

## **ADMINISTRATION POLICY**

### **CANADIAN IMMUNIZATION RESEARCH NETWORK (CIRN)**

#### **CIRN TRAINEE SCHOLARSHIP STANDARD OPERATING PROCEDURE**

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

---

#### **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:

- Be engaged in research activities relevant to at least one of CIRN’s six priority research areas:
  - Developing methodologies to test vaccines
  - Rapid evaluation to vaccine candidates
  - Evaluating vaccine safety (including AEFI’s) and effectiveness through population health research
  - Evaluating current immunization programs and policies
  - Research on interventions to improve vaccine acceptance and uptake, and address science of misinformation and disinformation
  - Modeling and economic analyses, to support the roll-out of vaccines and public health immunization strategies
- Be eligible to study or work in Canada and must be conducting their research in Canada.
- Renewal of funding for second year is contingent on demonstrating evidence of application to other funding sources.
- Spend at least 75% of their time working on their proposed research project
- Projects not funded by CIRN must have secured operating funds by the time of application, if applicable.

Be supervised by an 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;

**The applicant must also meet the criteria for their training level at the time of application:**

**Postdoctoral Level**

- Have completed their PhD or expect to complete their PhD by August 31, 2024.
- 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 a PhD program starting Fall 2024, or, are currently enrolled in the 1st, 2nd or 3rd years of a PhD program at the time of application. PhD candidates beyond their third year of training may be eligible to apply if there are extenuating circumstances and they will be considered on a case-by-case basis.
- Applicants who are entering a PhD program directly, without completing a Masters degree, must have completed at least 12 months of graduate study by the start of the award (September 1, 2024).
- Only students enrolled full-time in a Canadian graduate program are eligible for support.



## Master's Level

- Currently enrolled in and have finished Year 1 of a full-time thesis-based Master's degree program.
- Only students enrolled full-time in a Canadian graduate program are eligible for support.
- Master's students are only eligible to apply for one year of funding.

## 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. 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.
4. Supervisors may support more than one applicant; however, generally only the top-ranked applicant from the same supervisor will receive funding. In addition, preference will be given to supervisors whose trainees have not been funded previously through CIRN scholarships.

## PROCEDURE

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

Deadline for Application	Notice of Award	Funding Start Date
July 26, 2024	August 12, 2024	September 1, 2024

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 per year designated for research trainees by the CIRN Management Committee annually is:
  - \$25,000 for Masters Students (1 year only)
  - \$40,000 for PhD Students (up to 2 years)
  - \$60,000 for Post-Doctoral Trainees (up to 2 years)



4. A CIRN Trainee Review Committee will be created from the TEC and one or two additional CIRN investigators. Applications will be reviewed through a peer-review process and grading similar to the process used by CIHR. Review committee members will recuse themselves from reviews or discussions concerning applicants they are directly supervising. The review of each candidate will examine the entire application package, which includes:

- Completed application form
- Letter of Support from current or previous supervisor
- Applicant’s CIHR Academic Common CV
- Supervisor’s CIHR Biosketch Common CV

Each member of the review committee will use an Evaluation Criteria and then as a collective use 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 Chair will inform the Management Committee of the outcome of the trainee call during the next scheduled meeting following the decisions

6. The NMO will announce the competition results to the applicant’s supervisor following approval Training and Education Committee. Funding arrangements will be made with the candidate’s site via Inter-Institutional Agreement (if within acceptable timelines) or by direct fund transfer to the institution.

7. Candidates will receive an official CIRN acceptance letter and copy of the [Trainee Guidelines](#)

8. 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 B). Funding will be renewed for year 2 based on satisfactory progress



and performance in year 1 as determined by the TEC.

9. 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**  
**Last revision: 14 NOV 2023**  
**NOTE: ADDENDUM TO THE PUBLICATION POLICY FOR COVID-19 RELATED RESEARCH ON**  
**PAGE 4 OF DOCUMENT**

---

**OBJECTIVES/RATIONALE**

The objective of the CIRN Publication Policy is to provide consistency in the review and approval of manuscripts and abstracts for publication and to provide guidance for how CIRN should be acknowledged in authorship. The policy will also ensure CIRN is credited for work done under the aegis of this CIHR-PHAC funded network, and promote CIRN as an identifiable “brand” which facilitates recognition of the network and promotes further funding opportunities.

**APPLICATION**

This policy applies to all CIRN-funded research publications.

**MANUSCRIPT TITLE AND AUTHORSHIP**

Criteria for authorship shall follow the guidelines of the [International Committee of Medical Journal Editors](#).

Publications/presentations will name CIRN as the Canadian Immunization Research Network (CIRN). CIRN will either 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, such as “This study was supported by the Public Health Agency of Canada and the Canadian Institutes of Health Research, through the Canadian Immunization Research network.”

**POLICY**



1. With the approval of the CIRN Management Committee, project members may publish analyses of the data, provided that the requirements of this policy are met.
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); to be provided along with the Quarterly Progress Reports that are submitted to the Network Management Office.
3. All reports and publications from the network will receive final approval from the Management Committee, after comments are sought from all Management Committee members.
4. Completed reports, abstracts, posters (CIRN will provide all members with a standardized template and CIRN logo, which is encouraged to be used for presentations of CIRN funded projects), or manuscripts shall be submitted to the Management Committee for written approval (7 days for abstracts and 14 days for manuscripts reports – except for COVID-19 related research as indicated in Addendum) before they are presented or submitted for publication. Any substantial revision or lack of approval by the MC will require further review by the Management Committee, to be provided within the appropriate timeframes listed above. If no approval is given, the Management Committee will ask that CIRN be omitted from that abstract, report, poster or manuscript. The study team will need to re-submit abstract/manuscript to achieve an acceptable form by the Management Committee.
5. Investigators are encouraged to involve CIRN-funded trainees in all aspects of research project analysis and dissemination (presentations, publications etc) as co-authors.
6. All CIRN projects will adhere to the [CIHR Tri-Agency Open Access Policy on Publications](#).  
“Researchers awarded funding from January 1, 2008 onwards from CIHR are required to adhere with



the following responsibilities:

- ensure that all research papers generated from CIHR funded projects are freely accessible through the Publisher's website or an online repository within 12 months of publication;
  - deposit bioinformatics, atomic, and molecular coordinate data into the appropriate public database (e.g. gene sequences deposited in GenBank) immediately upon publication of research results;
  - retain original data sets for a minimum of five years (or longer if other policies apply);
  - and acknowledge CIHR support by quoting the funding reference number in journal publications.”
7. All investigators who have served as corresponding authors of a CIRN-related publication must submit the citation for their newly published paper or abstract to the CIRN Network Management Office, care of [jenna.hastings@iwk.nshealth.ca](mailto:jenna.hastings@iwk.nshealth.ca) and cc [Allison.young@iwk.nshealth.ca](mailto:Allison.young@iwk.nshealth.ca)
8. Projects that are only minimally (less than 25% of the total project cost) supported by CIRN funding can acknowledge this support in the “Acknowledgements” section of the publication rather than identify as a CIRN publication in the title.





**Version date: 16 March 2021**

**ADDENDUM TO THE CIRN PUBLICATION POLICY**  
**FOR RESEARCH RELATED TO THE PANDEMIC RESPONSE (COVID-19 SPECIFIC)**  
**ADMINISTRATION POLICY**

---

**OBJECTIVES/RATIONALE**

The objective of the Addendum to the CIRN Publication Policy is to provide consistency in the review and approval of manuscripts and abstracts for publication and to provide guidance for authorship pertaining to **COVID-19 specific publications**.

**APPLICATION**

This addendum policy applies to all CIRN COVID-19-funded research publications.

**MANUSCRIPT TITLE AND AUTHORSHIP**

Criteria for authorship shall follow the guidelines of the [International Committee of Medical Journal Editors](#) and must be open access and in alignment with the Call for Open Access to COVID-29 Publications [https://www.ic.gc.ca/eic/site/063.nsf/eng/h\\_98016.html](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_98016.html) .

**POLICY**

All policy items in the CIRN Publication Policy remain, the policy adjusted by this addendum pertains to the timeline of publication materials submitted for review by the Management Committee:

- Any materials to be submitted to the Management Committee that require written approval will adhere to: a 3 day turnaround for abstract reviews and 7 days for manuscript reviews.