



**UBC James Hogg  
Research Centre**

Information documents for Trainees

April 2013





## Junior Personnel Applications (Masters, Doctoral, Post Doctoral) - CHECKLIST

### PREPARATION (6-8 weeks prior to submission date):

- Read the agency guidelines and application form before putting pen to paper.
- Discuss your application with your supervisor regarding eligibility, project fit with the agency requirements, ethics requirements.
- Advise your James Hogg Research Centre (JHRC) supervisor's administrative assistant (AA) as soon as you know you are submitting an application (for signature and CV purposes). (See page 4 for AA list.)
- Check that your supervisor and co-supervisor will be available to provide signatures and CVs at time of submission, i.e. they are not attending conferences, on vacation.

### AT LEAST 4 (FOUR) WEEKS PRIOR TO APPLICATION SUBMISSION DATE:

- Request reference letters / assessment forms / sponsor report forms, if applicable.
- Request transcripts, if applicable.
- Arrange for proof of Canadian citizenship / permanent resident / letter from proposed supervisor for foreign candidates, if applicable.
- Arrange for proof of Health Professional Canadian licensure and expiry date, if applicable.

### AT LEAST 2 (TWO) WEEKS PRIOR TO APPLICATION SUBMISSION DATE:

- Request Supervisor CV from AA, if applicable.
- Follow up on reference letters / assessment forms / sponsor report forms.

### MINIMUM OF 1 (ONE) WEEK PRIOR TO APPLICATION SUBMISSION DATE:

- Provide the following documentation to the supervisor's AA to enable obtaining signatures:
  - **Faculty of Medicine Grant Application Cover Sheet:** This should be the final document as all parties are signing off on the details, e.g. \$\$\$, ethics.
  - **Title Page of application form plus all signature pages:** Any page requiring a signature must contain final details as once again all parties are signing off on the details. The project title should be the same as the project title on the FoM grant application cover sheet.
  - **One of the following: Summary OR Abstract of project OR Research Proposal:** This documentation does not have to be the final copy.

### DURING THE WEEK PRIOR TO APPLICATION SUBMISSION DATE:

- Finalize application.

During this week, the AA will obtain signatures from:

- Supervisor
- Department Head / Centre Director
- Associate Dean Research
- Office of Research Services (ORS)

### 2 (TWO) DAYS PRIOR TO APPLICATION SUBMISSION DATE:

- Non-electronic submissions:* Give the AA the required documents of the **final** application (originals, copies, transcripts) for shipping to agency. Normally, two days are scheduled for shipping purposes to avoid any traffic problems. Copies will be made for filing and statistical purposes.
- Online submissions:* Provide AA with a copy of the application (in either print or electronic format) for filing and statistical purposes.





## Websites

|   |  |
|---|--|
| <a href="http://www.allergen-nce.ca/">http://www.allergen-nce.ca/</a>   | AllerGen / McMaster University                                       |
| <a href="http://www.bc.lung.ca/">http://www.bc.lung.ca/</a>   | BC Lung Association  |
| <a href="http://www.bwffund.org/">http://www.bwffund.org/</a>   | Burroughs Wellcome Fund  |
| <a href="http://www.innovation.ca/en">http://www.innovation.ca/en</a>   | Canada Foundation for Innovation                                     |
| <a href="http://www.bloodservices.ca/CentreApps/Internet/UW_V502_MainEngine.nsf/page/Funding+Opportunities?OpenDocument">http://www.bloodservices.ca/CentreApps/Internet/UW_V502_MainEngine.nsf/page/Funding+Opportunities?OpenDocument</a> | Canadian Blood Services  |
| <a href="http://www.diabetes.ca/for-professionals/">http://www.diabetes.ca/for-professionals/</a>   | Canadian Diabetes Association  |
| <a href="http://www.lung.ca/home-accueil_e.php">http://www.lung.ca/home-accueil_e.php</a>   | Canadian Lung Association  |
| <a href="http://www.csatvb.ca/">http://www.csatvb.ca/</a>   | Canadian Society of Atherosclerosis, Thrombosis and Vascular Biology |
| <a href="http://www.cihr-irsc.gc.ca/">http://www.cihr-irsc.gc.ca/</a>   | Canadian Institutes of Health Research                               |
| <a href="https://ccv-cvc.ca/indexresearcher-eng.frm">https://ccv-cvc.ca/indexresearcher-eng.frm</a>   | Common CV  |
| <a href="http://www.cysticfibrosis.ca/en/research/researchgrants.php">http://www.cysticfibrosis.ca/en/research/researchgrants.php</a>   | Cystic Fibrosis Canada   |
| <a href="http://www.hsf.ca/research/en/home">http://www.hsf.ca/research/en/home</a>   | Heart & Stroke Foundation of Canada                                  |
| <a href="http://impacttraining.icapture.ubc.ca/">http://impacttraining.icapture.ubc.ca/</a>   | IMPACT   |
| <a href="http://www.mschr.org/">http://www.mschr.org/</a>   | Michael Smith Foundation for Health Research                         |
| <a href="http://www.nserc-crsng.gc.ca/index_eng.asp">http://www.nserc-crsng.gc.ca/index_eng.asp</a>   | Natural Sciences and Engineering Research Council of Canada (NSERC)  |
| <a href="http://www.francisfellowships.org/">http://www.francisfellowships.org/</a>   | Parker B Francis Fellowship Program                                  |
| <a href="https://www.researchnet-recherchenet.ca/rnr16/LoginServlet">https://www.researchnet-recherchenet.ca/rnr16/LoginServlet</a>   | ResearchNet (for CIHR submissions)                                   |
| <a href="http://www.grad.ubc.ca/faculty-staff/scholarships-awards-funding/award-resources-programs">http://www.grad.ubc.ca/faculty-staff/scholarships-awards-funding/award-resources-programs</a>   | UBC Faculty of Graduate Studies - Award Resources for Programs       |
| <a href="http://www.med.ubc.ca/research.htm">http://www.med.ubc.ca/research.htm</a>   | UBC Faculty of Medicine - Research                                   |
| <a href="http://www.ors.ubc.ca/home">http://www.ors.ubc.ca/home</a>   | UBC Office of Research Services                                      |





## Junior Personnel Applications (Masters, Doctoral, Post Doctoral) - FAQ

### Q. What documentation do I need for obtaining signatures and does it have to be the final document?

- A. For your supervisor AA to obtain signatures for you, you need to provide:
- **Faculty of Medicine (FoM) Grant Application Cover Sheet:** This should be the final document as all parties are signing off on the details, e.g. \$\$\$, ethics. The AA can provide you with the template or you can download from the Faculty of Medicine website. (<http://med.ubc.ca/research/gad/electronic-forms/>)
  - **Title Page of application form plus all signature pages:** Any page requiring a signature must contain final details as once again all parties are signing off on the details. The project title should be the same as the project title on the FoM grant application cover sheet.
  - **One of the following: Summary OR Abstract of project OR Research Proposal:** This documentation does not have to be final.

### Q. Why do I have to complete a Faculty of Medicine Grant Application Cover Sheet when it is not submitted to the agency?

- A. Completion of the application cover sheet is a **requirement** of the Faculty of Medicine and it is used to obtain signatures from the supervisor, centre director and VP Research/Office of Research Services. It is recorded in RISE and facilitates finance when applications are funded.

### Q. What is the name, title and institution of administrative or financial officer who will administer funds on behalf of the specified agency? (Usually the Heart & Stroke Foundation or BC Lung Association will request this information.)

- A. Evelyn Miguel, Manager, Research and Trust Accounting  
Tel: 604-822-3275, Email: [emiguel@finance.ubc.ca](mailto:emiguel@finance.ubc.ca)  
University of British Columbia  
Financial Services, Room 305, General Services Administration Building  
2075 Wesbrook Mall  
Vancouver BC V6T 1Z1

### Q. What do I enter for Department name?

- A. For applications to agencies other than UBC, **always** use UBC James Hogg Research Centre for your department name **and** that of your supervisor. Please do not use your "UBC" department name, e.g. Pathology & Laboratory Medicine, Experimental Medicine, Medicine, or Pharmacology. Using UBC James Hogg Research Centre as the department name enables us to obtain "local" signatures for your application(s).

### Q. What do I enter for Institution Paid?

- A. The institution paid will be the "University of British Columbia" for all applications.

For entries in the ResearchNet (CIHR) Project Details section, the following applies:

*Primary location where research will be conducted:* St. Paul's Hospital (CAAF)  
*Faculty:* Medicine (101)  
*Department:* UBC James Hogg Research Centre (85B)  
*Institution Paid:* University of British Columbia (CAAA)





## Junior Personnel Applications (Masters, Doctoral, Post Doctoral) – FAQ (Cont’d.)

### Q. Who is my supervisor’s Administrative Assistant?

A. The following is a list of JHRC supervisors and their administration assistants:

| Primary Investigator:     | Administrative Assistant  |
|---------------------------|---|
| Dr. Mike Allard           | Shemim Manji  |
| Dr. Pascal Bernatchez     | Gillian Townsend  |
| Dr. John Boyd             | Jane Ebreo  |
| Dr. Pat Camp              | Gillian Townsend  |
| Dr. Harvey Coxson         | Shemim Manji  |
| Dr. Denise Daley          | Shemim Manji  |
| Dr. Del Dorscheid         | Shemim Manji  |
| Dr. Gordon Francis        | Jane Ebreo  |
| Dr. David Granville       | Gillian Townsend  |
| Dr. Jordan Guenette       | Shemim Manji  |
| Dr. Tillie-Louise Hackett | Gillian Townsend  |
| Dr. John Hill             | Shemim Manji  |
| Dr. Jim Hogg              | Gillian Townsend  |
| Dr. Honglin Luo           | Shemim Manji  |
| Dr. Paul Man              | For grant related items: Shemim Manji<br>For administrative and CV issues: Huanita Androsevic<br>(handrosevic@providencehealth.bc.ca) |
| Dr. Bruce McManus         | For grant related items: Shemim Manji<br>For administrative items and reference letters: Elishah Velji                                |
| Dr. Peter Paré            | Shemim Manji  |
| Dr. Jim Russell           | Jane Ebreo  |
| Dr. Chris Ryerson         | Gillian Townsend  |
| Dr. Andrew Sandford       | Gillian Townsend  |
| Dr. Bob Schellenberg      | Gillian Townsend  |
| Dr. Chun Seow             | Shemim Manji  |
| Dr. Don Sin               | Shemim Manji  |
| Dr. Wan Tan-Hogg          | Shemim Manji  |
| Dr. Scott Tebbutt         | Gillian Townsend  |
| Dr. Stephan van Eeden     | Shemim Manji  |
| Dr. David Walker          | Gillian Townsend  |
| Dr. Keith Walley          | Jane Ebreo  |
| Dr. Decheng Yang          | Gillian Townsend  |





## Sample Text and Forms:

- Environment and Facilities
- Assessments and / or letters of reference – suggested content
- Faculty of Medicine Grant Application Cover Sheet
- Canadian Institutes of Health Research Title Page of Fellowship Application

## Environment and Facilities

### Introduction

The multidisciplinary James Hogg Research Centre (JHRC) is located at the St Paul's Hospital campus of the University of British Columbia. The approximately 50,000 square feet JHRC offices and laboratories are housed in the active, downtown general teaching hospital affiliated with UBC. The laboratory began in 1977 by Dr. James C. Hogg, a distinguished experimental pathologist who remains an active researcher. Initially focused on Pulmonary Research, the Centre has now been expanded with funds from the Canada Foundation for Innovation (CFI) and partners to become a combined laboratory focused on inflammatory diseases of the heart, lung, and blood vessels. The James Hogg Research Centre is recognized by the UBC Senate as a Centre for specialized research excellence, and within UBC the Centre has many of the privileges and responsibilities of a Department. The Centre is also recognized by Providence Health Care as one of three pinnacle programs of research emphasis.

### Funding

In fiscal year 10-11, JHRC investigators were awarded a total dollar value of \$10,363,493.65.

### The JHRC Team

In the fiscal year 10-11, JHRC personnel included 30 Principal Investigators (PI) with UBC faculty appointments from Departments including Medicine, Pathology, Pharmacology and Therapeutics, Medical Genetics and Physical Therapy. The PIs are the core of the Centre and generate the innovative ideas and grant funding for their laboratories. The Centre also includes 13 Associate Members with UBC faculty appointments, 54 graduate students, 26 post-doctoral fellows and 9 research associates, over 60 part-time students (coop, summer, and directed studies), and 88 total staff including Core staff (19), Operations staff (13), and staff who are in the PI laboratories. This number of staff has more than doubled in the past 5 years.

### Core Facilities

The James Hogg Research Centre was built on a unique and internationally significant tissue registry and bank which has been developed over the past 33 years. The registry contains more than 12,000 frozen or fixed lung, heart, and blood vessels samples. With CFI funding, four new Cores were implemented. Core 1 Molecular Phenotyping [genomics, proteomics, flow sorting],





Core 2 Ultrastructural Imaging [transmission electron microscopy, atomic force microscopy], Core 3 Dynamic Cellular Imaging and Biophysics [confocal and multiphoton microscopy and organ function], and Core 4 Organ Pathophysiology and Imaging [heart function, computed tomography, MRI]. Other Core facilities in the Centre include Histology, Cell Models, Animal Models [Transgenic Animal facility], Imaging [preparation of images for publication and presentation], Equipment and Facilities, IT (see paragraph below) and Database support.

There is a dedicated IT Group for network and software support, including a help desk function to support all users in the Centre. Networked computers with extensive software and internet connections are available to the faculty and trainees. The JHRC Computing network includes IBM p-series servers attached to 146 terabytes of storage. The servers include mail, web, and program servers in addition to an IBM Blade server for rapid processing. Data is backed up via a tape library system. All JHRC computers are attached to the network via 100 Mbs or 1 GBit lines and the JHRC network is connected to the UBC internet access via 1 GBit lines. Of particular note is the new JHRC Dry Laboratory with workstations for up to 14 personnel and trainees who are performing computational analysis and programming

### **Operational Support**

JHRC is supported by several operational groups including the MOM [daily laboratory management], the Safety Officer, the Administration Team [human resources, CV and grant support], Finance, Communications and Business Development, Education (see expanded paragraph below), the Animal Users Advisory Committee, and the Privacy and BioBank Committee.

There is a well-developed educational program for faculty, postdoctoral fellows and students within JHRC including: 1) weekly Research in Progress seminars, 2) a JHRC Research Seminar series which involves invited speakers in disciplines other than circulatory or respiratory health, 3) weekly Lunch and Learn series focused on non-research topics such as statistics, management, and knowledge of the UBC support system, 4) weekly working research meetings for all research laboratories, and 5) weekly journal clubs on a variety of topics.

### **Assessments and / or Reference Letters**

Suggested content:

- How long has the referee known the applicant?
- Description of the opportunities the referee has had to interact with the applicant. (Max. one paragraph.)
- Referee's perspective on the applicant's potential to become a highly productive independent researcher. (Max. one paragraph.)
- Descriptive evidence that the applicant has demonstrated independence and capacity of critical thought. Related concepts include intellectual curiosity, inventiveness, analytical capacity and leadership. (Max two paragraphs.)





- Descriptive evidence that the applicant has demonstrated a capacity to pursue knowledge energetically and with clarity of objectives. Related concepts include organization, determination, initiative and patience. (Max. two paragraphs.)
- Descriptive evidence that the applicant has demonstrated creative thinking; creative thinking in setting research goals, designing experiments, developing new methodologies, interpreting findings and presenting results in writing. (Max. two paragraphs.)
- Referee's view of the applicant's most significant achievement.



|              |               |
|--------------|---------------|
| <b>FAS #</b> | DATE RECEIVED |
|--------------|---------------|

### GRANT APPLICATION COVER SHEET

PLEASE TYPE OR PRINT CLEARLY. THE FACULTY OF MEDICINE REQUIRES 3 DAYS FOR PROCESSING OF SALARY AWARD APPLICATIONS AND 2 DAYS FOR OPERATING GRANT APPLICATIONS.

FORWARD TO: OFFICE OF THE DEAN, FACULTY OF MEDICINE, #317 – IRC, CAMPUS ZONE 3, UBC  
FOR RESEARCH TRAINEES, INSERT SUPERVISOR'S NAME, WITH TRAINEE'S NAME IN BRACKETS, UNDER "PRINCIPAL INVESTIGATOR". CONTACT INFO, DEPARTMENT DETAILS, AND PRINCIPAL INVESTIGATOR NAME & SIGNATURE SHOULD ALL BE THOSE OF THE SUPERVISOR.

|  |                                       |                         |
|--|---------------------------------------|-------------------------|
| PRINCIPAL INVESTIGATOR'S SURNAME, GIVEN NAME(S) INITIAL(S)                       | PHONE NUMBER(S)                       | FAX NUMBER              |
| <b>ENTER SUPERVISOR NAME and (TRAINEE NAME)</b>                                  | <b>Supervisor Phone #</b>             | <b>Supervisor Fax #</b> |
| ACADEMIC RANK  | E-MAIL ADDRESS                        |                         |
| <b>ENTER SUPERVISOR ACADEMIC RANK</b>  | <b>ENTER SUPERVISOR EMAIL ADDRESS</b> |                         |
| FACULTY OF MEDICINE DEPARTMENT   | FACULTY OF MEDICINE DIVISION          |                         |
| <b>UBC James Hogg Research Centre</b>  | <b>LEAVE BLANK</b>                    |                         |
| HOSPITAL DEPARTMENT  | HOSPITAL DIVISION                     |                         |
| <b>UBC James Hogg Research Centre</b>  | <b>LEAVE BLANK</b>                    |                         |
| COINVESTIGATOR'S NAME(S), PHONE AND FAX NUMBER(S), DEPARTMENT(S) AND DIVISION(S) |                                       |                         |
|  |                                       |                         |
|  |                                       |                         |

AMOUNTS REQUESTED: Budget must include 25% overhead unless the agency is exempt from OH or has a different overhead rate. Contact UILO, ORS , or FoM for clarification or refer to VPRO website: <http://www.research.ubc.ca/ICR.aspx>

|                        |                        |                        |                       |
|------------------------|------------------------|------------------------|-----------------------|
| YEAR 1 \$ Enter amount | YEAR 2 \$ Enter amount | YEAR 3 \$ Enter amount | TOTAL \$ Enter amount |
|------------------------|------------------------|------------------------|-----------------------|

|  |                       |  |
|--|-----------------------|--|
| FUNDING AGENCY/COMPANY<br><b>ENTER AGENCY NAME</b> | DEADLINE DATE<br>DATE | <input type="checkbox"/> NEW <b>CHECK ONE ONLY</b><br><input type="checkbox"/> RENEWAL |
|--|-----------------------|--|

|  |  |  |  |  |
|--|--|--|--|--|
| TYPE OF GRANT <b>CHECK "FELLOWSHIP"</b>  |  |  |  |  |
| <input type="checkbox"/> OPERATING GRANT | <input type="checkbox"/> EQUIPMENT GRANT | <input type="checkbox"/> SCHOLARSHIP (FACULTY) | <input checked="" type="checkbox"/> FELLOWSHIP (STUDENT/PDF) | <input type="checkbox"/> OTHER (SPECIFY: ) |

|   |
|---|
| TITLE OF PROJECT<br><b>ENTER TITLE – TITLE SHOULD BE THE SAME AS LISTED ON APPLICATION FORM</b> |
|---|

|  |  |
|--|--|
| UNIVERSITY AND HOSPITAL REVIEWS (CHECK IF <b>YES</b> ):  |  |
| <input type="checkbox"/> HUMAN SUBJECTS <b>WILL</b> BE USED <b>Check if applicable</b>         | CERTIFICATE # <b>"Pending" or Certificate Number</b> |
| <input type="checkbox"/> ANIMAL SUBJECTS <b>WILL</b> BE USED <b>Check if applicable</b>        | CERTIFICATE # <b>"Pending" or Certificate Number</b> |
| <input type="checkbox"/> BIOHAZARDOUS MATERIALS <b>WILL</b> BE USED <b>Check if applicable</b> | CERTIFICATE # <b>"Pending" or Certificate Number</b> |
| <input type="checkbox"/> RADIOACTIVE MATERIALS <b>WILL</b> BE USED <b>Check if applicable</b>  | CERTIFICATE # <b>"Pending" or Certificate Number</b> |
| <input type="checkbox"/> HOSPITAL REVIEW <b>Check if applicable</b>                            | PENDING  |

|  |
|--|
| LOCATION(S) WHERE RESEARCH WILL BE CARRIED OUT:  |
| <input type="checkbox"/> UBC CAMPUS <input type="checkbox"/> VCHRI <input checked="" type="checkbox"/> SPH <input type="checkbox"/> BCWH <input type="checkbox"/> BCCH <input type="checkbox"/> BCCA <input type="checkbox"/> CDC <input type="checkbox"/> OTHER (SPECIFY: ) |

|  |  |                |
|--|--|----------------|
| <input checked="" type="checkbox"/> ALL RESOURCE IMPLICATIONS THROUGH CENTRE | RESEARCH SPACE ASSIGNED BY ASSOCIATE DEAN/ DEAN'S OFFICE |                |
| <input type="checkbox"/> ALL RESOURCE IMPLICATIONS THROUGH DEPARTMENT        | <b>BUILDING(S)</b>                                       | <b>ROOM(S)</b> |
| <input type="checkbox"/> ALL RESOURCE IMPLICATIONS JOINTLY PROVIDED          | <b>UBC James Hogg Research Centre</b>                    | <b>166</b>     |

|   |  |                             |
|---|--|-----------------------------|
| PRINTED NAME                              | SIGNATURE                                | DATE                        |
| Principal Investigator                    | <b>SUPERVISOR NAME</b>                   | <b>SUPERVISOR SIGNATURE</b> |
| Department Head or School/Centre Director | <b>LEAVE BLANK UNTIL TIME OF SIGNING</b> |                             |
| Faculty Of Medicine Dean/Research         | <b>LEAVE BLANK UNTIL TIME OF SIGNING</b> |                             |





Appl. #

Application Details

Funding Opportunity:

Fellowship: 2011-2012 (2012-02-01)

Proposed Start Date:

Proposed End Date:

Nominated Principal Applicant/Candidate:

Surname

Given Names

Institution  
University of British Columbia

Faculty  
Faculty of Medicine

Department  
UBC James Hogg Research Centre

Telephone

Fax

E-mail

Project Title:

Primary location where research to be conducted: St. Paul's Hospital, Vancouver

Faculty: Faculty of Medicine

Department: UBC JAMES HOGG RESEARCH CENTRE

Institution which will administer project funds (Institution Paid):

University of British Columbia

Location of proposed Activity:

Period of support requested: Year(s) Month(s)

THE FOLLOWING SECTIONS ARE NOT APPLICABLE TO ALL PROGRAMS

Budget section - Amounts Requested from CIHR in the First Full Year:

Operating: 0 Equipment: 0 Total Amount Requested: 0

New Renewal Funding Reference Number (FRN):

Is this application a resubmission of a previously unsuccessful new application? Yes No

Is this application a resubmission of a previously unsuccessful renewal application? Yes No FRN #:

Have you applied to this program in the last two years? Yes No

Is this a multi-center study? Yes No

