



Canadian Liver Foundation  
Fondation canadienne du foie

*Bringing liver research to life*  
*Donner vie à la recherche sur le foie*

## GRADUATE STUDENTSHIP PROGRAM GUIDELINES

**Competition Year: 2020**

The objective of the Canadian Liver Foundation (CLF) is to provide support for research and education into the causes, diagnosis, prevention and treatment of diseases of the liver.

These guidelines are designed to facilitate the completion of the CLF Application Form. Applicants are advised to read the guidelines carefully, paying particular attention to the new submission process effective this year.

### CATEGORY OF STUDENTSHIP

The CLF Graduate Studentship Program enables academically superior students to undertake full-time studies in a Canadian University in a discipline relevant to the objectives of the Foundation.

**In 2020, three graduate studentships may be awarded:**

- a) one graduate studentship may be awarded to a student in Alberta whose research project is related to hepatobiliary research.
- b) two graduate studentships may be awarded to students in Canada whose research projects are related to hepatitis B

In recognition of the CLF's varying calls for applications which may include specific designations for type of liver disease or a geographic location or have no designations and be open to all types and locations for hepatobiliary research, CLF research studentship applicants are asked to select and apply to one category per studentship in the application form.

The number of awards presented in any given year will be dependent on the number of suitable applicants and the funds available.

### ELIGIBILITY

The applicants must be accepted into a full-time university graduate science program in a medically-related discipline related to a Master's or Doctoral degree and hold a record of superior academic performance in studies relevant to the proposed training. Canadian citizens, landed immigrants, and permanent residents will receive first consideration.

Applicants must be sponsored by a faculty supervisor with a record of productive medical research and sufficient competitively acquired research funding to ensure the satisfactory conduct of the student's research during the term of the award. The supervisor's publication record should indicate significant contribution to liver related studies. The supervisor must agree to provide personal, direct and continuing supervision of the student. The supervisor of the graduate student must be a member of the Canadian Association for the Study of the Liver (CASL).

Applications submitted on behalf of exceptionally able applicants will receive consideration regardless of the number of other students supervised by the sponsor.

Normally, the student is expected to complete his or her training under the supervision of the sponsoring faculty member and to complete the research project outlined in the application. Should a change in supervisor become necessary, the student will be required to gain the approval of the Foundation and the agreement of a supervisor satisfactory to the aims of the student's project and the Foundation's conditions for supervisors. The research project must not be altered in a substantial manner. Should substantial alteration be required, the award should be terminated.

A student supported by the CLF must not hold a current stipend award from another granting agency.

### **PERIOD OF SUPPORT**

A graduate studentship award will provide funding to the student for two years' stipend. Two brief written reports suitable for a lay audience are required:

- (i) an interim progress report must be received by September 1, 2021 and;
- (ii) the final report outlining research findings is due at the end of the funding period.

With the approval of the faculty supervisor, the student may undertake a maximum of 40 hours teaching each year in subjects relevant to the student's research project. This limit will include the student's direct participation in teaching, preparation time and contributions to laboratory supervision. The student may be remunerated by the host institution at rates determined by its policies.

### **LEVEL OF FUNDING**

The award will be \$20,000 per year. Payment of the award will be in the form of equal quarterly instalments, the first on or about September 1, 2020.

The specific uses of the funds shall be dictated by the policies of the research administration office of the sponsoring institution.

The CLF is a member of the Health Charities Coalition of Canada (HCCC) and adheres to the HCCC's position that indirect costs from the research institution are ineligible research expenses and are not to be deducted from the CLF's research payment.

### **ASSESSMENT PROCEDURES**

Each application is assessed by the CASL Research Committee which is responsible for establishing a rating based on its scientific merit and relevance.

The Medical Advisory Committee of the CLF considers the ratings and recommendations of the Graduate Studentship Review Committee, then approves and announces the final decision.

### **DEADLINE DATE**

Applications must be received at the CLF National Office no later than **March 31, 2020**. Late and incomplete applications will not be submitted for review. Applications not conforming to requirements will not be submitted for review.

### **HOW TO SUBMIT YOUR APPLICATION**

- a) A single PDF file of your entire grant application should be sent by email to [researchgrants@liver.ca](mailto:researchgrants@liver.ca) by the deadline date.
- b) A Referee's Assessment Form is to be completed by three referees (other than the sponsoring supervisor) and submitted by email to [researchgrants@liver.ca](mailto:researchgrants@liver.ca) by the deadline date.
- c) A scanned copy of the official transcript must be submitted by email to [researchgrants@liver.ca](mailto:researchgrants@liver.ca) by the deadline date.

## **NOTIFICATION**

Competition results will be announced in June 2020. All applicants and their faculty supervisors will be notified of the results by the CLF.

## **APPLICATION**

It is the responsibility of the applicant to provide clear and concise answers to all questions on the application form. Applicants are invited to submit the application in the official language of their choice.

## SUPPORT DOCUMENTATION

Applicants and the sponsoring supervisor should ensure the complete application contains the following:

- a) an academic transcript for the most recent, complete academic year. (An English or French interpretation should accompany foreign transcripts. The faculty supervisor should submit an explanation of grades equated to Canadian standards.)
- b) three Referee's Assessment Forms including their elaborations should be submitted by email directly to [researchgrants@liver.ca](mailto:researchgrants@liver.ca)

Should collaboration with other laboratories or scientists be required, supporting letters of agreement should accompany the application.

## APPLICANT (Section 2)

The applicant is recognized by the CLF as the individual participating in a training program under the supervision of an established investigator.

## SUPERVISOR (Section 3)

The supervisor is recognized by the CLF as the author of the intellectual content of the application submitted and as the individual undertaking a training program for the applicant.

## PAYEE INSTITUTION (Section 3a)

The institution designated should be the one in which the supervisor holds an academic appointment. The institution is considered to be responsible for the provision of space, facilities, furniture and general services to conduct the research project as described.

Indicate the name of the payee institution (University or Hospital or Research Centre) and the mailing address of the office that shall receive and administer these funds. If the sponsoring institution is not the recipient or administrator of the funds, please explain in a covering letter.

## LAY ABSTRACT (Section 8)

This project description should be written in non-scientific language, in a style suitable for the lay members of the CLF or a media release. It should not exceed one hundred and fifty words.

## SUMMARY OF RESEARCH PROPOSAL (Section 9)

Highlight the objective(s), hypotheses, methodologies and expected outcomes of the proposed research program. Limit to one page.

## SIGNATURES (Section 14)

The signatures on the application commit both the applicant(s) and the Institution to specific responsibilities. The applicant(s) and the Institution are jointly responsible for adherence to the general conditions governing the award of a research grant as outlined in the Canadian Institutes of Health Research Grants and Awards Guide, including the guidelines of the Canadian Council on Animal Care with respect to animal experimentation, the review for ethical propriety of all proposals relating to human experimentation, the CIHR guidelines that may apply for handling recombinant DNA molecules and animal viruses and cells, and the administration according to accepted accounting practices of the funds provided.

## **DISCLAIMER AND INDEMNITY**

In no event shall the Canadian Liver Foundation (herein called "The CLF") or its directors, officers or their respective agents, employees or representatives be liable for any loss, injury or damage whatsoever to persons or property due to or arising out of the said research, either directly or indirectly, whether attributable to negligence or otherwise, including any loss, injury or damage to the health or well-being of any research subject or innocent bystander or any loss, injury or damage whatsoever to an agent, employee or representative of the Hospital, University or Individual Grantee(s).

The University, Hospital and Individual Grantee(s) also hereby covenant and agree with the Foundation that they jointly and severally will at all times indemnify and save harmless the Foundation, its directors, officers and their respective agents, employees and representatives from and against:

- c) all claims, liabilities or demands in respect to death, injury, loss or damages whatsoever to person or property which the Foundation sustains in or about any claim, action, suit or proceeding which is alleged, threatened, commenced or prosecuted against it, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted to be done by the Foundation, directly or indirectly, whether attributable to negligence or otherwise arising out of or by virtue of its having granted funds for research to the individual Grantee(s), an appointed member of the staff of the University or Hospital, or for or in respect of its having acted or omitted to act in connection with such research except for any such damage, claim, liability or demand that has been sustained or incurred by the Foundation's own wilful and intentional misconduct; and
- d) all other costs, charges and expenses, including legal fees and expenses on a solicitor and his own client basis, whether such costs, charges and expenses relate to the foregoing damages, claims, liabilities or demands or otherwise, which the Foundation sustains or incurs in or about or in relation to the research, except for such costs, charges or expenses as occasioned by Foundation's own intentional misconduct.

## **CLF PRIVACY POLICY**

The CLF respects your privacy. We protect your personal information and adhere to federal and provincial privacy legislation. For more information on the CLF's Privacy Policy, please visit [www.liver.ca](http://www.liver.ca) or contact the CLF's Chief Privacy Officer at 1-800-563-5483 or via email to [privacy@liver.ca](mailto:privacy@liver.ca).