research training centre

Clinician-Scientist Training Program (CSTP)
and
Research Training Competition (RESTRACOMP)
Graduate Scholarships and Research Fellowships

Harmonized Policies and Procedures

Last updated January 2019

SickKids

Table of Contents 2

1. CSTP AND RESTRACOMP COMMITTEES....5

1.1 Terms of Reference....5

1.2 Composition....5

1.3 Meeting Schedule and Procedures....5

2. ELIGIBILITY....6

2.1 Selecting a Program....6

2.1.1. Restracomp Award Type....7

2.1.2 CSTP Award Type....8

2.2 Eligibility....8
2.2.1 Restracomp Master's Scholarship....9
2.2.2 Restracomp PhD Scholarship....10
2.2.3 Restracomp Fellowship....10
2.2.4 CSTP Master's Scholarship....11
2.2.5 CSTP PhD Scholarship....12
2.2.6 CSTP Fellowship....12

2.3 Eligibility Exceptions (Restracomp and CSTP)....13
2.3.1 Eligibility for Part-Time Students....13
2.3.2 Eligibility for Part-Time Fellows....13
2.3.3 Allowable Extensions to Eligibility....14

2.4 Supervisor Eligibility....14
2.4.1 Supervisors of Students (Restracomp and CSTP Master's and PhD Scholarships)....14
2.4.2 Supervisors of Fellows (Restracomp and CSTP Fellowship)....14

2.5 Maximum Number of Applications per Applicant and Supervisor....15

3. LOCATION OF RESEARCH....15

4. APPLICATION PROCESS AND REQUIREMENTS – RESTRACOMP....16

4.1 Application Process Overview....16

4.2 Application Requirements....16
4.2.1 Character Limits....16
4.2.2 Work Permit....17
4.2.3 Supplementary Statement: Explanation of Career Interruptions and Justification for Extension to Eligibility Timeline....17
4.2.4 RTC Registration....17
4.2.5 Certifications....17
4.2.6 Official Transcripts and Proof of Degree Completion....18
4.2.7 Proof of Enrollment in, Application to, or Acceptance to a Graduate Program (Restracomp Master's and PhD Scholarship)....19
4.2.8 Proof of Employment or Conditional Offer of Employment (Restracomp Fellowship)....20
4.2.9 Curriculum Vitae....20
4.2.10 OSOTF Financial Needs Assessment (Restracomp Master's and PhD)....20
4.2.11 Reference Letters....21

4.3 Adjudication....22

4.3.1 Conflicts of Interest *22*
4.3.2 Selection Criteria *22*
4.3.3 Review of Applications *22*
4.4 Applicants to Donor- or Centre-Funded Awards *22*

5. APPLICATION PROCESS AND REQUIREMENTS – CSTP **23**

5.1 Application Process Overview *23*
5.2 Application Requirements *23*
5.2.1 CSTP Master's Scholarship *23*
5.2.1.a Proof of Licensure *24*
5.2.3.b Transcripts *24*
5.2.2 CSTP PhD Scholarship and Fellowship *24*

6. DISTRIBUTION OF AWARDS **24**

6.1 Allocation of Funds *25*
6.2 Notification of Award *25*
6.3 Funding Start Dates *25*
6.4 Accepting a Restracomp or CSTP Award *26*
6.5 Administration of Restracomp and CSTP Funding *26*

6. FUNDING RATES AND PROTECTED RESEARCH TIME **26**

6.1 Award Values *26*
6.2 Protected Research Time *26*

7. AWARD TERMS **27**

7.1 Award Term Limits Summary *27*
7.2 Duration of Funding *27*
7.2.1 Restracomp and CSTP Master's Scholarship *27*
7.2.2 Restracomp and CSTP PhD Scholarship *28*
7.2.3 Restracomp and CSTP Fellowship *28*
7.3 Leaves *28*
7.3.1 Parental Leaves *28*
7.3.2 Other Leaves *29*

8. RENEWAL **29**

8.1 Proof of Application for External Awards *30*
8.1.1 Definition of External Award *30*
8.1.2 Acceptable Proofs of Application *30*

9. POST-AWARD RULES **30**

9.1 Use of Funds *30*
9.2 Transferring Supervisors *30*
9.3 Changes to or Termination of Award *31*

9.4 Holding External Awards 31
9.4.1 Use of Restracomp or CSTP as Matching Funds 32
9.5 Transfer of Awards 32
9.6 Acknowledgement of Restracomp Support 32

Appendix A: Restracomp Committee 33

Appendix B: CSTP Committee 34

Appendix C: Assessing CSTP Applications for Applicants New to Research 35

Appendix D: CSTP Adjudication Criteria 36

Appendix E: Restracomp Adjudication Criteria 37

Appendix F: Key Contacts 38

CLINICIAN-SCIENTIST TRAINING PROGRAM (CSTP)
AND
RESEARCH TRAINING COMPETITION (RESTRACOMP)
SCHOLARSHIPS & FELLOWSHIPS

HARMONIZED POLICIES AND PROCEDURES

1. CSTP AND RESTRACOMP COMMITTEES

1.1 Terms of Reference

The Restracomp and CSTP committees serve to oversee, adjudicate, and administer the Restracomp and CSTP scholarship and fellowship programs, which offers guaranteed salary support to a limited number of graduate students and post-doctoral fellows engaged in research or strategic study programs at The Hospital for Sick Children (SickKids). Additionally, the CSTP committee serves as the internal peer review mechanism for the Canadian Child Health Clinician Scientist Program (CCHCSP), a national pediatric clinician-scientist funding and training program.

The Restracomp and CSTP committees also serve to recommend to the Research Training Centre (RTC) new policy issues pertaining to graduate and post-graduate research and strategic study programs at SickKids, and to provide feedback on policy changes presented by the RTC.

1.2 Composition

The Restracomp and CSTP committees each consist of a Chair and representatives from the Research Institute (RI) and the Hospital. Members represent all disciplines and programs in the Research Institute, as well as many clinical divisions, nursing, and professional services at SickKids. The CSTP committee also includes the CCHCSP Centre Leader for SickKids.

New members are recommended by the Restracomp and CSTP Chairs to the Associate Chief of Research Training and Career Development and Associate Chief of Faculty Development, who provide guidance to the Chair on selecting new members.

Committee members are appointed for a term of three years; the Chair’s term is up to five years. All members of the RTC—including the Director (who is often, but not always, also the Associate Chief of Research Training and Career Development), Senior Manager, Program Coordinator, and Administrative Assistant—are ex-officio members of the Restracomp and CSTP committees.

1.3 Meeting Schedule and Procedures

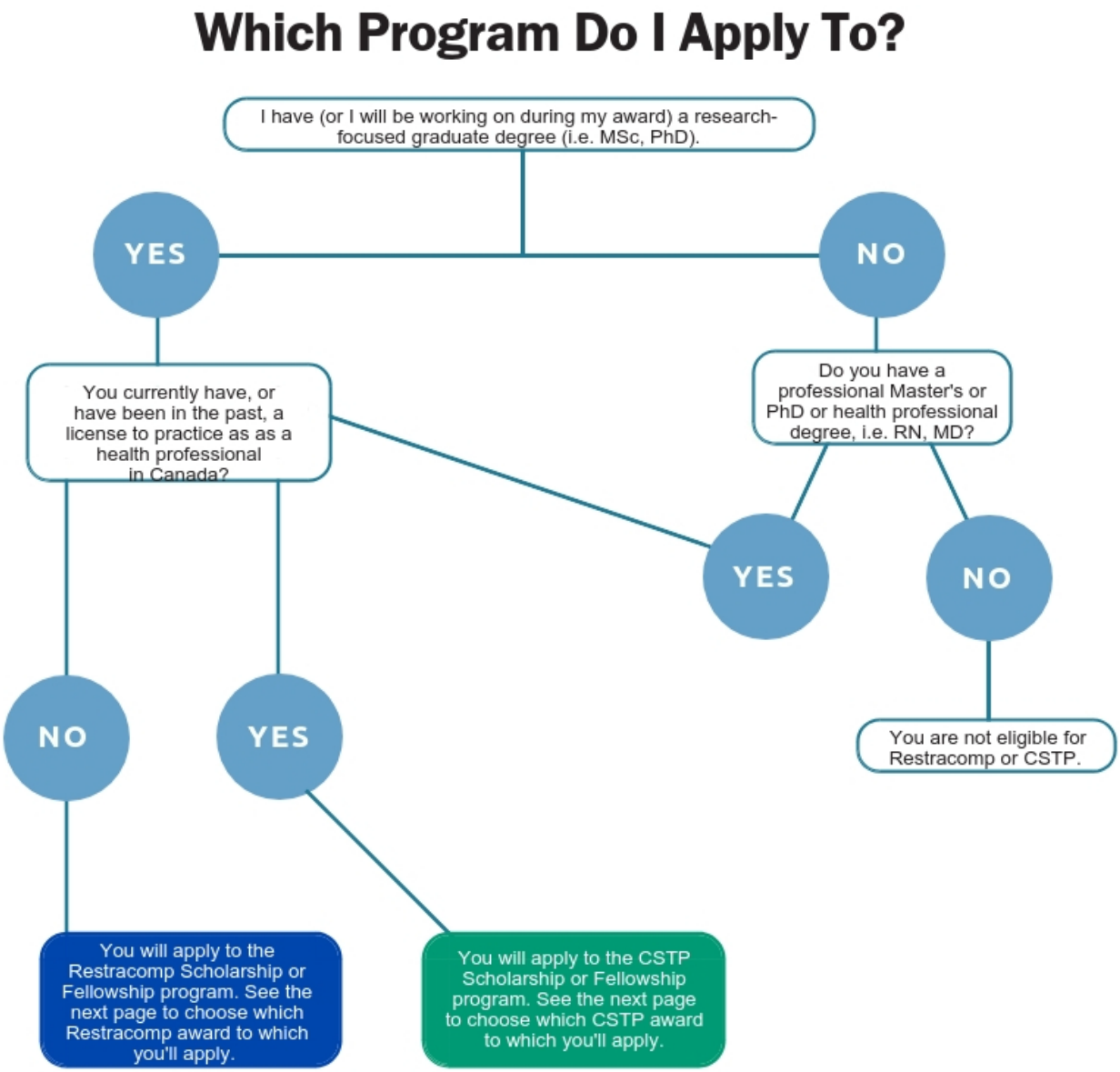
The Restracomp and CSTP committees meet in spring and fall to adjudicate applications and discuss policy issues. Major Restracomp and CSTP policy changes are also discussed at the RTC Managing Committee meeting, which is held quarterly. The full Restracomp or CSTP committees or a subset thereof may also meet on an ad hoc basis at either Chair’s discretion to deal with important policy matters as they arise.

All committee members are required to attend the spring and fall adjudication meetings. For those unable to attend, applications must still be reviewed and scores/comments must be provided to the Restracomp or CSTP Chair in advance of the meeting.

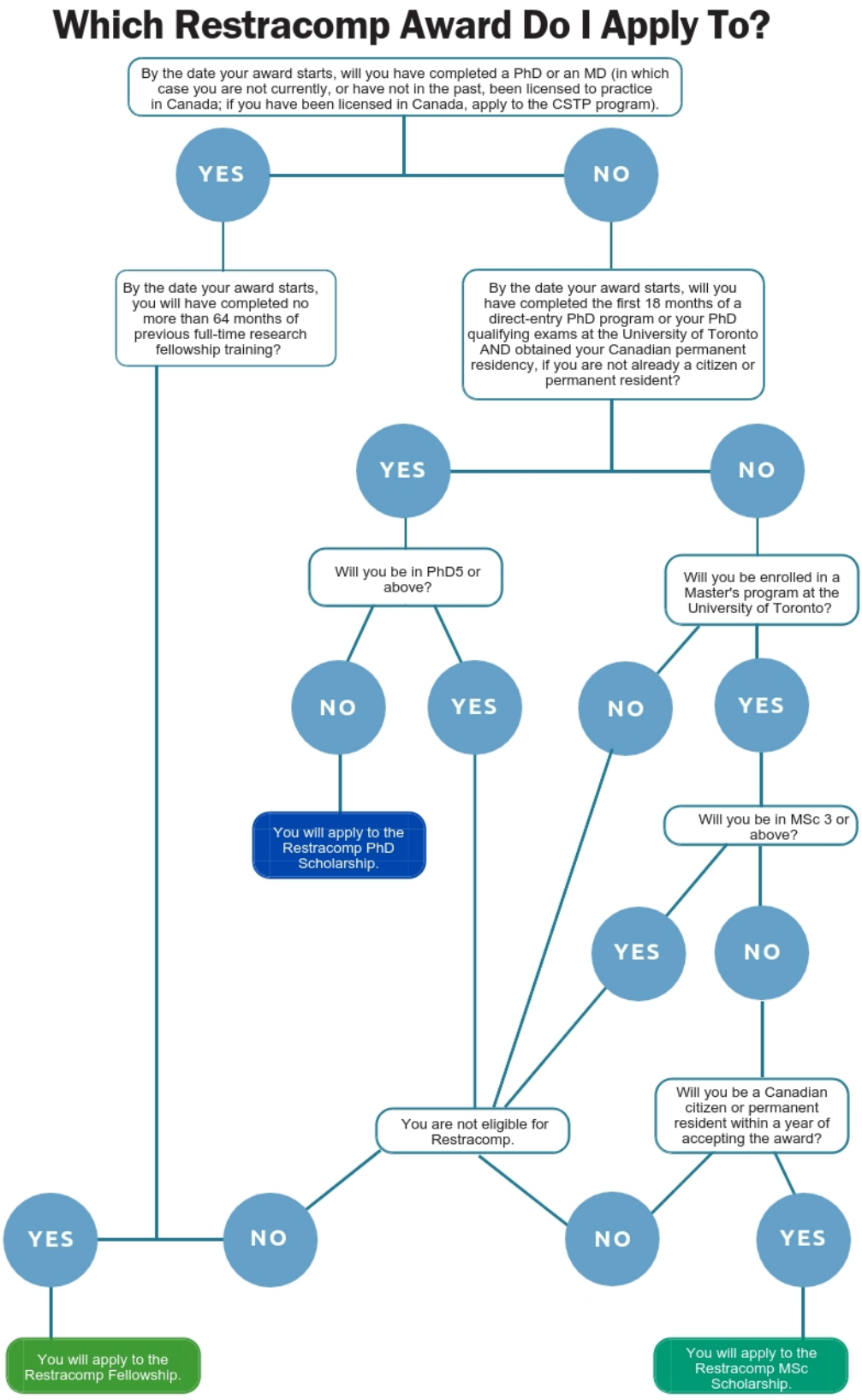
2. ELIGIBILITY

2.1 Selecting a Program

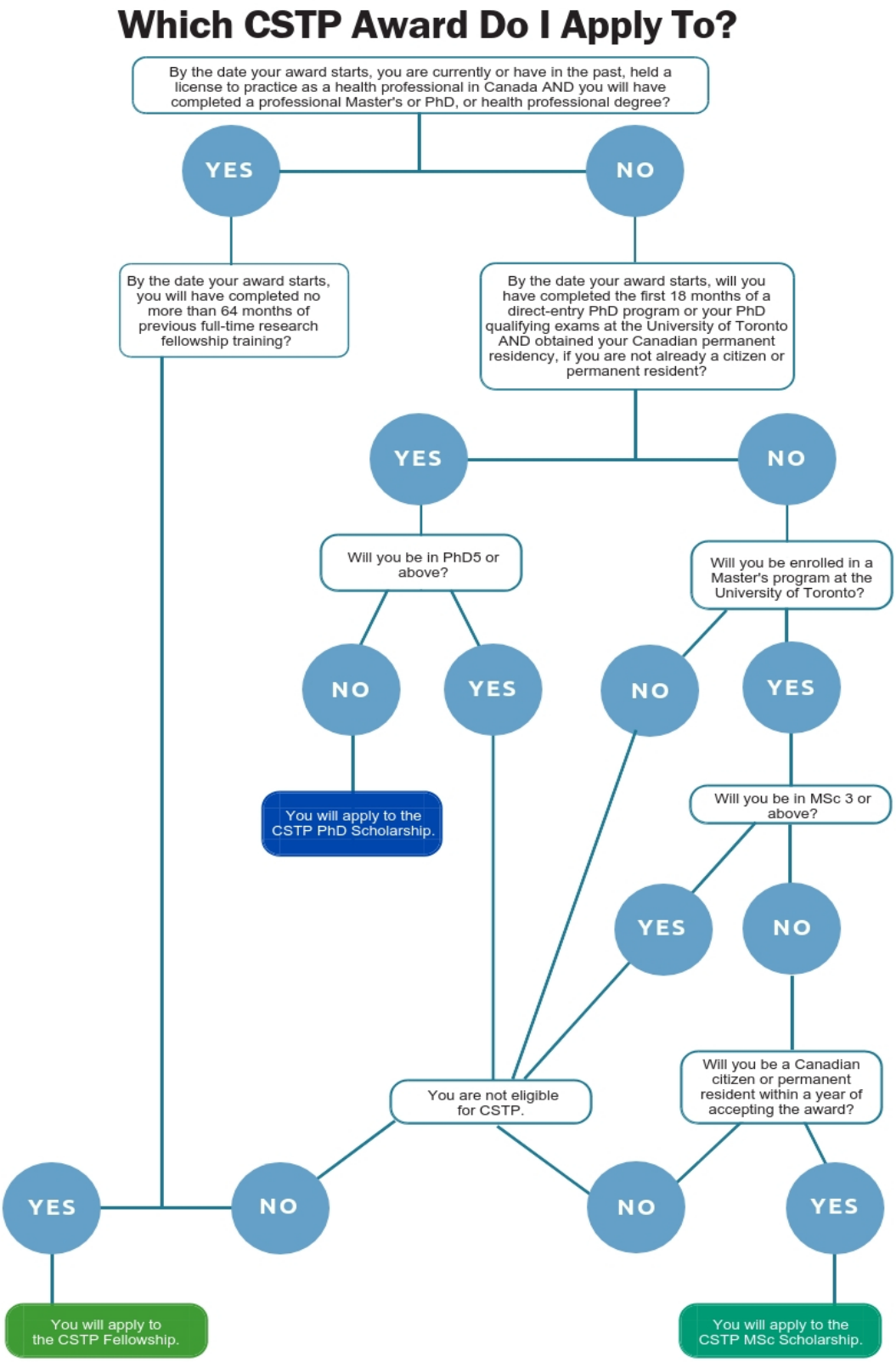
You must take up your award within one year of being awarded it, i.e. awards won in the fall competition must be taken up by September 1 of the next year, and awards won in the spring competition must be taken up by May 1 of the next year.



2.1.1. Restracomp Award Type



2.1.2 CSTP Award Type



2.2 Eligibility

2.2.1 Restracomp Master's Scholarship

Applicants to the Restracomp Master's Scholarship must, at the start date of the award,

- not currently be, or have been in the past, a licensed health professional in Canada (see the CIHR list of health professions)
- have completed a Bachelor's degree **and**
- be registered in a full-time research-based Master's-level graduate program with a significant independent research component at the University of Toronto (see Section 2.3.1 for exceptions) **and**
- be an Ontario resident (either a Canadian citizen or a permanent resident of Canada who has an Ontario mailing address at the time the award is made) **and**
- have completed fewer than 16 months of study in a Master's program (20 months of study if the applicant is required to complete rotations) **or** be in the pre-transfer portion of a combined/direct-entry Master's/PhD program **and**
- be supervised by a scientist appointed to the SickKids Research Institute as a Senior Scientist, Scientist, Senior Associate Scientist, Associate Scientist, or Scientist-Track Investigator who, if the student has declared a supervisor with the university, is the graduate supervisor of record.

If the student is unclear about whether his/her program includes a significant independent research component, s/he must provide information about the graduate program and have his/her eligibility confirmed by the Restracomp Chair prior to application. See Appendix A for current Restracomp committee membership.

Students may apply to Restracomp without acceptance to the University, provided they have acceptance prior to the start date of funding. Students must include proof of application to an appropriate University of Toronto in lieu of proof of enrollment when submitting a Restracomp application. Additionally, the proposed supervisor must attest in the letter of reference to his/her commitment to take on the student should s/he receive Restracomp support. Students must register with the RTC and provide proof of enrollment before funding can begin.

New! Rotation students are not eligible to apply to Restracomp until they have made their final lab choice. However, rotation students may begin their award retroactive to the beginning of the term in which they joined their permanent lab. For most students, this will mean applying to Restracomp in the spring competition and beginning their award retroactive to January 1 (rather than on September 1, which is normally the earliest possible start date for applicants to the spring competition).

2.2.2 Restracomp PhD Scholarship

Applicants to the Restracomp PhD Scholarship must, at the start date of the award,

- not currently be, or have been in the past, a licensed health professional in Canada (see the CIHR list of health professions)
- have completed a Master's degree or transfer/qualification to the PhD in a combined/direct-entry Master's/PhD program **and**
- be registered in a full-time research-based PhD program at the University of Toronto (see Section 2.3.1 for exceptions) **and**
- be an Ontario resident (either a Canadian citizen or a permanent resident of Canada who has an Ontario mailing address at the time the award is made) **and**
- have completed no more than 52 months of study in a combine/direct-entry Master's PhD program (56 months of if the applicant is required to complete rotations) **or** have completed no more than 40 months of study in a PhD program (44 months of study if the applicant is required to complete rotations) **and**
- be supervised by a scientist appointed to the SickKids Research Institute as a Senior Scientist, Scientist, Senior Associate Scientist, Associate Scientist, or Scientist-Track Investigator who, if the student has declared a supervisor with the university, is the graduate supervisor of record.

Students may apply to Restracomp without acceptance to the University, provided they have acceptance prior to the start date of funding. Students must include proof of application to an appropriate University of Toronto PhD program in lieu of proof of enrollment when submitting a Restracomp application. Additionally, the proposed supervisor must attest in the letter of reference to his/her commitment to take on the student should s/he receive Restracomp support. Students must register with the RTC and provide proof of enrollment before funding can begin.

2.2.3 Restracomp Fellowship

To hold Restracomp funding, post-doctoral fellows must, at the start date of the award:

- not currently be, or have been in the past, a licensed health professional in Canada (see the CIHR list of health professions)
- hold a Research Fellow appointment in a laboratory or with the team of a SickKids Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist **and**
- be pursuing the Fellowship full time **and**
- hold a doctoral degree and/or a medical degree (without current or past licensure in Canada) **and**
- have completed no more than 64 months of previous full-time research fellowship training (see Section 2.3.3 regarding eligible extensions)

Potential fellows may apply to Restracomp before the PhD or MD has been awarded. However, proof of doctoral and/or medical degree must be provided before funding can begin. Fellows may also apply to Restracomp prior to starting at SickKids, provided they have secured a supervisor appointed to the Research Institute as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist.

Visiting professors and RI-appointed scientific staff are not eligible to apply.

2.2.4 CSTP Master's Scholarship

Applicants to the CSTP Master's Scholarship must, at the start date of the award,

- be a current, or previously licensed health professional in Canada (see the CIHR list of health professions)
- have completed a Bachelor's degree **and**
- be registered in a full-time research-based Master's-level graduate program with a significant independent research component at the University of Toronto (see Section 2.3.1 for exceptions) **and**
- be an Ontario resident (either a Canadian citizen or a permanent resident of Canada who has an Ontario mailing address at the time the award is made) **and**
- have completed fewer than 16 months of study in a Master's program (20 months of study if the applicant is required to complete rotations) **or** be in the pre-transfer portion of a combined/direct-entry Master's/PhD program **and**
- be supervised by a scientist appointed to the SickKids Research Institute as a Senior Scientist, Scientist, Senior Associate Scientist, Associate Scientist, or Scientist-Track Investigator who, if the student has declared a supervisor with the university, is the graduate supervisor of record.

If the student is unclear about whether his/her program includes a significant independent research component, s/he must provide information about the graduate program and have his/her eligibility confirmed by the Restracomp Chair prior to application. See Appendix A for current Restracomp committee membership.

Students may apply to CSTP without acceptance to the University, provided they have acceptance prior to the start date of funding. Students must include proof of application to an appropriate University of Toronto in lieu of proof of enrollment when submitting a Restracomp application. Additionally, the proposed supervisor must attest in the letter of reference to his/her commitment to take on the student should s/he receive CSTP support. Students must register with the RTC and provide proof of enrollment before funding can begin.

New! Rotation students are not eligible to apply to CSTP until they have made their final lab choice. However, rotation students may begin their award retroactive to the beginning of the term in which they joined their permanent lab. For most students, this will mean applying to Restracomp in the spring competition and beginning their award retroactive to

January 1 (rather than on September 1, which is normally the earliest possible start date for applicants to the spring competition).

2.2.5 CSTP PhD Scholarship

Applicants to the CSTP PhD Scholarship must, at the start date of the award,

- be a current, or previously licensed health professional in Canada (see the CIHR list of health professions)
- have completed a Master's degree or transfer/qualification to the PhD in a combined/direct-entry Master's/PhD program **and**
- be registered in a full-time research-based PhD program at the University of Toronto (see Section 2.3.1 for exceptions) **and**
- be an Ontario resident (either a Canadian citizen or a permanent resident of Canada who has an Ontario mailing address at the time the award is made) **and**
- have completed no more than 52 months of study in a combined/direct-entry Master's/PhD program (56 months of if the applicant is required to complete rotations) **or** have completed no more than 40 months of study in a PhD program (44 months of study if the applicant is required to complete rotations) **and**
- be supervised by a scientist appointed to the SickKids Research Institute as a Senior Scientist, Scientist, Senior Associate Scientist, Associate Scientist, or Scientist-Track Investigator who, if the student has declared a supervisor with the university, is the graduate supervisor of record

Students may apply to CSTP without acceptance to the University, provided they have acceptance prior to the start date of funding. Students must include proof of application to an appropriate University of Toronto PhD program in lieu of proof of enrollment when submitting a Restracomp application. Additionally, the proposed supervisor must attest in the letter of reference to his/her commitment to take on the student should s/he receive CSTP support. Students must register with the RTC and provide proof of enrollment before funding can begin.

2.2.6 CSTP Fellowship

To hold CSTP funding, post-doctoral fellows must, at the start date of the award:

- be a current, or previously licensed health professional in Canada (see the CIHR list of health professions) **and**
- hold a Research Fellow or Clinical Research Fellow appointment in a laboratory or with the team of a SickKids Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist **and**
- be pursuing the Fellowship full time with at least an 80% research commitment **and**
- hold a doctoral degree and/or a medical and/or health professional degree **and**

- have completed no more than 64 months of previous full-time research fellowship training (see Section 2.3.3 regarding eligible extensions)

Potential fellows may apply to CSTP before the PhD or health professional degree has been awarded. However, proof of degree must be provided before funding can begin and the health professional license, if required by the licensing body, must be valid throughout CSTP term. A copy of the valid license must be provided annually. Fellows may also apply to CSTP prior to starting at SickKids, provided they have secured a supervisor appointed to the Research Institute as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist.

Visiting professors and RI-appointed scientific staff are not eligible to apply.

2.3 Eligibility Exceptions (Restracomp and CSTP)

2.3.1 Eligibility for Part-Time Students

Students may be studying part-time or not yet registered at the time of application, but must normally be enrolled full-time when funding commences. Awards are available for part-time study to students who are restricted to part-time registration status for reasons of disability, family responsibilities, or significant clinical commitment. However, this is not automatic: applicants must submit their request to hold an award part-time to the RTC for approval, and the RTC will notify applicants if they are eligible to hold the award while registered part-time.

If an applicant intends to pursue Restracomp- or CSTP-funded graduate study on a part-time basis because a disability or family responsibility prevents him/her from pursuing a full-time program of studies, a letter from the University of Toronto supporting the request to hold the award while registered part-time must be included in the Restracomp application package. If approved, the award will have the same total value as the full-time Restracomp or CSTP award, but spread over a longer period of time. All other regulations will apply. For purposes of holding an award part-time, disability is defined as a functional limitation resulting from a physical, sensory or mental impairment, which, for an indefinite period, affects the ability of the student to perform the activities necessary to participate fully in his or her learning.

If an applicant who is a health professional intends to pursue CSTP-funded graduate study on a part-time basis because of significant clinical commitments, a declaration of intended hours of work plus a declaration of percentage time that will be dedicated to research must be submitted to the CSTP Chair prior to application. The value of the CSTP scholarship will be pro-rated to the percentage time dedicated to research.

2.3.2 Eligibility for Part-Time Fellows

Holding Restracomp or CSTP funding as a part-time fellow (i.e. less than 80% dedicated research time with a clinical appointment, or less than an 80% FTE without) is allowable only at the discretion of the Restracomp or CSTP Chair, and request for approval must be submitted to the Chair. See Appendix G for contact information.

2.3.3 Allowable Extensions to Eligibility

The window of eligibility to apply for Restracomp or CSTP funding can be extended by a cumulative maximum of two years if the applicant had his/her career interrupted for the following reasons:

- Parental leave
- Illness
- Health-related family responsibilities
- Mandatory military service
- Disruptions due to war and/or civil conflicts in the country of residence during the period of career interruption

These same career interruptions do not count toward your years of graduate or postdoctoral training, and should not be counted when determining to which Restracomp or CSTP award you should apply.

No other exceptions will be allowed without a strong justification and approval of the Restracomp or CSTP Chair. Justification for a timeline extension must be provided in the "Supplementary Statement" section of the Restracomp or CSTP application.

2.4 Supervisor Eligibility

2.4.1 Supervisors of Students (Restracomp and CSTP Master's and PhD Scholarships)

Supervisors of students must hold a Research Institute appointment as Senior Scientist, Scientist, Senior Associate Scientist, or Associate Scientist and hold an appointment in the graduate faculty at the University of Toronto in which the student is registered.

Applications from students whose supervisor is a Scientist-Track Investigator must be co-signed by the investigator's Scientific Advisor. Only Scientist-Track investigators with an appointment to the School of Graduate Studies at the University of Toronto are permitted to supervise Restracomp-funded graduate students.

Graduate students supervised by Team Investigators, Adjunct Scientists, Project Investigators, or Emeritus Scientists are not eligible.

Should a student seeking Restracomp or CSTP funding have two or more co-supervisors, the primary supervisor must hold an eligible RI appointment, i.e. students may not select a co-supervisor for the purposes of circumventing the supervisor eligibility rules.

2.4.2 Supervisors of Fellows (Restracomp and CSTP Fellowship)

Supervisors of fellows must hold a Research Institute appointment at the Senior Scientist, Scientist, Senior Associate Scientist or Associate Scientist level.

Any supervisors with Scientist-Track Investigator, Team Investigator, Adjunct Scientist, Project Investigator, and Emeritus Scientist appointments, as well as supervisors who do not hold a SickKids Research Institute appointment, are not eligible to apply for Restracomp to support fellows.

Should a fellow seeking Restracomp or CSTP funding have two or more co-supervisors, the primary supervisor must hold an eligible RI appointment, i.e. fellows may not select a co-supervisor for the purposes of circumventing the supervisor eligibility rules.

Supervisors of fellows not yet at SickKids must state in the reference letter their commitment to hire the fellow should the applicant be successful in securing Restracomp funding.

2.5 Maximum Number of Applications per Applicant and Supervisor

There is no maximum number of applications to Restracomp or CSTP per applicant. An applicant may apply as many times as s/he chooses for as long as s/he is within the eligibility timelines for the relevant award.

Trainees previously awarded Restracomp or CSTP funding are ineligible for a second award within the same training position. With approval from the RTC, other previously funded trainees may apply to a Centre-funded award (e.g. the Centre for Brain and Mental Health Integrative Research Fellowship).

Award holders who receive Restracomp or CSTP funding to support a Master's degree, who complete that degree, and who continue in the same lab for their PhD will have their Restracomp or CSTP funding period extended to five years from the start date of the Master's program. No additional application is required.

A maximum of two graduate students (Restracomp Master's and PhD Scholarship) and one post-doctoral fellow (Restracomp Fellowship) per supervisor may apply for Restracomp funding in a single competition.

A maximum of two graduate students (CSTP Master's and PhD Scholarship) and one post-doctoral fellow (CSTP Fellowship) per supervisor may apply for CSTP funding in a single competition.

Only one trainee per supervisor can be awarded Restracomp **OR** CSTP funding per competition cycle (i.e. spring-cycle Restracomp and CSTP competitions or fall-cycle Restracomp and CSTP competitions). There is no limit to the number of trainees per supervisor who can hold Restracomp and/or CSTP funding simultaneously, so long as their funding is awarded in separate competitions.

3. LOCATION OF RESEARCH

All Restracomp- and CSTP-funded research training must take place at SickKids, i.e. at one of SickKids physical locations (i.e. Hospital, PGCRL, Centre for Community Mental Health) or at the supervisor's designated field site.

In special circumstances (e.g. a trainee is doing a series of experiments in a collaborator's laboratory, or a trainee is under the supervision of a scientist who holds an eligible SickKids appointment but has their lab offsite), Restracomp- or CSTP-funded trainees may be permitted to do some of their research training off-premises. If the trainee will be off-premises for longer than one month, the supervisor must obtain RTC approval in writing with specification of where, why, and for how long the trainee will be

off-premises. In addition, the supervisor is responsible for ensuring that his/her trainee will receive appropriate mentorship in his/her off-premises environment.

For trainees interested in travelling to another lab for an extended period of time in order to learn a new research technique that is not available locally (e.g. within the Greater Toronto Area), please see the Trainee Travel Award: http://my.sickkids.ca/research/research-training-centre/Pages/Trainee-Travel-Award.aspx

Trainees who hold a Tri-Council Canada Graduate Scholarship are also eligible for the Michael Smith Foreign Study Supplement, which funds research abroad: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSForeignStudy-BESCEtudeEtranger_eng.asp

4. APPLICATION PROCESS AND REQUIREMENTS – RESTRACOMP

4.1 Application Process Overview

Restracomp competitions are held in April and October of each year.

Spring deadline: the second Friday in April (with applications due the following Monday if the Friday is a holiday)
Fall deadline: the second Friday in October (with applications due the following Monday if the Friday is a holiday)

Applications must be submitted within the SlideRoom system at http://sickkids.slideroom.com. All application instructions can be found within the Restracomp application in the SlideRoom system. Details on the requirements for specific documents and suggestions are below.

After submission, applications are sent to the Restracomp adjudication subcommittees (MSc, PhD, Junior Fellow, Senior Fellow) for review.

Once the committees have made their preliminary funding decisions, a joint funding meeting is held by the Restracomp and CSTP Chairs, along with the RTC Director, RTC Program Coordinator, and head of Finance. Final decisions about the number of Restracomp and CSTP awards, based on the RTC's annual awards budget, and the division of awards between Restracomp and CSTP applicants, is made at this meeting.

All award decisions are conditional on U of T's approval and confirmation that awardees meet the OSOTF financial need, citizenship, and enrollment criteria. Once all proposed awardees have been approved by the university, award letters and activation forms are sent to all successful and unsuccessful applicants and their PIs.

4.2 Application Requirements

4.2.1 Character Limits

All statements within the Restracomp application have a maximum character limit of 4,500 characters, including spaces. This is the equivalent to about one page, single-spaced, in Arial 10 point font.

4.2.2 Work Permit

Fellowship applicants who are not Canadian citizens or permanent residents must include a copy of the document(s) proving their ability to work in Canada. Fellows must provide a copy of their work permit or, if that process it not yet complete, proof that they have begun the LMIA exemption process. For applicants who have not yet begun the permit application process, this fact should be noted in the application. Non-citizens or permanent residents are ineligible to apply to the Restracomp Scholarship award.

4.2.3 Supplementary Statement: Explanation of Career Interruptions and Justification for Extension to Eligibility Timeline

The window of eligibility for funding can be extended by a cumulative maximum of two years if the applicant had his/her career interrupted for the following reasons:

- Parental leave
- Illness
- Health-related family responsibilities
- Mandatory military service
- Disruptions due to war and/or civil conflicts in the country of residence during the period of career interruption

Applicants must include a statement, in the “Supplementary Statement” section of the Restracomp application, which provides a strong justification for extensions to the eligibility window. Note that the eligibility window will only be extended by the duration of the eligible delay(s)/interruption(s). It is essential that this document contains specific dates for career delays and/or interruptions, including the exact number of months or days these interruptions accounted for. Additionally, applicants should note the impact any career interruptions had on their training or career, and clarify any aspects of the CV that were affected by the career interruption.

Should applicants not require an extension to the eligibility timeline, but have still experienced career interruptions, they should still use this space to note the impact any career interruptions had on their training or career, and clarify any aspects of the CCV that were affected by the career interruption.

4.2.4 RTC Registration

All SickKids Research Institute graduate students and post-doctoral fellows are required to register with the Research Training Centre. Students and fellows who joined SickKids prior to May 2016 can confirm that their registration has been submitted by logging into the EARL system at http://earl.research.sickkids.ca/.

Students and fellows who have joined the RTC since May 2016 will have been required to register with the RTC as part of the new trainee onboarding process. If you have not yet registered with the RTC, you must do so prior to submitting your Restracomp application at http://bit.do/rtcregistry.

4.2.5 Certifications

Any research that requires Research Ethics Board (REB), Lab Animal Services (LAS) or Biosafety (BIO) certification must have the required certifications in place before Restracomp funding can start.

Applicants must note which certifications are required at the time of application, although specific certification numbers are not required.

4.2.6 Official Transcripts and Proof of Degree Completion

An official transcript is document prepared by a university's Registrar's Office recording some or all of the following information: a student's courses, grades, number of credits transferred, academic standing, co-op work terms, awards, and degree(s) awarded. Official transcripts are normally printed on security paper with the university seal and signature of the Registrar.

Applicants should order official transcripts from all required institutions well in advance of the Restracomp deadline; they should be scanned and uploaded to the Restracomp application by the applicant. If applicants already have scanned transcripts on hand from another funding competition that requires scanned transcripts, these may be used when applying to Restracomp so long as they contain the most up-to-date grade and enrollment information.

The following will be accepted as official transcripts:

- Scanned copies of original paper transcripts generated by the university Registrar's Office. Official print transcripts marked "Issued to Student" will be accepted. Both sides of the transcript must be scanned.

- Digital transcripts generated by the university's Registrar's Office, but only for institutions that offer digital transcript production and certification.

- Scanned copies of certified translations of transcripts in a language other than English or French. Transcripts in a language other than English or French **must** be translated.

The RTC will not accept:

- Web academic histories or other grade reports generated from student online records or systems.

- Any other unofficial digital or print transcripts.

- Transcripts that are illegible, unclear, or only of one side of the page.

For students who are pursuing or have pursued a degree that uses a pass/fail grading system, and if an overall grade report or program assessment is available, this document must be included along with the relevant transcripts. If marks were not assigned for a course/program or marks are unclear on the applicant's transcript, and no grade report is provided, the supervisor's letter of reference **must** include a detailed explanation of transcripts that:

- Clarifies the nature and/or absence of the missing or unclear marks

- Provides a strong rationale for considering the applicant's Restracomp application in the absence of marks, along with specific evidence of a level of academic achievement that would make the applicant competitive for Restracomp funding

All applicants approved for funding will be required to submit a hard copy of their original transcripts to the RTC prior to the start of funding. Funding will not begin until official transcripts are received and grades/degree completion/transfer has been confirmed. Hard-copy transcripts will be returned to the applicant after review.

Fellows are not required submit transcripts if another official proof of degree completion (e.g. official Degree Completion letter from the Registrar's Office, signed letter from the faculty or graduate program) are available.

Required Transcripts or Proof of Degree Completion

Award	Required Transcripts and Supporting Documents
Restracomp Master's Scholarship	Bachelor's
Restracomp PhD Scholarship	Bachelor's + graduate (including proof of reclassification if in an MSc/PhD program)
Restracomp Fellowship	Either PhD/MD transcripts or other proof of degree completion

Transcripts confirming degree completion, if degree is not complete at the time of Restracomp application, must be submitted to the RTC prior to the commencement of Restracomp funding

Reclassification is normally noted on the official transcript, but a separate document proving reclassification must be provided if not. If applying to Restracomp prior to transfer, but transfer will occur prior to the funding start date, provide proof of transfer exam scheduling/approval (or equivalent) in lieu of proof of reclassification. Proof of reclassification must be submitted to the RTC prior to the commencement of Restracomp funding.

4.2.7 Proof of Enrollment in, Application to, or Acceptance to a Graduate Program (Restracomp Master's and PhD Scholarship)

There are a number of documents that graduate students may use to prove their university affiliation and enrollment status. Please select the document that corresponds to your current enrollment status.

- If you are currently enrolled in a University of Toronto graduate program:

    - A PDF printout or screen shot of your ACORN/ROSI welcome screen (or

the equivalent from your university) that states your current enrollment status, **or**
    - A signed letter from your graduate program, School of Graduate Studies, Faculty of Medicine, or Registrar's Office attesting to your current enrollment status.

- If you have applied to a graduate program, but an admission decision has not yet been made:
    - A PDF printout or screen shot from the admission system stating that your application has been submitted **or**
    - A signed letter from your graduate program stating that you have applied to the program and your application is under consideration.

- If you have applied and been accepted to a graduate program, but have not yet enrolled:
    - A copy of your official acceptance letter from your graduate program.

If proof of enrollment is not yet available at the time of application, a document must be uploaded to the application attesting this fact and it must be provided prior to the start of funding.

4.2.8 Proof of Employment or Conditional Offer of Employment (Restracomp Fellowship)

If the applicant is a current Research Fellow at SickKids, they must provide a copy of the signed Memorandum of Understanding.

If the applicant is an incoming or potential Research Fellow at SickKids, they must include the following:

- A letter of offer, **and**
- A statement, in the proposed supervisor's reference letter, that s/he commits to hiring the applicant should s/he be awarded Restracomp funding.

4.2.9 Curriculum Vitae

All Restracomp applicants must complete and attach a Canada Common CV.

Applicants to the Restracomp Master's Scholarship must use the CGS-Master's CCV template.

Applicants to the Restracomp PhD Scholarship and Fellowship must use the Vanier-Banting CCV template.

The CCV system can be accessed at https://ccv-cvc.ca/

4.2.10 OSOTF Financial Needs Assessment (Restracomp Master's and PhD)

Restracomp Scholarships are funded by the OSTOF matching funds program, jointly

funded by the University of Toronto, Sick Kids Foundation and the Province of Ontario and administered by the University of Toronto.

Restracomp Scholarship applicants must complete an Ontario Student Opportunity Trust Fund (OSOTF) financial needs assessment form as part of the application, as Restracomp scholarships are both merit- and needs-based awards.

This requirement applies even if the applicant does not believe that they demonstrate financial need. If recommended for funding, we will apply to the university for OSOTF funding on your behalf.

4.2.11 Reference Letters

Applicants must request three references from within the SlideRoom system.

One of the three referees must be the applicant's current or proposed SickKids supervisor.

The other two referees should be current or former supervisors, professors, or collaborators who can speak to the applicant's research, academic, and personal achievements, potential, and plans.

Referees should review the section below prior to completing the letter of reference.

Limiting Unconscious Bias

A report by the American Association of University Women notes that unconscious biases, which are produced by our cultural environments, can impact our decision making without our awareness. Trix and Psenka (2003) compared letters of recommendation written for male and female applicants, and found that those written for women were more likely to:

- be shorter in length and incomplete;
- include gendered terms (e.g., woman, mother, wife);
- include fewer strong, enthusiastic adjectives (e.g., excellent, outstanding etc.);
- include comments that raised doubt about the quality of the applicant (negative language, conditional or faint praise, unexplained comments, irrelevant information);
- focus on interpersonal attributes versus research skills/achievements (e.g., kindness, compassion, collegiality, etc.); and
- include personal information that was not relevant to the position or competition.

It is important to avoid the effects of unconscious bias in letters of recommendation, as these effects can potentially have an unintended negative impact on the overall success/career of individuals, especially women. Research demonstrates that social and environmental factors, which include unconscious bias, contribute to the under-representation of women in science. At the student and fellow level, unconscious bias can

have a negative impact on the ability of women to secure research funding.

How to Limit Unconscious Bias

In order to limit the influence of unconscious bias within your Restracomp letter of reference, please consider the following:

- Focus on comparing the nominee with the specific Restracomp scoring criteria.
- Avoid using gendered adjectives when describing character and skills, especially when providing a letter for a woman (e.g., ‘nurturing and compassionate’ versus ‘collegial and an exceptional mentor to more junior trainees’).
- Avoid focusing on interpersonal attributes over research skills and achievement.
- Consider using strong, enthusiastic adjectives for both men and women, where appropriate (e.g., exceptional, excellent, outstanding, confident, successful, ambitious, knowledgeable, innovative, etc.).
- Use the nominee’s formal title and/or surname instead of their first name.
- Consider whether your letter unintentionally includes doubt-raising, negative or unexplained statements (e.g., ‘might make an excellent leader’ versus ‘is an established leader’).

4.3 Adjudication

4.3.1 Conflicts of Interest

Committee members are required to disclose all conflicts of interest (including supervision, personal relationship, acting as a referee) with individual applicants at the time of review assignments. Committee members will not be assigned any application for review with which they have a conflict of interest; nor may they be present for the adjudication of any applications for which they have a conflict of interest.

4.3.2 Selection Criteria

For detailed criteria, please see Appendices D and E.

4.3.3 Review of Applications

Restracomp applications are reviewed by two to three reviewers, and their combined scores are used to determine if the application is recommended, or not recommended, for funding.

4.4 Applicants to Donor- or Centre-Funded Awards

Students or fellows who are eligible for a designated donor or Centre-funded awards are evaluated within their respective application categories. Only trainees above the funding cut-off within their respective category will be eligible for these awards.

Via the Restracomp competition, the Research Institute and Hospital adjudicate the

following donor and Centre-funded awards:

- Lap-Chee Tsui Fellowship
- LiUNA! Fellowship for Research Innovation
- MICe Scholarship
- Centre for Brain and Mental Health Integrative Research Fellowship
- Garron Family Cancer Centre Scholarships and Fellowships
- Child Global Health Fellowship
- Donor-funded bursaries

5. APPLICATION PROCESS AND REQUIREMENTS – CSTP

5.1 Application Process Overview

CSTP competitions are held in March and September of each year.

Spring deadline: the second Friday in February (with applications due the following Monday if the Friday is a holiday)
Fall deadline: the second Friday in September (with applications due the following Monday if the Friday is a holiday)

Applications must be submitted online in SlideRoom: http://sickkids.slideroom.com. All application instructions can be found within the CSTP application in SlideRoom.

After submission, applications are sent to the CSTP adjudication subcommittees (scholarship and fellowship) for review.

Once the committees have made their preliminary funding decisions, applicants conditionally approved for CSTP funding in the PhD and Fellowship programs are immediately notified that they are approved to apply to the CCHCSP competition. Successful applicants will also receive detailed feedback from the CSTP committee intended to strengthen their CCHCSP application. Visit CCHCSP for more details on their application process.

A joint funding meeting is then held by the Restracomp and CSTP Chairs, along with the RTC Director, RTC Program Coordinator, and head of Finance. Final decisions about the number of Restracomp and CSTP awards, based on the RTC's annual awards budget, and the division of awards between Restracomp and CSTP applicants, is made at this meeting.

All award decisions are conditional on U of T's approval and confirmation that awardees meet the OSOTF financial need, citizenship, and enrollment criteria. Once all proposed awardees have been approved by the university, award letters and activation forms are sent to all successful and unsuccessful applicants and their PIs.

5.2 Application Requirements

5.2.1 CSTP Master's Scholarship

The CSTP Master's Scholarship follows the same application guidelines as Restracomp

(see section 4.2 and its subsections), **with two differences as per below:**

5.2.1.a Proof of Licensure

If the applicant is currently licensed, or has previously been licensed to practice medicine, nursing or another health profession in Ontario, a copy of the license issued by the licensing body for the profession in question must be included with the CSTP application. Acceptable documents include:

- A scan of the original licensure document, **or**
- A PDF copy of the licensure details generated via public register maintained by your licensing organization (e.g. College of Nurses of Ontario, College of Physicians and Surgeons of Ontario, etc.)

If the applicant is not currently licensed to practice medicine, nursing, or another health profession in Ontario, a copy of the licensure documents from the jurisdiction in which the applicant is currently licensed must be included with the Restracomp application.

5.2.3.b Transcripts

Applicants to the CSTP Master's Scholarship must submit their health professional transcripts and their graduate transcripts, if they are already enrolled in a graduate program.

5.2.2 CSTP PhD Scholarship and Fellowship

The CSTP PhD Scholarship and Fellowship applications follows the requirements in the:

- Restracomp Application Requirement sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.2.8, and 4.2.10 **and**
- CSTP Master's Scholarship Application Requirements **and**
- The following documents required for the CCHCSP application (details of which can be found at http://cchcsp.ca/):
  - CCHCSP Training Module
  - Completed CIHR Common CV – Applicant
  - Completed CIHR Common CV – Primary Supervisor
  - Completed CIHR Common CV – Co-Supervisor
  - Completed CIHR Common CV - Mentor
  - Sponsor Assessment Form

Note that if an applicant is conditionally awarded a CSTP PhD Scholarship or Fellowship, they will be required to apply to CCHCSP. Only applicants who hold Canadian Citizenship or Permanent Residence status may apply to any of the CCHCSP training paths.

See Appendix F for CCHCSP application details.

6. DISTRIBUTION OF AWARDS

6.1 Allocation of Funds

The RTC Director has final approval of where the funding cut-offs will occur, i.e. which of the recommended applicants will receive funding. The number of awards allocated to each Restracomp and CSTP award is collaboratively determined by the RTC Director, Restracomp Chair, and CSTP chair on the basis of available funds.

Graduate students who have been selected for funding will have their OSOTF Financial Needs Assessment form sent to the University of Toronto. University of Toronto representatives will review the OSOTF forms and provide final approval for those who are eligible to be funded from this source. Funding from OSOTF is not guaranteed, and recommended students may, on occasion, not be approved for funding.

6.2 Notification of Award

Applicants to CSTP awards that have equivalents at the CCHCSP level (i.e. PhD and Fellowship) will receive a notice of approval to apply to CCHCSP and conditional awarding of a CSTP scholarship or fellowship immediately upon the completion of adjudication.

All initial CSTP award notices are conditional on the outcome of the Restracomp competition and final joint Restracomp-CSTP funding meeting for each spring and fall award cycle.

Applicants and their supervisors will be notified of the final results of the Restracomp and CSTP competitions by the RTC via email.

6.3 Funding Start Dates

Restracomp and CSTP awards may start on September 1, May 1, or January 1.

Fall Competition	
First possible start date	January 1 of the following year
Next possible start date	May 1 of the following year
Last possible start date	September 1 of the following year
Spring Competition	
First possible start date	September 1 of the same year
Next possible start date	January 1 of the following year
Last possible start date	May 1 of the following year

Should an applicant not be able to take up his/her award by the last possible date for the competition in which the Restracomp or CSTP was awarded, the offer of award will be withdrawn.

All eligibility requirements must be met before the award can be taken up. Awards may not be deferred beyond the timelines listed above except under exceptional circumstances, and with the explicit approval of the RTC.

6.4 Accepting a Restracomp or CSTP Award

Both the recipient and their supervisor must complete and sign the Restracomp or CSTP Award Acceptance Form, which is included along with the award notification.

Funding will not begin until all eligibility requirements have been met and official transcripts and the signed Award Acceptance form have been submitted to the Research Training Centre.

6.5 Administration of Restracomp and CSTP Funding

Restracomp and CSTP awards are set up as individual project IDs in myFinance under the control of the supervisor.

Funds are transferred into the project ID quarterly, and the awardee's labor cost allocation should be adjusted in HR Direct to ensure that the appropriate amount of Restracomp or CSTP funding is being paid in salary support each pay period.

The RTC adjusts the budget of the award as necessary to reflect any changes to external funding or enrollment status that affect the duration or value of the Restracomp.

6. FUNDING RATES AND PROTECTED RESEARCH TIME

6.1 Award Values

Award	Award value
Restracomp Master's Scholarship	$26,000
Restracomp PhD Scholarship	$26,000
Restracomp Fellowship	$33,750
CSTP Master's Scholarship	$40,000 (CSTP) + $10,000 (supervisor)
CSTP PhD Scholarship	$40,000 (CSTP) + $10,000 (supervisor)
CSTP Fellowship	$40,000 (CSTP) + $10,000 (supervisor)

Supervisors are required to pay the difference between the value of the Restracomp or CSTP award and current departmental stipend rates (for graduate students) or current SickKids Research Institute minimum salary levels (for research fellows).

Supervisors may be required to pay additional merit top-ups in those programs where Restracomp and CSTP are considered top-up eligible awards.

6.2 Protected Research Time

While holding a Restracomp or CSTP award, research time may not be less than 80% of daytime work hours.

Award holders may hold clinical appointments and/or earn additional income working

evenings and weekends, provided daytime research time is protected and does not suffer as a consequence. This additional work cannot exceed 20% of research time, or 8 daytime hours, per week.

7. AWARD TERMS

7.1 Award Term Limits Summary

A Restracomp or CSTP award will fund:

- The first two years of a Master's program
- The first four years of a PhD program when a Master's program has already been completed
- The first five years from the beginning of Master's program, if reclassified to PhD program or returning to the same lab for a PhD during Restracomp funding
- The first five years from the beginning of a PhD program for those pursuing a PhD directly from a Bachelor's degree
- Two-years of a Research Fellowship from the fellowship start date

Terms of awards for specific programs are set out below. Extensions of terms are normally not allowed, except in the case of approved leaves or delayed transfer to PhD; see Section 7.2 and 7.3. The term of an award will not be extended due to supervisor's need (e.g. loss of operating grant).

The term of an award may be extended if trainee is required or chooses to switch labs (either before or after joining SickKids) and begins a new project. In this case, a one-year extension may granted with the approval of the RTC Director. See Section 9.2.

Students in combined research and clinical training programs will be eligible to extend their allowable research funding term by the amount of time spent in their clinical training program. Their research funding will be put on hold while they are engaged in clinical training. In order to extend the funding term, the student must provide a letter from their university program confirming that they will be engaged in a clinical training program for the specified period of time.

7.2 Duration of Funding

7.2.1 Restracomp and CSTP Master's Scholarship

Full-time Master's students may hold Restracomp or CSTP funding for a maximum of 24 months (2 years) from the start date of the Master's degree or combined Master's/PhD program. Time-limits are doubled for students who are pursuing a degree part-time (with RTC approval).

If a Master's-level trainee is beginning the second year of the program at the start date of the award, they will receive a maximum of 12 months (1 year) of funding from Restracomp or CSTP unless they reclassify to the PhD program - see Section 7.1.

Rotation students are eligible to begin receiving Restracomp or CSTP funding once they start in their permanent lab choice. Master's students who spend the first term of their

degree in rotation are eligible for a full 24 months (2 years) of Restracomp funding from the start date of research in their permanent lab (rather than from the start date of their Master's degree).

Students who do not transfer to the PhD within 2 years of beginning the MSc but are planning to continue to the PhD may request an extension of award from the Restracomp or CSTP Chair, provided that the delayed transfer is permitted by the University of Toronto department and scheduling of the transfer exam has happened or is in progress. See Appendix G for the Chairs' contact information.

7.2.2 Restracomp and CSTP PhD Scholarship

Full-time doctoral students who have completed a Bachelor and Master's degree may hold Restracomp or CSTP funding for a maximum of 48 months (4 years) from the start date of the PhD program.

Students who successfully reclassify from a Master's to PhD program while being funded by Restracomp or CSTP, **or** students who return to the same lab for a PhD after completing a Master's degree, **or** students who enter PhD program from the Bachelor's degree will be eligible for up to 60 months (5 years) of funding from the start date of the Master's/PhD or PhD program. For students who reclassify or return to the Master's lab, the 60 month (5 year) funding period begins from the start date of the Master's degree.

For students who enter a PhD program directly from the Bachelor's degree, the 60 month (5 year) eligibility period begins from the start date of the PhD.

Documentation from the Graduate Coordinator of the University department indicating successful reclassification is required to extend funding time limits.

Time-limits are doubled for students who are pursuing degrees part-time for reasons of disability that were declared at the application stage.

7.2.3 Restracomp and CSTP Fellowship

Fellows are eligible for up to 24 months (2 years) of Restracomp or CSTP funding from the start date of the award.

Restracomp and CSTP Fellowships cannot be held beyond Year 6 of post-doctoral training.

7.3 Leaves

7.3.1 Parental Leaves

Restracomp and CSTP do not provide parental leave funding. Award holders are entitled to request unpaid parental leave, during which time Restracomp or CSTP funding is suspended.

A supervisor who holds a CIHR grant (or another external grant with a similar policy) may request parental leave funds for the student or fellow from that granting agency.

In either case, Restracomp or CSTP funding will resume at the end of the parental leave, with supporting documentation of return from Human Resources, and the term of Restracomp or CSTP funding will be extended by the amount of time spent on leave.

7.3.2 Other Leaves

Restracomp and CSTP awardees are entitled to request an unpaid leave of absence, medical leave, care and nurturing leave, or sabbatical leave for up to one year in duration.

Prior to the leave start date, the trainee must supply a letter specifying the reason for and term of absence. Restracomp or CSTP funding will pause for the duration of the leave and resume at the end of the leave, with supporting documentation of return from Human Resources.

The overall length of funded study and value of the award will remain the same, i.e. the term of Restracomp or CSTP funding will be extended by the amount of time spent on leave.

8. RENEWAL

Restracomp and CSTP holders are required to complete an annual renewal application in order to for funding to continue. The application must be completed prior to the commencement of a new academic year, i.e. in August of each year. The renewal process is non-competitive.

Renewal applications being submitted by students must indicate that there has been no change to academic status (i.e. the award holder is still a full-time research student).

Students who have successfully reclassified from the Master's to the PhD program while holding Restracomp or CSTP funding must also provide documentation from the university indicating their successful reclassification. If this is not appended to the renewal application, the student will be deemed to be entering the third year of the Master's degree and funding will be terminated automatically.

Students who have completed a Master's degree and returned to the same lab for their PhD must provide documentation from the university indicating their enrollment in a PhD program. If this is not appended to the renewal application, the student will be deemed to be entering the third year of the Master's degree and funding will be terminated automatically.

All graduate students may be required to resubmit their OSOTF statement at the time of renewal.

All Restracomp and CSTP awardees must provide proof of application for external funding as a condition of renewal. Please see below for details.

8.1 Proof of Application for External Awards

8.1.1 Definition of External Award

All non-Restracomp and CSTP awards are considered external awards.

8.1.2 Acceptable Proofs of Application

The renewal of Restracomp and CSTP funding is conditional upon the continued application to external awards. The RTC will accept any of the following as proof of application to an external award:

- A PDF printout or screen shot of the confirmation of submission page any online scholarship or fellowship application system.
- The first page of any PDF or paper-based funding application, so long as that page includes the date of submission and the name of the funding agency and applicant. Include whichever pages contain the required information if the first page does not.
- A letter or email confirming the receipt of a funding application, so long as the document includes the name of the funding agency/competition, the date, and the contact information for the agency and/or person issuing the submission confirmation.

9. POST-AWARD RULES

9.1 Use of Funds

Awards are exclusively for the research training of the student or fellow in the supervisor's laboratory, and may only be used for salary support for the student or fellow to which the funds were awarded.

9.2 Transferring Supervisors

If a Restracomp or CSTP holder chooses to change supervisors during the course of either award, they must notify the RTC immediately.

If the trainee will be starting a new project and needs extra funded time to get back to the same level of research progress, they should submit an award extension request to the RTC noting the reason for supervisor change (which will be kept confidential), a brief description of how the new project differs from the original project, and the expected length of time required to complete the project. The standard length of extension is one year, but more time may be granted as necessary.

See above for sections regarding supervisor eligibility.

The same process applies when a student (MSc or PhD) wishes to request an award term extension having transferred labs prior to commencing Restracomp or CSTP funding.

9.3 Changes to or Termination of Award

The supervisor, trainee, or administrative assistant is required to notify the RTC immediately if/when a Restracomp or CSTP funded student or fellow does any of the following:

- Completes the current degree (e.g. the thesis is accepted by the School of Graduate Studies (SGS) and SGS certifies that all requirements for the degree have been completed).
- Ceases working on the approved project/program for any reason (e.g. leaves program, switches supervisors, takes leave of absence, etc.)
- Changes his/her status of employment in nursing or professional services at SickKids
- Changes his/her degree status from full-time to part-time for reasons other than disability or family responsibility
- Reclassifies from MSc to PhD or from Research Fellow to Research Associate
- Takes up a faculty or staff position at SickKids or elsewhere
- Receives any other scholarship, fellowship, or award

If the supervisor fails to notify the RTC of a status change that renders a Restracomp- or CSTP-funded student/fellow ineligible to receive further funding, or that will trigger a change in the funding level, the RTC will recover any overpayment from one of the supervisor's operating grants.

9.4 Holding External Awards

Restracomp and CSTP award holders must continue to apply for external funding in order to ensure that the limited pool of funds can support as many SickKids researchers as possible.

Should an award holder be successful in obtaining external funding, this award must be accepted and Restracomp or CSTP funding will be adjusted accordingly. The external award must be taken up at the earliest possible start date.

Top-ups to recognize students who have won external awards that are mandated by a funding agreement issued by a graduate departments or the Faculty of Medicine are paid in addition to the Restracomp or CSTP scholarship, external award, and total stipend.

If a student is awarded an OGS and the $5,000 university contribution is being paid directly by the supervisor out of operating funds, the Restracomp or CSTP award will be reduced by the value of the provincial portion of the award (i.e. $10,000) rather than the total value ($15,000).

As of September 1, 2016, there will be no change to the Restracomp funding amount if the award holder receives another award with a value of $2,000 or less.

IF…	THEN…
The external award is of lesser value than the Restracomp or CSTP award	Funding will be adjusted so that the external award + Restracomp/CSTP funding equals the value of the original Restracomp or CSTP award
The external award exceeds the Restracomp or CSTP maximum amount	Funding will be terminated for the duration of the external award. Should the student or fellow not have exceeded the timelines set out in Section 7 when the external award ends, Restracomp or CSTP funding will resume when the external award term has ended
The external award exceeds the value and term of the Restracomp or CSTP award	Restracomp/CSTP funding will be terminated
The external award is less than or equal to $2000	No change to the original Restracomp or CSTP funding amount

9.4.1 Use of Restracomp or CSTP as Matching Funds

Trainees or their supervisors may use Restracomp or CSTP to fulfill matching fund requirements for external awards, with certain restrictions.

Please see the RTC or the Matching Funds: Review and Approval policy for additional information about the matching funds policy and request/approval process.

Should a CSTP award holder be successful at the CCHCSP level, their CSTP award will be used to fulfill the CCHCSP matching funds requirement.

9.5 Transfer of Awards

Restracomp and CSTP awards are not transferable outside of SickKids.

9.6 Acknowledgement of Restracomp Support

All Restracomp and CSTP awardees must acknowledge the receipt of Restracomp or CSTP support on their CV, resume, or other document which lists awards or sources of funding.

Trainees who receive restricted or Centre funds must additionally acknowledge the endowment or Centre by which they are funded.

Appendix A: Restracomp Committee

Adjudication Committee

First Name	Last Name	RI Program	Position
Peter	Kim	Genetics & Genome Biology	Senior Scientist, Committee Chair
Philip	Bilan	Cell Biology	Senior Research Associate
Eric	Campos	Genetics & Genome Biology	Scientist
Andrew	Chong	Molecular Medicine	Senior Research Associate
Sanaa	Choufani	Genetics & Genome Biology	Research Associate
Helen	Dimaras	Child Health & Evaluative Services	Scientist
Thomas	Eiwegger	Translational Medicine	Scientist
Sumit	Gupta	Child Health & Evaluative Services	Associate Scientist
Xi	Huang	Developmental & Stem Cell Biology	Scientist
Zhenya	Ivakine	Genetics & Genome Biology	Research Associate
Tae-Hee	Kim	Developmental & Stem Cell Biology	Scientist
Petros	Pechlivanoglou	Child Health & Evaluative Services	Scientist
Neal	Sondheimer	Genetics & Genome Biology	Associate Scientist
Hoon-Ki	Sung	Physiology & Experimental Medicine	Scientist
Anne	Wheeler	Neurosciences & Mental Health	Scientist

Ex-Officio Members

Last name	First name	RI Program	Position
Sharpe	Simon	Research Training Centre	Director
Brown	Laurel	Research Training Centre	Senior Manager
Park	Grace	Research Training Centre	Program Coordinator (interim)
Dalgleish	Melissa	Research Training Centre	Program Coordinator (on leave)
Hall	Allison	Research Training Centre	Administrative Assistant

Appendix B: CSTP Committee

Adjudication Committee

First name	Last name	RI Program	Clinical Division	Position
Padmaja	Subbarao	Translational Medicine	Respiratory Medicine	Scientist, Committee Chair
Annie	Huang	Cell Biology	Haematology/Oncology	Senior Scientist, CCHCSP Centre Leader
Karen A.	Gordon	Neurosciences & Mental Health	Communication Disorders	Senior Scientist
Christoph	Licht	Cell Biology	Nephrology	Senior Associate Scientist
Maureen	Lovett	Neurosciences & Mental Health		Senior Scientist
Farid	Mahmud	Translational Medicine	Endocrinology	Associate Scientist
Debbie	O'Connor	Translational Medicine		Senior Associate Scientist
Jennifer	Stinson	Child Health Evaluative Sciences	Nursing	Senior Scientist

Ex-Officio Members

Last name	First name	RI Program	Position
Sharpe	Simon	Research Training Centre	Director
Brown	Laurel	Research Training Centre	Senior Manager
Park	Grace	Research Training Centre	Program Coordinator (interim)
Dalgleish	Melissa	Research Training Centre	Program Coordinator (on leave)
Hall	Allison	Research Training Centre	Administrative Assistant

Appendix C: Assessing CSTP Applications for Applicants New to Research

Applicants to the CSTP Scholarships and Fellowship often have different professional backgrounds and academic goals than applicants coming from a research background. These differences, especially for those applicants new to research, necessitate a nuanced and contextualized approach to adjudication. While excellence is, as always, the first criteria by which these professionals should be judged, adjudicators should consider the different spheres in which applicants not coming from a research background will have moved and the different markers of excellence in those spheres.

Within the context of the CSTP adjudication criteria (Appendix D), reviewers should also look for and credit evidence of the following when assessing CSTP applications from students and fellows not coming from a research background:

- Academic achievement and potential
- Clear, critical, and curious thinking
- Capacity to further SickKids' strategic goals for research and care
- Publications and presentations within field of research and/or employment
- Record of professional development and growth (e.g., committee membership, project management, presentations, publications, awards and honors, promotions)
- Additional training and skills development (e.g. journal clubs, attendance at conferences, workshops, grand rounds, continuing education)
- Facilitation and promotion of the development and education of others. (e.g. clinical preceptorship, cross-appointments at university faculties, mentorship, training)
- Excellence in leadership as attested to by colleagues, peers, students
- Expertise in clinical work, research, education, management
- Responsiveness to change and shifting priorities at SickKids, health care and/or within clinical programs
- Teamwork and collaboration
- Initiative and motivation (e.g. initiation of new projects and/or process improvements, taking on new challenges or areas of responsibility, etc.)
- Commitment to SickKids children, families, values and strategic mission

Appendix D: CSTP Adjudication Criteria

Area of Assessment	What is Assessed	Relevant Documents: CSTP Master's Scholarship	Relevant Documents: CSTP PhD Scholarship & Fellowship	Weighting
Academic performance & potential	Grades, academic awards, and performance in an academic setting.	Transcripts, CCV, letters of reference.	Transcripts, CV, sponsor assessment form/letters of reference.	20%
Research performance & potential	Publications, presentations, other forms of research dissemination, research awards and prizes, the applicant's performance in a research setting.	"Most Significant Research Contributions" section, CCV, letters of reference.	Training module, CV, sponsor assessment form/letters of reference.	25%
Personal characteristics, skills, & abilities	Leadership and community activities, academic service, communication and interpersonal skills, referee's assessment.	"Most Significant Personal Contributions" section, CCV, letters of reference.	Training module, CV, sponsor assessment form/letters of reference.	25%
Research & training plans	Ability to communicate research plans and potential impact to a non-specialist audience, articulate the importance of the research, explain how the proposed research and choice of lab supports research and career plans.	"Research Project and Significance" and "Training Plans" sections.	Training module.	30%

Appendix E: Restracomp Adjudication Criteria

Area of Assessment	What is Assessed	Relevant Documents	Weighting: Restracomp Master's Scholarship	Weighting: Restracomp PhD Scholarship	Weighting: Restracomp Fellowship
Academic performance & potential	Grades, academic awards, and performance in an academic setting.	Transcripts, CCV, letters of reference.	40%	20%	0%
Research performance & potential	Publications, presentations, other forms of research dissemination, research awards and prizes, the applicant's performance in a research setting.	"Most Significant Research Contributions" section, CCV, letters of reference.	20%	40%	50%
Personal characteristics, skills, & abilities	Leadership and community activities, academic service, communication and interpersonal skills, referee's assessment.	"Most Significant Personal Contributions" section, CCV, letters of reference.	20%	20%	25%
Research & training plans	Ability to communicate research plans and potential impact to a non-specialist audience, articulate the importance of the research, explain how the proposed research and choice of lab supports research and career plans.	"Research Project and Significance" and "Training Plans" sections.	20%	20%	25%

Appendix F: CCHCSP Requirements

Required Documents for CSTP/CCHCSP		
	CSTP *Note: CSTP is the internal reviewer for applicants with a Supervisor or Primary Mentor with a Research Institute appointment at SickKids. All other candidates may apply to CCHCSP directly.	**CCHCSP** *Note: Applicants with a Supervisor or Primary Mentor with a Research Institute appointment at SicKKids, must receive notice of a conditional award from CSTP to be eligible to apply to CCHCSP. All other candidates may apply to CCHCSP directly.
Submission link	https://sickkids.slideroom.com	https://surveys.sickkids.ca/surveys/?s=LPKRFCDHM8
Deadline	2nd Friday of February annually 2nd Friday of September annually	April 1st annually November 1st annually
Training Module	Required Signature from the University of Toronto Centre Leader is not required at time of application.	Required
Proof of citizenship/permanent residence status	Scholarships: You may apply to CSTP without citizenship or permanent residency status, however, you must have either status by the time you start the award. Fellowships: You are not required to be a citizen or permanent resident to hold a CSTP fellowship award, however, you are required to submit a copy of your work permit.	Required CCHCSP only accepts Canadian Citizens or permanent residents.
Proof of licensure with expiry date	Required	Required
CIHR Academic CV of Candidate	Required	Required
CIHR Academic CV's of all supervisor & mentors	Required	Required
Supervisor (Mentor) Letter	Required	Required
Host Institution Letter	Not required	Required

Centre Leader Letter	Not required The University of Toronto Centre Leader is member of the CSTP Committee. If you are conditionally awarded CSTP, they will meet with you to discuss your application and issue a letter.	Required
Memorandum of Training **(MoT) Letter**	Not required The University of Toronto Centre Leader, is a member of the CSTP Committee. If you are conditionally awarded a CSTP, they will meet with you to endorse the MoT.	Required
Official Sealed Transcripts ***please request 2 copies**	Official transcripts must be scanned into the Slideroom application at the time of application. If awarded, originals must be submitted to RTC.	Required for new submissions only. Official sealed transcripts must be mailed directly to the CCHCSP head office. Re-applicants may submit a digital copy, as your official copy from your original application will be kept on file.
Sponsor assessments	Required	Required Please send via email to linda.pires@sickkids.ca directly from the sponsors or RTC Program Coordinator.
Proof of eligibility for U of T funding	Required for scholarship applications only: - Proof of enrollment - OSOTF Financial Disclosure form	Not required
Memorandum of Understanding / SickKids contract	Required for fellowship applications only	Not required
RTC Registration	Required	Not required
Complete eligibility and submission guidelines:	http://my.sickkids.ca/research/research-training-centre/Pages/Clinician-Scientist-Training-Program.aspx	http://cchcsp.ca/index.php/training-paths/

Appendix G: Key Contacts

Role	Name	Contact Information
Restracomp Chair Policy, adjudication, and funding decision questions	Peter Kim	pkim@sickkids.ca, x305983
CSTP Chair Policy, adjudication, and funding decision questions	Padmaja Subbarao	padmaja.subbarao@sickkids.ca, x302196
CCHCSP Centre Leader Policy, adjudication, and funding decision questions	Annie Huang	annie.huang@sickkids.ca, x207360
RTC Senior Manager Financial and donor/Foundation-funded award questions	Laurel Brown	laurel.brown@sickkids.ca, x308815
Program Coordinator (interim until August 2019) Policy, eligibility, application, Centre partnership, and post-award questions	Grace Park	grace.park@sickkids.ca, x301426
Program Coordinator (on leave until August 2019) Policy, eligibility, application, Centre partnership, and post-award questions	Melissa Dalgleish	melissa.dalgleish@sickkids.ca, x307781
Administrative Assistant Application and post-award questions	Allison Hall	allison.hall@sickkids.ca, x307781
CCHCSP Program Manager Questions about the CCCHSP application and eligibility	Linda Pires	linda.pires@sickkids.ca, x204304
SlideRoom Technical Assistance Technical issues with the SlideRoom application	https://support.slideroom.com/customer/portal/emails/new	