSketch CVs in Section 12.

<u>CV for Principal Applicant (required)</u>
Principal Applicant must upload their CV to ProposalCentral. The KRESCENT Program accepts the CIHR Project BioSketch CV.

<u>CV for Supervisor(s) (required)</u>
Supervisor(s) CVs must be uploaded to ProposalCentral by the Principal Applicant. The KRESCENT program accepts the CIHR Project BioSketch CV. Supervisor(s) are asked to sign and date their CVs, and by doing so they agree to adhere to KRESCENT guidelines.

Electronic signatures are accepted on CVs.

*To upload attachments, go to **Section 12 - Application Documents.***

SECTION 3 - Enable Other Users to Access this Proposal
This section allows you to give other users access to your grant application.

SECTION 4 - Applicant
<u>Applicant Profile Information</u>

SECTION 5 – EDI Survey

SECTION 6 - Institution Paid & Contacts
List the Institution that will administer the funds for your project.

List your Supervisor(s), Head department and Financial Officer.

SECTION 7 – Sponsor's Letters of Reference
Candidates must ask three individuals to complete the Sponsor's Assessment Form. These should include (if applicable) assessments from each of your two most recent research supervisors. One of these assessments should be from your PhD supervisor. Give the names of the individuals whose assessments accompany this application. Note: additional assessments will not be considered.

SECTION 8 – Partnerships
The partners listed have agreed to support a KRESCENT Post Doctoral Fellowship (PDF) and/or New Investigator Award (NIA) award that aligns with their areas of interest. Please indicate if your research project aligns with the interests of one or more of the listed partners (select all that apply). Please note that selecting one of these programs will in no way affect the peer review of your application. Rather, all applications will continue to be ranked according to overall excellence by the peer review committee.

SECTION 9 - Plain Language Abstract & Research Accomplishments
<u>Plain Language Abstract and Title</u>
Clear and concise plain language abstracts are an essential component of any research proposal or research article. Your lay abstract must clearly communicate why your research matters to a broad audience that includes patients, funders, and policy makers.

Use plain language and aim for a broad audience at Grade 8 to 10 reading level (Please verify reading level using available reading level assessment tool): Patient partners will have a wide range of scientific literacy and academic knowledge. It is essential that the lay abstract is accessible to a broad audience including patient partners, funders, policy makers. Write as though you are explaining to one of your relatives in Grade 10 high school, or your grandmother – someone who genuinely cares about you and shares your passion about the work you are doing. Alternatively, write your lay abstract like a high school newspaper article. For required formatting, please see "2022 Best Practices for Writing Plain Language Abstract". **650-750 words**

This information will be used in communications to the volunteers, donors and public about research supported by the Foundation.

<u>Training Outside Canada</u>
Note: Priority will be given to applicants who intend to return to Canada once training is completed. If you are proposing training outside of Canada, your supervisor(s) must complete the Supervisory Experience Form also available on the KRESCENT website. This form must be included with your supervisor's CV.

<u>Keywords</u>

<u>Categories</u>

SECTION 10 - Ethical Requirements, EDI and Sex & Gender
- Ethical acceptability of research involving human subjects
- Animal Care Approval Form
- Human Stem Cell
- EDI Principles
- Sex & Gender
- Biosafety Containment Certification

You will be required to submit the appropriate documents by the deadline date or if funded, before funding is released.

SECTION 11 - Publications
Up to five (5) papers, relevant to the application, may be included as appendices. For articles submitted but not yet printed, letters of acknowledgment of receipt or acceptance from the publishers must be attached. **Any papers that exceed the 5-paper limit will be removed.** Any manuscript, paper, etc. included with an application, but not yet published must be accompanied by documentation from the journal verifying whether it has been submitted, accepted for publication or is in press. Letters indicating confirmation of acceptance for publication of a paper 30 days after application deadline.

SECTION 12 - Application Documents
Applicants can upload their documents in this section by clicking the "Attach Files" button. **The '*' indicates that Attachment Type is required for submission.** The following attachments to be uploaded:

*Degrees in Progress (**required**)

*Training Expectations - 2 pages (**required**)

Provide an overview of your reasons for applying to the KRESCENT program. Explain how you think the KRESCENT program will help you in establishing an independent research career. Please include how your research program lends itself to:

- Formation of collaborative research teams or networks
- Translational initiatives involving other research themes (e.g. biomedical research, clinical research, research respecting health systems and health services, and research on societal, culture and environmental influences of health and the health of populations)
- Establishment of your long-term career goals (include relevance to kidney disease)

No additional pages may be added.

*Proposed Training Program (SumResProject & Mentorship) - 4 pages (**required**)

Please complete this section in collaboration with your proposed supervisor. Both you and your supervisor should sign at the bottom of page 4 to confirm the accuracy of the proposed training program.

Summary of Research Project - Include specific research hypotheses and describe the candidate's own role in the project. This summary should be written in general scientific language. Use the space below for the text part of your research proposal. ONLY the necessary references, tables, figures, and other graphics can be submitted as a separate PDF document. Text should be single-spaced, Arial (regular), 11 point. No additional pages may be added.

Mentorship - Please complete this section in collaboration with your proposed supervisor. Both you and your supervisor should sign at the bottom of page 2. The KRESCENT program seeks to develop the next generation of Canadian kidney research leaders. Mentorship is an important component of the training experience that will facilitate achievement of this goal. In this section, the trainee's supervisor should describe the institutional mentorship program, including the frequency and content of supervisor / trainee meetings, advisory committees (if applicable), and other educational activities (e.g. journal clubs, seminars, etc.). The trainee's professional responsibilities, including involvement in other research projects or other duties, should also be described.

Describe the space, facilities and personnel support which will be available to the candidate. What operating funds are available to support the proposed research project?

The KRESCENT program requires that 80% of the candidate's time and effort will be devoted to the research project and clinical activities upon which the research project(s) are immediately dependent. Describe all the activities undertaken by the candidate other than direct work on the proposed research project (e.g. teaching courses, supervision, seminars, and clinical activities). Indicate the percentage of time to be spent on each activity using whatever timeframe (i.e. per week, month, and year) that best describes the involvement.

Appendices (SumResProject) – References, tables, figures and other graphics

Community Engagement Section – 2 pages (this section is optional)

Please provide insight on any research components, approaches and perspectives that are relevant to your project or program that may not have been included within other aspects of the application package. This may include things such as community affiliation, community partnerships, current relationships that are pertinent to your proposed work or experience and plans for expanding relationships or opportunities through your research.

For example:
- how you plan to offer innovative approaches while respecting community principles and/or community ethics (such as alignment with OCAP https://fnigc.ca/ocap-training/ or EGAP frameworks (https://blackhealthequity.ca/wp-content/uploads/2021/03/Report_EGAP_framework.pdf)
- how your work will support and value Indigenous Ways of Being
- how you are uniquely positioned to excel within the proposed work as is related to relationships or training in community.

*Condition of Eligibility (**required**)

*Declaration (**required**)

*Supervisor letter confirming acceptance of candidate & research proposal (**required**)

*Applicant Consent Form (**required**)

Sponsor's Assessment of Candidate for an Award Form - BLIND
The form should be sent by the competition deadline, to provide candidate sufficient time to finalize application. The KRESCENT Program will not consider late or incomplete applications.

Supervisory Experience Form (if applicable)

*CV for Principal Applicant (**required**)

*CV for Supervisor(s) (**required**)
All Supervisor(s) must sign and date their CVs. By doing so they agree to all KRESCENT granting policies.

Electronic signatures are accepted on CV.

Templates and instructions files can be downloaded in this section as well.

SECTION 13 – Validate
Click the 'Validate' button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen.

SECTION 14 – Signature Page(s)
It is agreed that the general conditions governing grants and awards as outlined in the policies apply to any grant or award made pursuant to this application and are hereby accepted by the applicant(s) and the applicants' employing institution. The nominating Institution recommends this candidate for the operating grant and undertakes (1) to provide adequate accommodation and research facilities, (2) to provide the candidate with a faculty appointment, or to maintain the faculty position of the candidate.

To sign, enter your first and last name, then click 'Sign' below. SECTION 3: Applicants only need to add people in this section who are <u>not signatories</u> and who should be able to access the application.

Signatories for the signature page are added in SECTION 6. However, when a signatory is added in SECTION 6, they are automatically added to SECTION 3 and access is automatically given so that they can e-sign the application. An applicant should not delete anyone who is signing from SECTION 3 of the application. Please note an applicant does not manually enter the signatories for the signature page in SECTION 3.

SECTION 15 – Submit