

## CIP Candidate Application

### Application Deadline

Current deadlines can be found on our website:

<http://cumming.ucalgary.ca/cip/future-trainees/apply-cip>

- Email your application files to [cip@ucalgary.ca](mailto:cip@ucalgary.ca)
- On the subject line put: **CIP Application (your name)**
- This will ensure that your application files are directed to the correct folder
- Once your application files are processed, you will receive a confirmation email. If you do not, please send a followup email to confirm.
- **Submission FAQ:**
  - If signatures are handwritten, please scan the last page of the application and send as a separate "signatures" file attachment.
  - Use the same subject line on all email submissions (see above). The subject line determines in which folder the email will be saved.
  - Multiple attachments may be sent together as long as the total attachment size is less than **20 MB**. Send separate emails if total file size is larger.
  - Use the Checklist on the next page to make sure you have submitted all required documents.

**Important Note for Mac Users:** The Preview application on macOS does not fully support Adobe Acrobat field properties. To ensure full functionality, please open this form using Adobe Acrobat Reader on your Mac.

Using Preview to complete this application form will restrict the amount of text you can enter in the long-answer text boxes.

### CIP Application Checklist

- **NOTE:** Candidates and proposed supervisors **must** meet with the CIP Program Director before submitting their application. It is recommended that this meeting occur several months prior to the application deadline. Contact the CIP Program Admin at [cip@ucalgary.ca](mailto:cip@ucalgary.ca) to schedule a meeting time
  - Completed CIP Application Form (PDF)
  - Common CV of the candidate (CIHR *Academic* format) 
    - a. Available from the CCV website <https://ccv-cvc.ca/>
  - Common CV of the supervisor(s) (CIHR *Project Biosketch* format) 
    - a. Available from the CCV website <https://ccv-cvc.ca/>
  - **\*THREE** “Reference's Assessment of a Candidate for the CIP”
    - a. MUST use CIP specific reference form, and be emailed directly from the Reference's institutional email account
    - b. Available online (Fillable PDF) at <http://cumming.ucalgary.ca/cip/future-trainees/apply-cip> under Section 3
      - i. The first must be from your proposed **Supervisor**. Please have your supervisor note that the form has a specific section for Supervisors only
      - ii. The second must be from applicant's **clinical residency Program Director**
      - iii. The third from another referee (ideally a previous research advisor)
- If your research supervisor and clinical program director are the same individual, or if you do not have a previous research advisor, please provide an additional reference from another individual familiar with your academic or clinical work to ensure you submit a total of three unique references.
- All university transcripts 
    - a. *Copies* of the official transcripts are acceptable, formal transcripts are not required
      - i. Include copies of undergrad transcripts (Bachelor degree)
  - Confirmation of application or acceptance to a Graduate Faculty (such as Graduate Science Education -GSE) will be required before final CIP acceptance. It is acceptable to simply Forward the confirmation of application email, or a PDF copy of the email, to CIP as soon as it is available.
  - Submit copies of any funding application confirmation emails (for all fellowships/awards/scholarships)

**Current application Deadline is posted on the CIP website at:**

**<http://cumming.ucalgary.ca/cip/future-trainees/apply-cip>**

**It is the responsibility of the Candidate to ensure that their application is complete and submitted by midnight MT on the deadline date (see website for current deadline).**

# CIP Candidate Application

Please use the *Checklist* on the previous page to ensure that your Application is complete

See CIP website for current application deadline

See application cover page for submission instructions

Today's Date (m/d/yy)					
Proposed CIP start date (m/d/yy)		Estimated completion (m/d/yy)			
Candidate's Name	Last		First		Other (preferred first name)
UC Student ID #			Preferred Pronouns:		
Current Address					
	City		Province	Postal Code	
Permanent Address (if different from current )					
Contact numbers	Cell Phone:		Other Phone:		Pager:
UofC Email address					All correspondence must go through your UofC email
Degrees (BSc, MD etc.), Certificates or Licenses in progress	Description and Institution (e.g. BSc , University of Calgary)		Start date (mm/yyyy)	Completion date (or expected) (mm/yyyy)	

<b>Supervisor(s)</b> • Primary Supervisor • Co-Supervisor (optional)	Last Name	First Name	Primary Dept. Affiliation	Email Address
Research Project Title				
Provide up to 10 keywords describing your research project				
Department where proposed research will be conducted (within the UofC)				
Supervisor's Primary Institute Affiliations:				

## CIP Candidate Application

<b>Graduate Program (if your graduate program is other than <i>Graduate Science Education (GSE)</i>, note the faculty name in "Other" field (e.g. Physics).</b>			
	Date applied (m/d/y)	Date accepted	Date commenced
Status of enrolment (complete at least one)			
GSE Graduate Program			Graduate faculty, if not GSE:
Graduate Coordinator for program			Graduate Director for program (MD/PhD)
Anticipated Degree			
Expected Completion Date			

<b>Post-Graduate Medical Education Program (PGME)</b>			
Clinical Department			
*(Sub)Specialty Program Director			
*Department Head			*Divisional Head
PGY Level at Start of CIP		R Level at Start of CIP	
Years remaining in your residency program after CIP (Enter 0 if you only have your RC exams to complete)			

<b>Proposed Thesis Advisory Committee</b>		
<b>Note:</b> <i>At least one member of your advisory committee must be a PhD scientist</i>		
Name (Last, First)	Primary Department	Specific GSE Department and Role (e.g. roles: research expert, clinician)
Supervisor		
Co-Supervisor		
Your supervisory committee includes your supervisor, co-supervisor (if applicable), and two others. One member must be from your residency program, and one must be a PhD scientist. A single person may fulfill multiple roles, but the committee must have at least four members.		

## CIP Candidate Application

### References for Candidate

\*References must use the *Reference's Assessment of a Candidate for the CIP* form. See download link below.\*

**It is the responsibility of the Candidate to ensure that each of the following three people submit a *separate CIP reference form* on their behalf:**

1. Proposed research supervisor
2. Specialty/subspecialty program director
3. Divisional, previous research advisors or other supervisors

**Note:** All 3 unique references must be received on or before the deadline posted on the CIP webpage.

	References Full Name (last, first)	Relationship to candidate (see 1-3 above)	Institutional Email Address (e.g. UofC, AHS)	Institution/University	Current Position held (e.g. professor)
1					
2					
3					

\*CIP Reference forms are available at <https://cumming.ucalgary.ca/cip/future-trainees/apply-cip> and completed forms must be emailed from the referee's institutional email address (e.g. @ucalgary.ca).

**In the table below, indicate the percentage of time you will spend on the following activities:**

	Percentage of time (number only)
• Research Work	
• Course Work	
• Teaching	
• Clinical/On-call Work	
• Supervision	
• Other (specify below):	
<b>Total (must equal 100%)</b>	

Other: \_\_\_\_\_

**NOTE: CIP Trainees are expected to spend a minimum of 80% of their time in research work.**

Review the CIP Individual Education Policy (IEP) for further information (see section 2 <https://cumming.ucalgary.ca/cip/future-trainees/apply-cip> )

## CIP Candidate Application

### Plain language description of proposed research

- Provide a *plain language* summary of your proposed research. Write as you would for a newspaper, suitable for a lay audience. Please be concise.
- Indicate how your research could improve personal health, the health of populations and / or the health delivery system.

Lay Title

Lay Abstract - suitable to post on the CIP webpage

Note text in this section should be no more than ~250 words.

## CIP Candidate Application

### Proposed Training Program - Technical Summary

Note text in this section should be no more than ~500 words.

- Describe your research project. Provide a clearly conceived, yet concise, technical summary including: background, research questions, aims and hypotheses, methodology (study design, cohort recruitment strategies, sample size, proposed intervention if applicable, etc) planned and expected outcomes. References are not required.

\*Note: Rich text (bold, italics) is not available

Formal Project Title

## CIP Candidate Application

### TRAINING

### EXPECTATIONS

Note text in this section should be no more than ~500 words.

- Elaborate on your career goals.
- Describe how the training you expect to acquire will contribute to your productivity and to the research goals you hope to achieve.
- Discuss how the CIP will enable you to establish yourself as an independent investigator.

Rich text (bold, italics) is not available



## CIP Candidate Application

### Proposed Research Environment

Note text in this section should be no more than ~500 words. Rich text (bold, italics) is not available

- **With input from your supervisor**, describe your proposed work space and any facilities or tools that will be available.
- Indicate why you decided upon the training environment and what you expect to learn from the training experience.
- Discuss how you will be engaged in this research setting. Discuss interactions with other graduate students and post-doctoral fellows.
- Describe the computer equipment, secretarial or administrative support, and any funding that will be provided for this support.

## CIP Candidate Application

### External Funding

- CIP Trainees are required to apply for external funding, and this is available through a variety of different agencies and organizations. Acceptance to CIP is not dependent upon receiving external funding.
- See <https://cumming.ucalgary.ca/cip/resources-current-trainees/potential-funding-sources> for a list of possible funding awards and agencies.

<b>FUNDING CIP YEAR *ONE*</b>	
Funding from (m/y)	to (m/y)
<b>Current PGY salary level</b>	
\$ without benefits	\$ with benefits

List any external funding that you have, or up to 3 that you will be applying for, during your time in CIP

Name of Funding Organization				Name of Award			
Dates (m/d/y)			\$ Amounts		Award Dates (m/y)		
Deadline	Submitted	Notification	Applied for	Awarded	Start	End	Tax free?

Name of Funding Organization				Name of Award			
Dates (m/d/y)			\$ Amounts		Award Dates (m/y)		
Deadline	Submitted	Notification	Applied for	Awarded	Start	End	Tax free?

Name of Funding Organization				Name of Award			
Dates (m/d/y)			\$ Amounts		Award Dates (m/y)		
Deadline	Submitted	Notification	Applied for	Awarded	Start	End	Tax free?

**\*Please include copies of the submission confirmations for all of your funding applications (AIHS, CIHR, Scholarships, Foundation awards etc.), along with this application.**

## CIP Candidate Application

**THE SUMMARY OF THE RESEARCH PROJECT WAS WRITTEN BY:**

(check one)

Candidate	Proposed Supervisor	Both

**WE, THE UNDERSIGNED, agree that the summary accurately describes the proposed CIP training program**

Name	Signature	Date (m/d/y)
Candidate		
Supervisor		
Co-Supervisor		

**Please obtain the following additional signatures**

Person	Print Name	Signature	Date (m/d/y)
Clinical Department Head			
Clinical Residency Program Director			

If signatures are handwritten, please scan and email this page as a separate file, along with your saved PDF application file (see cover page of application for submission instructions)