



## ADMINISTRATION POLICY

### CANADIAN IMMUNIZATION RESEARCH NETWORK (CIRN)

#### CIRN TRAINEE SCHOLARSHIP STANDARD OPERATING PROCEDURE

##### **Policy & Procedure –Trainee (Masters, PhD, and Post-Doctoral Fellows) Stipends**

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#### **OBJECTIVES**

The overarching objectives of the CIRN Trainee Scholarship program are to increase support through trainee funding for CIRN-funded research projects and projects in support of CIRN networks led by a CIRN investigator as defined below, and to train the next generation of vaccine researchers. This will be achieved by funding trainees working on CIRN-funded projects, projects in support of CIRN, or networks and projects funded outside CIRN that support CIRN's mandate.

#### **ELIGIBILITY**

To apply for a CIRN Trainee Stipend, the applicant must meet the following criteria at the time of application:

##### **Postdoctoral Level**

- Have completed their PhD or expect to complete their PhD by August 31, 2018.
- Postdoctoral award recipients who have not completed their PhD at the time of application must complete their degree before commencing the award.
- They must be classified as a trainee at the institution where they will be doing the fellowship, and meet a minimum commitment of 75% of their time in the postdoctoral training role proposed in the application. **Note:** For the purpose of this funding opportunity, trainees must **not** hold a tenure-track or tenured faculty position, nor can they be on leave from such a position (generally “tenure or tenure-track” refers to an open-ended academic position in which the holder can form a research group, apply for externally funded research as a principal investigator, and also teach).

##### **Doctoral Level**

- Have been accepted to, or, are currently enrolled in the 1st, 2nd or 3rd years of a PhD program.
- Only those students engaged in full-time research training in a graduate school are eligible for support. At the time of application, all candidates must have completed at least 12 months of graduate study at the Master's and/or PhD level.
- Recipients must be registered in a full-time PhD program before commencing the award.



## **Master's Level**

- Have been accepted to, are currently enrolled in, or just finished Year 1 of a full-time thesis-based Master's degree program.
- Master's students are only eligible to apply for one year of funding.

## **The applicant must also:**

- Be engaged in research activities relevant to at least one of the four CIRN mandated priorities:
  1. Rapid evaluation of vaccines for safety & immunogenicity
  2. Population based methods to evaluate vaccine effectiveness and safety
  3. Research on interventions to improve vaccine acceptance and uptake
  4. Vaccine modeling and economic analysisPriority will be given to applicants proposing to work on projects that are either funded by CIRN or support CIRN networks.
- Be supervised by a CIRN Investigator defined as:
  - Has an academic appointment at a Canadian university
  - Is permitted to supervise trainees at their university;
  - Holds an independent research appointment in areas of investigation where it is clear that the research has direct relevance to immunization and vaccinology
  - Has been named as Nominated Principal Applicant, Principal Applicant or Co-Applicant on a CIRN grant at any time since 2014 and/or is currently a lead or co-investigator in a CIRN-funded project or CIRN network.
- Be eligible to study or work in Canada and must be conducting their research in Canada.
- Demonstrate that additional salary support was or will be sought from other sources through formal application. Renewal of funding is contingent on demonstrating evidence of application to other funding sources.
- Proposed work must be part of the trainee's thesis (Master's or PhD) or at least 50% of the trainee's time (post-doctoral level)
- Projects not funded by CIRN must have secured operating funds by the time of application.

## **POLICY**

1. CIRN will administer a centralized budget and process for funding trainees within the network, through the Network Management Office (NMO) and the Training and Education Committee (TEC). Stipends paid to trainees must be in accordance with their university's institutional policies. Trainee stipends for recipients based in a foreign country will be paid through their supervisor's institution in Canada.



2. CIRN funding support is regulated by a two-year funding cap. Trainees supported by CIRN are not permitted to obtain more than two years total of funding, whether consecutive or otherwise.

3. Trainees must demonstrate that additional salary support or external operating funds were sought from other sources through formal application, in order to be eligible for CIRN funding, or must apply for such funding during the first year on CIRN support.

4. To be eligible for a second year of funding, trainees must submit a progress report at the end of year 1, provide evidence of application to additional sources of salary support, and have demonstrated satisfactory performance and progress in their research as determined by the TEC.

### PROCEDURE

1. The CIRN NMO will facilitate one application period annually:

Deadline for Application	Notice of Award	Funding Start Date
June 15	July 15	September 1

The NMO will encourage adherence to the above schedule for applications.

2. The NMO will provide an application package electronically, consisting of an application form and instructions on how to submit required additional documents.

3. The maximum amount of funding designated for research trainees by the CIRN Management Committee annually is:

- \$18,000 for Masters Students (1 year only)
- \$30,000 for PhD Students
- \$50,000 for Post-Doctoral Trainees

4. A CIRN Trainee Review Committee will be created from the TEC (excluding the direct supervisor of the candidate, if they are a TEC member) and one or two additional CIRN investigators. Supervisors who receive funding for trainees are required to sit on the committee for one review. Applications will be reviewed through a peer-review process and grading similar to the process used by CIHR. The review of each candidate will examine the entire application package, which includes:

- Completed application form
- Letter of Support from supervisor
- Applicant's Common CV
- Supervisor's CV
- Letter of support from previous research supervisor (optional)

The CIHR rating scale for salary and training award programs is outlined below:



Descriptor	Range	Outcome
Outstanding	4.5-4.9	May be Funded
Excellent	4.0-4.4	
Very Good	3.5-3.9	
Good	3.0-3.4	Non-Fundable
Average	2.0-2.9	
Below Average	1.0-1.9	
Not Acceptable	0.0-0.9	

5. The Trainee Review Committee will submit their recommendations for funding to the CIRN Management Committee for approval.

6. The NMO will announce the competition results to the applicant's supervisor following approval by the Management Committee, approximately one month after the application deadline. Funding arrangements will be made with the candidate site via Inter-Institutional Agreement (if within acceptable timelines) or by direct fund transfer to the institution.

7. Candidates who have already received one year of CIRN funding and wish to renew their scholarship for a second year must complete the CIRN Trainee Scholarship renewal form and submit it to the CIRN NMO (Appendix D). Funding will be renewed for year 2 based on satisfactory progress and performance in year 1 as determined by the TEC.

8. Recipients are required to participate in the CIRN Curriculum program for the duration of their award. Recipients are expected to attend the CIRN Annual General Meeting to present their research. Recipients are expected to follow the CIRN publication policy (Appendix A).

When presenting any print or electronic materials such as posters or videos arising from a CIRN project trainees must acknowledge support from CIRN as per the CIRN publication policy (Appendix A), and use the CIRN logo. Any verbal correspondence such as podcasts or radio interviews should also acknowledge CIRN.



**APPENDIX A**  
**ADMINISTRATION POLICY**  
**CANADIAN IMMUNIZATION RESEARCH NETWORK (CIRN)**  
**PUBLICATIONS POLICY**

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**OBJECTIVES/RATIONALE**

The objective of the CIRN Publication Policy is to provide consistency in the review and approval of manuscripts for publication and guidance for authorship. The policy will also promote CIRN as an identifiable “brand” which facilitates recognition of the network and may promote further funding opportunities.

**APPLICATION**

This Policy Applies to all CIRN research publications.

**MANUSCRIPT TITLE AND AUTHORSHIP**

Criteria for authorship shall follow the guidelines of the International Committee of Medical Journal Editors (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).

Publications/presentations will include naming CIRN as the Canadian Immunization Research Network (CIRN). CIRN will be inserted in the title of the paper/poster and all members may be listed by name when this is allowed or the authorship can list the primary authors with a corporate author reference such as “Smith RF, Jones FM for the CIRN Investigators”, as a shortened version, if listing all of the investigators is not allowed. Another alternative, if required by the journal, is to name the principal authors and list the other names of CIRN investigators in a footnote. The Public Health Agency of Canada and the Canadian Institutes of Health Research will be acknowledged as the funding agency.

**POLICY**

1. With the approval of the CIRN Management Committee, project members may undertake and publish analyses of the data, provided that the CIRN membership is appropriately recognized.



2. The Management Committee should be advised in timely fashion of any plan to present or publish CIRN data, including the subject matter and target journal or meeting (in case of abstracts).
3. All reports and publications from the network will receive final approval from the Management Committee, after comments are sought from all investigators.
4. Completed reports, abstracts, posters, or manuscripts shall be submitted to the Management Committee for written approval (7 days for abstracts and 14 days for manuscripts reports). During this time the work can also be distributed to other CIRN Investigators for comments. Any substantial revision will require further approval by the Management Committee, to be provided within seven days of receipt of the new draft.
5. Investigators are encouraged to engage trainees as co-authors.
6. All CIRN projects will adhere to the CIHR Tri-Agency Open Access Policy on Publications. <http://www.cihr-irsc.gc.ca/e/32005.html>
7. All investigators who have served as first authors of a CIRN-related publication should submit the citation for their newly published paper or abstract to the CIRN Network Management Office, care of [sanela.moraca@iwk.nshealth.ca](mailto:sanela.moraca@iwk.nshealth.ca).