

The sections below correspond directly to sections of the
[Postgraduate Fellowship Online Application Form](#)

GENERAL INSTRUCTIONS

- The deadline for receipt of all Postgraduate Fellowship applications for this competition is **October 11, 2019 at 4:00 pm. Please note that specific institutional internal deadline(s) may also apply, contact your institution regarding this matter.**
- It is the **Trainee's** responsibility to ensure that the application is **complete** and submitted by the deadline. No supplemental information may be provided after the deadline. Incomplete applications (including those lacking any of the required signatures) will not be considered. **Failure to comply with the above instructions may deem a proposal as ineligible.**
- Trainees are required to provide a response to each question in the application using the space provided. Attachments may be appended where indicated.
- Please consult the Program Guide for information on eligibility.
- Do not submit transcripts for the Postgraduate Fellowship competition. We do not request them as part of the application (for Postgraduate Fellowships only), nor are upload buttons made available for submitting them. The review committee will not look at transcripts for this competition.
- When using the SmartSimple application form you must click "Save Draft" to view the content you have entered and to access certain tools (e.g., buttons to attach requested documents). If you experience challenges with the application, click "Save Draft" before attempting other troubleshooting approaches, as this typically resolves the issues experienced.

CREATING AN ACCOUNT

- To submit an application the you must first register at the [AI online application portal](#).
- Shortly after completing the registration, you will receive an email with login information and instructions to access the portal.
- If you have already created an account in the past with the same email, you do not need to register again. You may request a password reset if you do not remember your login information.

CREATING AN APPLICATION

1) Personal Information

Personal information is populated from the profile that was used to register the account. Once the draft is saved, the primary contact field will populate with your information. To update any personal information, please click on your name at the top right-hand corner of the homepage under *Personal Profile*.

2) Publication List:

Please include published or in-press research contributions only. In-press publications are those publications that have been made available online by the publisher and are citable using DOI, and which will be assigned a publication date and issue. Published or in-press publications do not include articles

that are: in preparation, submitted, under revision, resubmitted, forthcoming, accepted with revisions or accepted without a DOI.

Publications are to be listed following the format and category guidelines provided below. Failure to comply with the application instructions may deem a proposal as ineligible.

Format:

- Full authorship order as it appears in the original publication (Trainee's name in bold);
- Year;
- Title;
- Publication name and volume*;
- First and last page numbers*;
- Role in publication (Limit of 2 sentences)

* Publication volume and page numbers: for in-press publications, please include DOI instead.

Categories:

- Published or in-press peer reviewed primary research articles
 - Knowledge dissemination of experimental results
- Published or in-press peer-reviewed review articles (including systematic reviews)
 - Analysis or discussion of research previously published by others
- Published or in-press books, monographs, book chapters or contributions to a collective work
- Oral presentations
 - Presentations as an invited guest speaker or contributed talks, excludes poster presentations
- Abstracts
 - Published or non-published abstracts from participation in peer activities such as, but not limited to, poster presentations at conferences and workshops, etc.
- Patents
 - Please specify if the patent was granted or is pending. The primary inventor name should appear first followed by the co-inventors, if any
- Reports
 - Research reports or reports produced for the government

For example, if you have the following research contributions:

- 1 published research article as second author (to be listed)
- 1 review article accepted with minor revisions for publication as first author (do not list)
- 2 poster presentations as first author, including 1 published abstract (to be listed)
- 1 patent as co-inventor (to be listed)

Based on the example provided, the publication list could be as follows:

Published or in-press peer reviewed primary research articles

Author1. Author2. Author3. Year. Title. Publication name and volume. First and last page numbers. Role in publication (2 sentences maximum).

Abstracts

Author1. Author2. Year. Title. Name and or title of Conference. Place of Conference.
Role in publication (2 sentences maximum)

Author1. Author2. Author3. Year. Title. Publication name. Supplemental Information (Name and Title of Conference). First and last page numbers.
Role in publication (2 sentences maximum)

Patents

Inventor1. **Co-inventor**. Year issued or filled. Title. Country Patent number or Country application number. Date filled. Date issued or Patent pending.
Role in publication (2 sentences maximum).

3) Mentors Team

Each application must identify **2 mentors**. Do not include the Primary Research Supervisor, Co-Supervisor, or any other members of your supervisory committee in this list of two mentors. You may select scholars in other departments or individual's outside of the academic environment as mentors (it is up to the Trainee to justify the selection). The purpose of these two mentors is to provide advice and connections beyond the one's immediate supervisory committee. Visit the following link for resources on mentorship: <https://albertainnovates.ca/funding-health-innovations/training-and-early-career-development/mentorship-resources/>

- A **signed** Mentorship Information Form must be attached for each mentorship advisor using the Mentorship Information Form. AI will accept electronically scanned, facsimile or original signatures.

4) Proposed Research Project

The Scientific Abstract and Lay Abstract are non-confidential sections of the application that may be shared with stakeholders and/or used for a variety of analytic purposes. The Scientific Abstract and Lay Abstract sections of funded applications may be made available to the public.

Proposed Research Description: Ensure that the hypothesis/research question, objectives, methodological approach and expected outcomes are described in sufficient detail for the reviewers to be able to assess the feasibility and overall merit of the proposed research in terms of its suitability as a training opportunity. Trainees are expected to write the research proposal independently. The proposal should be written in general scientific language that is understandable by a broad audience. Only references related to the project description are to be listed in the references section.

5) Supervisory Team

Signed biographical sketch must be attached for the Primary Research Supervisor and Co-Supervisor (if applicable) using the Biographical Sketch Information Form along with a maximum of four (4) appended pages in a combined PDF file. AI will accept electronically scanned, facsimile or original signatures.

6) Research & Innovation Leadership Potential

This is an opportunity to highlight your motivations, unique strengths and potential to make a difference in Alberta's health research and innovation ecosystem.

7) Letters of Reference

Click to Add References and provide the name and contact information of your referees. Trainees are **required to have three letters of reference**. The proposed **Primary Research Supervisor** may submit one of the three letters of reference. These letters of reference are submitted in a confidential manner to AI solely for the purpose of supporting the application for a competitive award. Therefore, they must be received by AI either: (a) by letter mail in a **sealed and signed envelope**, or (b) as a **signed letter in PDF format sent directly from the referee** to grants.health@albertainnovates.ca. Please note that we require a **signed copy** of each letter of reference; we will accept electronically scanned, facsimile or original signatures.

SUBMITTING AN APPLICATION

Once all required information is completed, click the submit button to submit your application. **Please note: Once the application is submitted, no further changes can be made to the application. Applications must be submitted by the deadline.** Clicking submit will send the application to AI where the information will be verified and then emailed back to the Trainee for signature within two weeks of the competition deadline. Once the Trainee signs the application, it will be emailed to the appropriate institutional Research Services Office for signature. **The application is only considered complete once all signatures have been received.**

The names of the successful Trainees will be posted on the AI website.