



ALBERTA INNOVATES – HEALTH SOLUTIONS AIHS CY FRANK FELLOWSHIP APPLICATION INSTRUCTIONS

The deadline date for receipt of all AIHS Cy Frank Fellowship applications for this competition is **June 30, 2015, at 4:00 p.m.** Applications will be accepted if sent by overnight courier on the deadline day.

PLEASE NOTE: It is the **applicant's** responsibility to ensure that the application is **complete** and received in the AIHS office by the deadline date. No supplemental information may be provided after the deadline date. Incomplete applications (**including those lacking any of the required signatures**) will be deemed ineligible. Information received after the deadline date will not be considered.

Applicants are asked to use the space provided in the electronic application form for each item, as applicable. Additional pages should be attached only where permitted. Failure to comply with the instructions will deem an application ineligible.

ELIGIBILITY:

Please consult the AIHS Cy Frank Fellowship information document available online for eligibility information.

APPLICANT INFORMATION:

Permanent mailing address must be the applicant's current residence.

ACADEMIC BACKGROUND:

List up to five of your most recently completed post-secondary programs.

Degree type: Select one of the four options provided in the drop-down menu: Baccalaureate Degree, Masters Degree, Doctorate Degree, Other. If 'Other' is selected, specify the program.

Program end date: To meet eligibility requirements, applicants currently in a PhD program must complete their program on or before June 30, 2015. Note: Only official university transcripts for the PhD degree(s) are required for the application package.

RESEARCH AND/OR EVALUATION EXPERIENCE:

Provide relevant academic, leadership, and/ or work experiences that contributed to your career development to date. Contributions described in this section may include:

- work or volunteer positions
- committee membership
- professional development training

Applicants are permitted to report up to seven experiences they consider most relevant to the Fellowship.

End date: If there is no end date (i.e., this is an ongoing position), leave this field blank.
Relevant statement: This is an optional field. Describe why this experience is relevant to your application.

ACCOMPLISHMENTS:

In this section, only include accomplishments that are not already captured in the other sections of the application form that contributed to your career development to date. You may include a brief statement (1-2 sentences) about the significance of each accomplishment and its relevance to your application.

Contributions described in this section can be academic and non-academic achievements and may include, but are not limited to:

- Prizes, honours, and awards
- Leadership or management roles
- Supervisory experience (e.g., training of students)
- Facilitation experience
- Program development
- Teaching experience
- Knowledge translation activities (including technology transfer or commercialization)

PUBLICATIONS AND PRESENTATIONS:

In the space provided on the application form, list the publications and presentations for which you were an author/presenter. Include, if applicable, technical and non-technical publications and presentations for both academic and non-academic audiences.

Items in this list may include, but are not limited to:

- Research/evaluation papers or reports
(e.g., technical reports, policy papers produced for the government)
- Systematic literature reviews
- Peer-reviewed publications
 - Journal articles
 - Books and monographs
 - Contributions to a collective work and book chapters
- Conference presentations (e.g., panel, poster)
- Workshops or courses taught by applicant
- Presentations as a guest speaker
- Translational materials for practitioners
- Clinical guidelines
- Patents

Please note, all peer-reviewed publications should be **published** or **in-press**. Do not include any publications that are at *submitted* or *accepted* stages. Do not exceed the space limit in this section. Failure to comply with the application instructions may deem a proposal as ineligible.

Format the list according to the standard conventions of your field (e.g., APA, Chicago Style, etc.)

ACADEMIC ADVISOR INFORMATION:

The applicant's academic advisor must have an academic appointment at an Alberta university to be eligible for this fellowship. The academic advisor does not necessarily need to be one of the applicant's graduate training program supervisors.

The applicant must provide the following information about the academic advisor:

- Personal details including name, affiliation, and contact information,
- Current curriculum vitae,
- Letter of reference for the applicant, and
- Signature under Section E (electronic signatures are not accepted).

CAREER DEVELOPMENT PLAN:

Describe your career goal(s) and the experiences and accomplishments that have prepared you to this point. Outline the reasons for applying for the fellowship as it relates to your career progression and your specific career plans and objectives. Describe the specific competency areas you seek to develop or further build upon (<http://evaluationcanada.ca/competencies-Canadian-evaluators>).

Clearly describe and justify the rationale behind the selection of your academic advisor (i.e., the advantages to you of working with this individual) and how this relates to your career development plan. Do not exceed space provided.

The proposal should be written in plain language that is understandable to a broad audience.

LETTERS OF REFERENCE:

AIHS Cy Frank Fellowship applicants are required to submit two letters of reference. The academic advisor must submit one of the two letters of reference. The second referee does not need to be affiliated with an academic institution.

IMPORTANT NOTE: AIHS requires an original, signed copy of each letter of reference. These letters of reference are to be submitted in a confidential manner to AIHS solely for the purpose of supporting the application. Therefore, they must be received by AIHS in sealed and signed envelopes.

Letters of reference should highlight the applicant’s strengths and suitability for the proposed work in this Fellowship (e.g. originality, technical ability, judgment, critical skills, collaboration skills, etc.) and the benefit that the opportunity would provide the applicant in advancing their career goals.

SIGNATURES:

By signing the application, the applicant and academic advisor agree to and accept the conditions of the AIHS Cy Frank Fellowship (e.g., confidentiality). Further, should the applicant be successful, the applicant and academic advisor commit to the goals and objectives of the award.

APPLICATION SUBMISSION REQUIREMENTS

Prior to submitting the application package, review the following checklist to ensure all items have been included. IMPORTANT NOTE: Applications are not considered complete and eligible for review unless all of the following items are received by AIHS on or before the application deadline.

Application Form (Electronic)
Application Form with signed signatures (Paper copy)
Official Transcripts for PhD Program(s)
Academic Advisor CV
Letter of Reference (from Academic Advisor)
Letter of Reference (from the second referee)

REVIEW PROCESS

The call for applications will open on May 20, 2015th, and applications will be accepted until **4 PM on June 30, 2015**. Please submit applications by mail to:

Alberta Innovates – Health Solutions
 Attn: Performance Management and Evaluation
 1500, 10104 – 103 Avenue
 Edmonton, Alberta T5J 4A7

All applications will undergo a review process by a committee comprised of professional evaluators, academics in the area of evaluation research, and AIHS Performance Management and Evaluation staff. Applications for the Fellowship will be assessed on the following criteria:

- Academic excellence of the applicant
- Academic excellence of the academic advisor
- Relevance and quality of the applicant’s work, research, and/or evaluation experience
- The applicant’s motivation to develop knowledge and practice in health research and innovation, evaluation, and evaluation research
- Alignment of the applicants’ skills and career aspirations to the objectives of the AIHS Cy Frank Fellowship

The review committee will identify a short list of applicants for the Fellowship position who will then be selected for interview. Information on the outcome of the application will be mailed to the applicant and academic advisor in July 2015. The names of the successful applicants will also be posted on the AIHS website. Anticipated start date for the Fellowship will be August or September 2015, pending availability.

Review Process for Applications		
	Applicant	AIHS
Milestones		Fellowship Announcement May 19, 2015
		Call for Applications May 20, 2015
	Submission Deadline 4PM June 30, 2015	
		Peer Review
		Short-list Selection July 2015
		Interviews
	Fellowship Offers Accepted	
		Decision Announcement July 2015
	Fellowship Start Date August & Sept. 2015	

GUIDING QUESTIONS:

Below are guiding questions that pertain to each of the Assessment Criteria. This is not a comprehensive list of questions that will be used as part of the review process. The following questions are provided to guide applicants in preparing their fellowship applications.

A. Academic Excellence of Applicant

Refer to: Academic Background, Accomplishments, Submitted Transcripts

- Does the applicant's academic record show evidence of solid and sustained academic excellence and performance throughout their training?
- Has the applicant received academic recognition (e.g., Dean's list)?
- Has the applicant received several prizes/awards? Are they highly competitive at the national level?
- Has the applicant written a successful grant application?

B. Work, Research, and/or Evaluation Experience

Refer to: Research and/or Evaluation Experience, Publications and Presentations, Accomplishments, Submitted Transcripts

- Does the applicant demonstrate a strong foundation of research skills for their stage of career? Is the applicant's research experience of high quality?
- Does the applicant demonstrate a strong foundation of evaluation skills for their stage of career? Is the applicant's evaluation experience of high quality?
- Does the applicant demonstrate completed coursework or training in: advanced research methods, applied research, evaluation, etc.
- Does the applicant show evidence of a solid track record of publications and presentations for their stage of career?
- Does the applicant provide evidence of ability to communicate with a variety of audiences?
- Does the applicant show strong leadership qualities (e.g., management experience, mentor students)?
- Does the applicant demonstrate community and professional engagement (e.g., attend conferences, participate as a committee member, etc.)?
- Does the applicant show strong interpersonal skills (e.g., team work, collaboration)?

C. Academic Excellence of Advisor

Refer to: Advisor Information, Advisor Reference Letter, Advisor CV, Career Development Plan

- Are the academic advisor's research background and experiences relevant to the objectives of the Fellowship?
- Does the advisor's CV demonstrate evidence of academic excellence (e.g., strong publication record, national and/or international recognition)?
- Does the advisor have previous experience in providing academic mentorship?
- Does the applicant clearly describe and justify the rationale behind their selection of an academic advisor?
- Is the benefit of the applicant working with the academic advisor clearly described?
- Does the advisor communicate that they are positive and strongly supportive of the applicant and excited about the applicant's career development?
- Does the advisor clearly detail (with examples) the applicant's strengths, competencies, and abilities?
- Is there adequate description of proposed opportunities for academic growth of the applicant to support their career development?
- Are the proposed opportunities for academic growth of the applicant appropriate and of high quality?

D. Motivation to Develop Knowledge and Practice in health research and innovation, evaluation, and evaluation research

Refer to: Career Development Plan

- Does the applicant hold a PhD in health sciences or a related social science discipline?
- Does the applicant clearly describe their career goal(s)?
- Does the applicant clearly demonstrate their interest in health research and innovation, evaluation, and evaluation research?
- Does the applicant clearly detail areas for development with specific reference to the Canadian Evaluation key competencies?

E. Alignment of applicants' skills and aspirations to the fellowship objectives

Refer to: Career Development Plan, Letters of Reference

- Does the applicant describe how their experience has prepared them to be successful in the fellowship?
- Does the applicant clearly describe how the Fellowship relates to their career goal(s)?
- Do the applicant and referees clearly detail the applicant's strengths, competencies, and abilities?
- Does the applicant have the potential to become a strong contributor to the health research and innovation environment?
- Do the letters of reference provide unanimously strong support for the student?
- Overall, is it anticipated that the fellowship will result in an excellent trainee experience?