



Allied Health Kidney Doctoral Fellowship – Full Application CHECKLIST for Online Submission

This checklist provides general information and instructions regarding the Allied Health Kidney Doctoral Fellowship full application and does not contain all information required to complete the online application. Please follow the policies and online instructions provided on ProposalCentral.

APPLICATION DETAILED CHECKLIST FOR ONLINE SUBMISSION

Prior to submission, all applicants should check their application for the following Proposal Sections:

SECTION 1 - Title Page

Indicate the program(s) you are applying to:

KFOC (AHKDF) Only

or

KRESCENT and KFOC (AHKDF)

Applicant Consent Form

Signed copy of the Applicant Consent Form is required at all application stages.

Can be downloaded from Section 2 or 13 and uploaded to Section 13.

SECTION 2 - Download Templates & Instructions

*Applicants can also download the following templates and upload the templates/documents in **Section 13 - Application Documents**.*

Best PracforWritingPlainLangAbstract-English

Résumédecommuniquelanguageclaire-French

Checklist-English

Liste de vérification-French

AHKDF Policies-English

Politiques BDPRP-French

Degrees in Progress (required)

Training Expectations (required)

If applying to KRESCENT please explain how the KRESCENT program can help you reach your training objectives.

Summary of Research Project – 3 pages (required)

Please complete this section in collaboration with your proposed supervisor.

Both you and your supervisor should sign at the bottom of page 3 to confirm the accuracy of the proposed training program.

Include specific research hypotheses and describe the candidate's own role in the project. This summary should be written in general scientific language.

Describe the space, facilities and personnel support, which will be available to the candidate.

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 dependant. 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.

The Summary of Research Project is to be signed by the supervisor(s) and candidate.

Applicant Consent Form

For use and disclosure of personal information provided to KFOC for peer review.

Supervisory Experience (if applicable)

To be completed by supervisors outside of Canada who are not using the KRESCENT form.

CV Form

You can upload the CVs in **Section 13**.

- CV for Applicant (required)
Applicant must upload their CV to ProposalCentral. The KFOC accepts the CIHR Project BioSketch CV.
- CV for Supervisor(s) - (required)
Supervisor(s) CVs must be uploaded to ProposalCentral by the applicant. The KFOC accepts the CIHR Project BioSketch CV.

Electronic signatures are accepted on CVs and Signature Pages.

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

Applicant Profile Information

SECTION 5 – EDI Survey

SECTION 6 – Institution Paid & Contacts

List the institution that will administer the funds for your project.

SECTION 7 – Sponsor’s Assessment

Candidates must ask at least two (2) individuals to provide assessments on their behalf. These should include your PhD supervisor and someone else who can assess your research skills.

SECTION 8 – Plain Language Abstract & Training Outside Canada

Plain Language Abstract and Title

Clear and concise plain language titles and 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 instructions, 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.

Training Outside Canada

Only to be completed by candidates proposing training outside of Canada.

Categories

Keywords

SECTION 9 – Knowledge Translation Plan

The Allied Health Kidney Doctoral Fellowship includes a section asking each applicant to include a short description of their Knowledge Translation (KT) plan. The purpose for the inclusion of a KT plan in the application is to encourage applicants to begin considering KT at the outset of their research project, to ensure that research findings are broadly disseminated and there is uptake where applicable.

SECTION 10 – Activities & Career Goals

SECTION 11 – Ethical Requirements, EDI and Sex & Gender

- Ethical acceptability of research involving human subjects

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

EDI and Sex & Gender

The Kidney Foundation of Canada expects that all applicants will integrate sex and gender considerations into their research designs when appropriate.

The Kidney Foundation also asks that applicants justify all other aspects of EDI considerations in their application package, including equitable recruitment of participants where applicable. *Are these concepts included in the grant and well justified?*

SECTION 12 – 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 must be received by April 30.

SECTION 13 – 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.**

Following documents to be uploaded (attachment type):

- *A program description provided by your institution
- Appendices – References, Questionnaires and Consent Forms (the Appendix is limited to references, questionnaires and consent forms).
- *Applicant Consent Form (required)
- *Certified academic transcripts (graduate and undergraduate)
- *CV for Applicant (required)
- *CV for Supervisor(s) (required)
- *Degrees in Progress (required)
- *Summary of Research Project (required)
- Supervisory Experience Form (if applicable)
- *Training Expectations (required)
- Permanent Resident document (if applicable)
- *Proof of Acceptance into a full-time studies program (required)

Electronic signatures are accepted on CVs and Signature Pages

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

SECTION 14 - 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 15 – Signature Page(s)

Please ensure that you have all required signatures Applicant, Supervisor(s) and Department Head (training location)

SECTION 16 – Submit

It is the responsibility of the applicant to ensure that each item be completed or where allowed submitted within the appropriate time. Incomplete applications will not be considered.

CONFIRMATION OF APPLICATION SUBMISSION

By ProposalCentral