



CBITN

Application Guidelines

2024-2025

Master's Studentship
Doctoral Studentship
Postdoctoral Fellowship

Funding Opportunity

Co-Funders:



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2) Proposed one-year project - 40 points 20

3) Applicant full academic CCV - 15 points..... 20

4) Academic mentor's full academic CCV - 5 points..... 20

5) Letter of support from the applicant's academic mentor - 5 points 20

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2) Proposed one-year project - 25 points..... 20

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4) Academic mentor's full academic CCV - 5 points..... 20

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Studentship and Fellowship Opportunities 2024–2025

- Applications for the following opportunities are available to be held anywhere at a Canadian institute of higher education
 - **Master’s Studentships**
 - **Doctoral Studentships**
 - **Postdoctoral Fellowships**
- **Duration:** One (1) year. Applications are renewable upon resubmission.
- **Competition timeline:** Submissions accepted from Tuesday, April 2nd, 2024@ 12:00 (EDT) to *Monday, May 27th, 2024@ 17:00 (EDT)*. Results will be announced in July 2024.
- **Starting Date:** September 2024

Overview of the CBITN Mentoring Approach

- **Mentee-centred**
 - Mentees co-develop and determine their learning goals, objectives and progress evaluations
- **Collaborative, interdisciplinary, and intersectoral**
 - Mentees work with investigators/peers from various academic disciplines and sectors
- **Autonomy-directed**
 - Mentees receive more guidance early on and progress towards greater autonomy
- **Skill-driven**
 - Mentees identify and develop skills needed to succeed in academia or non-academic sectors
- **Experiential learning**
 - Mentees learn better by “doing” rather than “observing”

Intended Outcomes

At the end of the one-year funding period, the successful applicant will have:

- Acquired further knowledge around the development and testing of behaviour change interventions;
- Acquired non-academic skills through professional development opportunities;
- Participated in mentoring experiences with academic and non-academic mentors;
- Expanded their academic and non-academic network;

In addition, the successful applicant will have access to the following opportunities:

- Participation in an experiential internship either within or outside the academic setting; and
- Participation in certified training in Good Clinical Practice (ICH-GCP) and Health Canada Division 5 regulatory compliance.

Application Portal

- [Apply for funding](#)
- **Application deadline:** Monday, May 27th, 2024, 5:00pm EDT.

Please note: by clicking the links above, you will be redirected to the CANTRAIN website, who has kindly partnered with CBITN to host the application uploading information within their portal. CBITN is independent of CANTRAIN and each organisation has slightly different criteria and application processes. Please make sure that you follow the guidelines for CBITN applications.

Steps to Follow

1. Both the *applicant* and the *academic mentor* must become CBITN members (which is free to join).
 - To become a member please sign up at:
<https://mbmccmcm.wufoo.com/forms/cbitn-membership-application/>
 - Note: the Professional/Community mentor does not need to become a member of CBITN, but they are welcome to do so
2. Go to the CANTRAIN portal at: <https://wecantrain.ca/home/studentships-fellowships-and-internships/>
3. Select the opportunity that you intend to apply too.
 - Master's and Doctoral Studentship
 - Postdoctoral Fellowship
4. Select the "APPLY TO CBITN" tab.
5. Complete the registration information
 - As part of the registration process some information about the applicant, the academic mentor, and the Professional/Community mentor will be needed.
6. Finalise your registration using the activation email sent to your email address, after which you can access and verify your profile and submission information.
7. Applicant profile information and application document can be modified, as needed, after submission until the **Monday, May 27th, 2024, 5:00pm EDT deadline**.

Review Process

- Submissions to CBITN will be reviewed for completeness before being evaluated by the review committee. Incomplete applications will not be reviewed.
- The CBITN review committee is made up of experts in and outside of academia (e.g., industry, healthcare, alumni, etc.). Each application will be reviewed by two academic experts and one expert outside of academia, while ensuring the absence of conflict of interests.
- It is expected that the CBITN review committee will announce selections of the 2024-2025 cohort in **July 2024**.
- Upon announcing the winners, applicants will have 2 weeks to either accept or reject their entry, after which point offers will be retracted.

Award Details – Studentships and Fellowships

The **maximum** scholarship funding values that can be obtained through this competition for each level are:

- Masters: \$17,500
- Doctoral: \$35,000
- Postdoctoral: \$45,000

The level of funding each mentee will receive is based on two factors:

1. The mentee's current funding from federal, provincial, or equivalent agencies and organisations; and
2. The level of provincial partner funding that is provided to CBITN.

1) Mentees with current funding from federal, provincial, or equivalent agencies and organisations

Mentees who already have external funding* will not be eligible for the maximum level of funding. However, the following top-up scholarships would be provided:

- Masters: \$3,000
- Doctoral: \$5,000
- Postdoctoral: \$6,000

* Each mentee will be evaluated on a case-by-case basis, but examples would included mentees who have received provincial or federal funding that is of at least an equivalent level of our maximum funding levels.

2) The level of provincial partner funding that is provided to CBITN

For mentees who are eligible to receive the maximum funding, ***the following proportion will be provided by CBITN*** through the CIHR grant:

- Masters: \$8,750
 - Doctoral: \$17,500
 - Postdoctoral: \$22,500
- CBITN has partnered with most provinces in Canada to be able to provide the full maximum amount. These matching funds depend on the availability from the provincial partners or a private partner. These

additional funds are also impacted by partnering provincial co-funders rules for eligibility, which will be evaluated on a case-by-case basis.

- All CBITN funding will be issued through the academic institution of the awardee. As such, the timing of when monies are distributed is not in the control of CBITN.

In all cases, it is expected that the supervisor contributes to the applicant's funding in the amount required to meet any minimum stipend rules at their institution. This award may be combined with other awards as an incentive, up to a combined maximum stipend allowed by the institution and/or partnering co-funders and/or the funding conditions of current awards previously obtained by the applicant.

Eligibility

- This funding is open to Masters students, PhD students, and postdoctoral fellows, who will be registered full-time for the 2024-25 academic year and conducting research related to behavioural intervention development or testing.
- The funded mentee must be a Canadian citizen, Canadian permanent resident, or have a valid work permit or student visa.
- Applicants and their academic mentors must be members of CBITN. It is free to join CBITN. To become a member please sign up at: <https://mbmccmcm.wufoo.com/forms/cbitn-membership-application/>.
- CBITN requires applicants to have a second professional/community mentor, e.g., a patient, community member, healthcare professional, policy maker, or someone from the private sector. These mentors cannot be primarily researchers,* but may have an academic appointment such as an adjunct position or equivalent.

* The definition of someone who has a primary research profile is: having held principal applicant/investigator or co-principal applicant/investigator funds from a recognised provincial/federal/international funding agency *OR* being the first or senior author on a peer-reviewed journal article within the last 5 years. This second mentor is a **requirement of funding**.

Applicants submitting to the CBITN competition may not submit applications to other Clinical Trials Training Platforms (CTTPs) participating in this competition (i.e., CANTRAIN, StrokeCOG, and CAN-TAP-TALENT).

Only one application per level per academic mentor is allowed. Should an academic mentor support more than one mentee per level then all mentees at the level will be removed. This means that an academic mentor can support a maximum of 3 mentees, 1 at the masters level, 1 at the doctoral level, and 1 at the postdoctoral level.

Commitment to Equity, Diversity, Inclusion, and Accessibility (EDIA)

This training program considers scientific excellence and also aims to support the full and fair participation of all members of the health research community through consideration of barriers experienced by underrepresented groups, with respect to EDIA principles as outlined by the Canadian Institutes of Health Research ([learn more](#)).

The EDIA committee is committed to achieving the following goals by ensuring the following:

- 1) This training program is accessible to diverse groups across Canada. This will involve strategic program advertising as well as the identification and mitigation of barriers preventing individuals from applying.
- 2) The selection of successful applicants to the program is made with EDIA principles in mind so that the demographic and diversity characteristics of our cohort are reflective of the Canadian population as a whole.
- 3) Program events are organized with EDIA principles in mind, ensuring that they are accessible and welcoming to all cohort members.
- 4) All cohort members are provided with quality training on considering EDIA in the design and conduct of behavioural trials.

Requirements for Applicants (Mentees)

The successful applicant **will be required** to complete the following CBITN training program activities:

1. The CBITN core curriculum content, related to conducting and designing behavioural research (approximately 30 hours);
 - Content in the past has included topics such as: Basic Concepts and Unique Elements of Behavioural Interventions and Trials; Theories of Behaviour Change; Persons with Lived Experience Engagement and Designing for Implementation; Behavioural Intervention Development Models; Optimising Interventions: Introduction to MOST; Clinical Trial Designs; Pilot Studies; Evaluation: Outcomes and Fidelity Measures; Implementation Science; Knowledge Transfer and Mobilization; and The Use of Reporting Guidelines (CONSORT, TIDieR).
2. At least one professional skill development training opportunity (e.g., workshop, course, etc.), these can range from 4 -20 hours depending on the course;
 - A variety of programs are available through the participating core academic institutions. Options are available in both English and French
3. Attend either the CBITN regional or national networking event (1 to 3 day events);
4. Completion the CBITN Equity, Diversity, Inclusion, and Accessibility (EDIA) Training (approximately 2 hours)
5. Participate in the CBITN Mentee Forum (a participatory forum designed for mentees to share and offer feedback on CBITN activities)
 - This mentee led group meets approximately 4 times per year, which each meeting last 1 hour.

The successful applicant will also **have access to** the following CBITN training program activities:

1. Funding for internships
 - These provide opportunities to undertake an experiential internship ideally outside of academia.

- This immersive experience provides opportunity for unique and focused professional development that can last up to 12-weeks.
 - CBITN provides up to \$6,000 CAD in additional funds to support the internship experience.
2. Funding for additional training opportunities
 - There are funding opportunities to offset costs to attend additional training opportunities that are associated with the mentees planned career path.
 3. Acquired certified training in Good Clinical Practice (ICH-GCP) and Health Canada Division 5 regulatory compliance.
 - Through our partnership with CANTRAIN, all mentees can access regulatory general trial training.

Requirements for Mentors

Academic Mentors

The role of **academic mentors** (known as academic supervisors) is to:

- provide a letter of recommendation
- co-create the mentee's individualised development plan (IDP);
- co-select the mentee's professional/community mentor;
- guide the mentee along their training path through content that supports their long-term goals, which may include:
 - professional skills development training opportunities; and
 - an experiential internship experience.
- review, adjust, and report the mentee's IDP on a regular basis in collaboration with the mentee and professional/community mentor.
- complete the CBITN Equity, Diversity, Inclusion, and Accessibility (EDIA) Training (approximately 2 hours)
- complete the CBITN Mentor Training (approximately 4 hours)

Letter of recommendation from the applicant's academic mentor

An online system will send a link to the academic mentor so that they can complete the letter of recommendation.

This letter must be no more than two (2) pages and include:

1. In what capacity they know the applicant;
2. How long they have known the applicant;
3. Description of the applicant's personal characteristics, including strengths and key areas where growth is needed;
4. Personal assessment of the applicant's professional promise;
5. Reasons why the applicant would benefit from participation in this program;
6. Description of the training environment offered to the applicant and how it supports the applicant's proposed project and personal goals;
7. Description of how the mentor's program of research is related to behavioural research, interventions and/or trials ongoing in their training environment or lab;
8. Statement about how the environment, training and/or project speaks to [principles of EDIA as outlined by the CIHR](#).

Professional/Community Mentors

Professional/Community mentors may be a patient, community member, healthcare professional, policymaker, or someone from the private sector whose primary role is outside of academia. Anyone who has a primary or major role as an academic is not eligible to be a Professional/Community mentor (defined as having held principal applicant/investigator or co-principal applicant/investigator funds from a recognised provincial/federal/international funding agency OR being the first or senior author on a peer-reviewed journal article within the last 5 years).

The role of the **Professional/Community mentor** is to:

- provide a letter of support
- co-create the mentee's individualised development plan (IDP)
- offer guidance and insights on the skills, aptitudes, and long-term career and networking goals of the mentee
- complete the CBITN Equity, Diversity, Inclusion, and Accessibility (EDIA) Training (approximately 2 hours)

- complete the CBITN Mentor Training (approximately 4 hours)

The time commitment being asked of Professional/Community mentors should not typically exceed 15 hours over the funding year and should be directed mostly toward the beginning of the funding-year.

CBITN offers compensation to all Professional/Community mentors for the valued time and efforts they invest in CBITN and our mentees. The compensation will be offered at CAD 25\$/hour.

Compensation would cover the following activities:

- Mentor training
- EDIA training
- Meetings with the mentee (plus prep for meetings where appropriate)

Professional/Community mentors will have the option to claim this compensation at the end of the academic year (i.e., August).

Letter of support from the applicant's Professional/Community mentor

An online system will send a link to the Professional/Community mentor so that they can complete the letter of support.

This letter must be no more than one (1) page and include:

1. Confirmation that they are willing to be the mentees Professional/Community mentor;
2. If applicable, how long they have known the mentee and in what capacity;
3. The expertise and/or perspective that they will bring to the mentee;
4. Confirmation that they meet the criteria to be a Professional/Community mentor; and
5. An agreement to undertake the CBITN EDIA and mentor training.

Registration

The following information will be needed to complete the registration process:

Applicant information

- CBITN membership number
- Name
- Email address
- Highest degree held
- Category of funding being applied for
- Program that you will be enrolled in for the 2024-25 academic year, and the date of enrollment
- Information on the Department, Faculty, and University for the program

Academic mentor information

- Name
- CBITN membership number
- Email address

Professional/Community mentor information

- Name
- Email address

Application Document

Formatting

- **Please note that some elements of the application need to be completed online and some need to be uploaded as a PDF document.**
 - For the information that needs to be provided online, it is recommended that you prepare the information in a document ahead of time and then cut and paste the information into the form

For documents that need to be uploaded as a PDF please use the following formatting

- Format must be letter size (8 ½ x 11" – 216 mm x 279 mm).
- All margins must be at least 2 cm.
- Font: Arial (12 points)
- Single-line spacing
- Header: Last name, first name of the applicant, and status at the time of application (e.g. DOE_John_Master_Student_1st_Year)

Application documents include (9 components):

1) Personal statement (completed online)

This statement will be completed online, with the following required sections. Please note the word count for each section. It is recommended that you prepare the information in a document ahead of time and then cut and paste the information into the form:

1. How the applicant's project is related to behavioural / behaviour change interventions (200 words);
2. Why the CBITN program is of interest to the applicant and how they expect to benefit from this training experience* (200 words);
3. Overview of the applicant's current training environment and mentoring support (200 words);
4. Description of the applicant's professional, academic and extracurricular experiences and/or achievements and how they will contribute to their training success (200 words);

5. Details of the applicant's career goals and how the award would help to support their pursuit of these goals (of note, there is no expectation that all mentees will go into academia and other career paths are seen as similarly important) (200 words);
6. If applicable, reflection about barriers that the applicant as a member of an underrepresented group in science or research has experienced and ways that they have sought to overcome these barriers, and details about how the present award would support them in overcoming barriers relating to equity, diversity, and inclusion (200 words).

*Individuals who have previously held CBITN scholarships and are reapplying, an emphasis around how an additional year in the program will provide personal benefit is needed.

2) Proposed one-year project (uploaded pdf)

This section should be *no more than four (4) pages* and must include all text and non-text components, e.g., tables, graphics, and images. There are no limits on the number of pages for references, and these are not included in the 4 pages detailed above. *Appendices or supplementary sections or pages are not allowed.*

The project description must include:

- **Research Question** (overall goal/objectives of the project)
- **Background** (5 points) - description of the context, background, and preliminary results (if available)
- **Methods** (15 points)
 - Description of the study population
 - Study design/implementation
 - Outcome measures (including measurable outcomes and definitions of success) with community impact and real-world experience to be highlighted.
 - Analytic plan (including sample size justification, where appropriate).

- **Impact and Expected Outcomes** (10 points) – expected results, project deliverables and dissemination (include how this project will impact the training of the applicant).
- **Feasibility and Timelines** (10 points) – demonstrate scientific and technical feasibility (e.g., recruitment of patients, acquisition of data, biostatistics, access to necessary equipment, etc.), identify potential limitations and describe mitigation strategies, describe timelines and milestones. Where the proposed project relies on existing resources (e.g., databases, established research infrastructure, equipment), describe the availability of these resources.
- **Roles and responsibilities** of the applicant in the project must be clearly stated.

3) A lay-abstract of the proposed project (completed online)

An abstract of no more than 200 words describing the key elements of the proposed project should be provided. This abstract should be targeted at a grade 8 reading level.

4) A scientific abstract of the proposed project (completed online)

An abstract of no more than 200 words describing the key elements of the proposed project should be provided.

5) Applicant full academic CCV (CCV-CVC.ca: uploaded pdf)

CCV must include all relevant academic and research activities, including elements such as, a full publication record, including submitted, accepted/in press and e-published papers, list of presentation abstracts (poster versus oral presentations at local, provincial, national, international venues), the establishment of datasets, intellectual property, commercialisation activities/participation in start-ups, non-traditional research dissemination. Do not include manuscripts that are in preparation. (Select “Common CV” and choose “Full CV”).

6) Transcripts (uploaded pdf)

Copies of the applicant's undergraduate and graduate degree transcripts (including current programs) need to be included. Official transcripts are not needed.

7) Declaration of all awards and funding (uploaded pdf)

- A written declaration of:
 - all awards/funding that have been **obtained** for the 2024/25 academic year (award letters need to be included); and
 - all awards/funding that have been **applied for** and are pending for the 2024/25 academic year.
- The declaration must include the amounts, timeframes, sources, and conditions of funding.
- This declaration **MUST** be signed by both the applicant and their academic mentor

Of note, it is the responsibility of successful mentees to inform CBITN of all funding obtained for the academic year that they receive CBITN funding. Failure to do so may lead to the mentee being required to refund any amounts provided by CBITN.

8) Academic mentor's full academic CCV (CCV-CVC.ca: uploaded pdf)

*9) For individuals who have **previously been awarded a CBITN scholarship**, the applicant must include their previous independent development plan (IDP) and a one (1) page summary of what was achieved and not achieved from the IDP. For the elements that weren't achieved, an explanation as to why this was the case is needed.*

APPLICATIONS SUBMITTED IN FRENCH

Applications and supporting documentation written in French are allowed 25% more space (i.e., the 4-page project proposal can be up to 5 pages in length).

APPLICATION EVALUATION SCHEME 1

Individuals who have not previously held CBITN scholarships

- 1) Personal statement/letter of interest from the applicant - 30 points
- 2) Proposed one-year project - 40 points
- 3) Applicant full academic CCV - 15 points
- 4) Academic mentor's full academic CCV - 5 points
- 5) Letter of support from the applicant's academic mentor - 5 points
- 6) Letter of support from the applicant's professional/community mentor - 5 points

APPLICATION EVALUATION SCHEME 2

Individuals who have previously held CBITN scholarships

- 1) Personal statement/letter of interest from the applicant - 30 points
- 2) Proposed one-year project - 25 points
- 3) Applicant full academic CCV - 15 points
- 4) Academic mentor's full academic CCV - 5 points
- 5) Letter of support from the applicant's academic mentor - 5 points
- 6) Letter of support from the applicant's professional/community mentor - 5 points
- 7) Progress on previous IDP - 15 points

CONFIRMATION OF RECEIPT

A confirmation email will be sent within 24 hours of the application submission. If such confirmation is **NOT** received within 7 calendar days from the application submission, the onus is on the individual submitting the document to follow up with awards@wecantrain.ca to ensure that all elements were received. We appreciate your assistance with this process.

QUESTIONS

E: team@cbitn.ca