

## **STRATEGIC TRAINING PROGRAM IN PALLIATIVE CARE RESEARCH**

**A partnership between the CIHR Institute of Cancer Research and the National Cancer Institute of Canada  
and  
McGill University, Université Laval, and University of Ottawa**

### **FELLOWSHIP APPLICATION FORM 2005**

#### **ABOUT THE STRATEGIC TRAINING PROGRAM IN PALLIATIVE CARE RESEARCH**

There are presently an insufficient number of scientists conducting research in Palliative Care in Canada to adequately meet the needs of people with a life-threatening illness and their families. To increase the capacity to produce excellent Palliative Care research in Canada, the Canadian Institutes for Health Research Institute of Cancer Research and the National Cancer Institute of Canada (with funds donated to the Canadian Cancer Society) have funded 15 investigators (listed in Table 1) to develop a Strategic Training Program in Palliative Care Research. While the majority of trainees accepted to the program will focus their research on people living with cancer, trainees focusing their research on people living with other life-threatening illnesses will also be accepted.

The Strategic Training Program in Palliative Care Research is designed to supplement the training already provided in your department as described below. While the program requires you to take some extra courses, we have designed the program so that all the work required for the courses in fact advances your own research project. In other words, we are trying to structure the work you will already be doing so that you will benefit from an interdisciplinary environment with a specific focus on Palliative Care research. Successful candidates will receive funding so that they can study full-time and complete their studies in a timely way.

***This program will not grant degrees or university certificates, these will be obtained through the trainee's department in the usual way. However, trainees who successfully complete all components of the program will be given a certificate from the program indicating that they have successfully completed the program.*** Trainees admitted to the Strategic Training Program in Palliative Care Research will receive a stipend (CIHR levels) as well as a one-time travel award of \$1,000. They will be called Strategic Training in Palliative Care Research Fellows. Master's and post-doctoral trainees will receive the stipend for a maximum of two years. Ph.D. students may be funded for a third year. Stipends are initially awarded for one year, with continuing funding dependent on successful progress within the program.

## PROGRAM OBJECTIVES

1. Develop an exemplary nationally and internationally recognized program to support and train people from a wide spectrum of relevant disciplines to produce excellent interdisciplinary, innovative, and relevant Palliative Care research.
2. Trainees and mentors combine and develop creative Palliative Care research methodologies from different fields, disciplines, and research laboratories.
3. Trainees and mentors learn to conduct and disseminate research that will be used by health care providers and policymakers to optimize the quality of life of Palliative Care patients and their families.
4. Create a network among an interdisciplinary group of Palliative Care investigators that results in future collaboration between and amongst mentors and trainees and connect them to the broader Palliative Care research community.

## PROGRAM REQUIREMENTS

All the following requirements must be met.

### General

- **Prior** to application to the Strategic Training Program in Palliative Care Research, one of the 15 investigators listed in Table 1 must agree to supervise the candidate if accepted to the program.
- Trainees obtaining a Master's or Ph.D. must be accepted to and obtain degrees from their supervisor's department by meeting the normal requirements.

### Specific

- (1) The trainee's **research/thesis will be focused in the field of Palliative Care.**
- (2) In addition to their supervisor, each trainee will be **assigned and work with a second mentor from this team with expertise in another discipline.**
- (3) Completion of a **graduate level course in research methodology in their own discipline** during the first year of participation in the program if they have not already done so for another degree.
- (4) Completion of a **graduate level statistics course** during the program if they have not already done so.
- (5) Completion of a graduate level **qualitative methods course** during the program if they have not already done so.
- (6) Participation in the **Palliative Care Research Seminars** that will be created for this training initiative. The seminars will be conducted via videoconference from all 3 universities. There will be 2 seminars per semester.
- (7) Annual participation in the **Palliative Care Research Proposal Writing Interactive Course.** During the course of the 5-day course, trainees who have completed their first year in the program will be taught to develop a research question and to write a proposal to address that question. Over the 5 days trainees will not only receive didactic lectures and written material but will also be writing a **Palliative Care** research proposal section by section followed by group discussion. **The proposal they write will in most cases be for their thesis/research project. Mentors of all first year trainees will attend the workshop to add their expertise and ensure that their trainee is developing a proposal that they support.** Other mentors will be welcome to join. Trainees in the second and subsequent years of the program will be required to attend and will help run and

participate in the interactive small groups, giving them more training and mentoring experience.

This course will be held each May after classes are finished. Participants will travel to one city and participate in person. First year trainees will be given 2 weeks after completion of the workshop to finalize their proposal and submit it for review (see next paragraph).

- (8) Annual participation in the **Palliative Care Research Proposal Review**. This review process is a follow-up to the Palliative Care Proposal Writing Course above. Two weeks after the Proposal Writing Course, each first year trainee will receive the proposals of 2 other first year trainees to prepare for review. Trainees in second and subsequent years who have prepared proposals since last year will have them circulated to other trainees for review, and mentors may submit proposals on which they are working as well. Trainees in all years of the program will be asked to review two proposals using CIHR criteria and rating scales. Two weeks following circulation of the proposals, all trainees and all mentors will gather in one city for the Proposal Review. This will be a 1-2 day workshop involving presentation of reviews by trainees and discussion of the reviews and proposals by trainees and mentors. Ethical concerns about the proposals will be noted and discussed at the next day's Ethics Course (see paragraph below).
- (9) All trainees and mentors will attend a 1-day **Ethical Challenges in Palliative Care Research Course**. Following presentation of core concepts, including the writing of consent forms, small groups including mentors and trainees will be formed to discuss ethical concerns raised during the previous 1-2 days for each trainee's protocol. The larger group will then reconvene to report on issues raised and solutions found.
- (10) Attendance at an **Annual Team Research Meeting** is required of all trainees and mentors. This will be held the day following the Ethical Challenges in **Palliative Care Research Course**. Ongoing research will be presented and discussed in a collegial atmosphere.
- (11) Training regarding **knowledge translation/uptake** will be incorporated into the training program.
- (12) **Dissemination**. In addition to presenting their research to the members of the program, trainees must present their research at a national or international conference. They must also submit at least one paper for publication.
- (13) **Applications for awards**. All trainees will be expected to apply for available external funding at the national, provincial, and local levels.
- (14) Trainees must be **registered full-time** in their program while holding the fellowship. Trainees must spend at least 75% of their work-time conducting their studies/research.

## TRAINING IN BOTH OFFICIAL LANGUAGES

The program will be given in both English and French. Most course and seminar material (except reprints) will be made available in both languages. Trainees are expected to be fluent in either English or French at the time of acceptance to the program. All mentors are bilingual and therefore available to help all trainees. During the courses, small groups will be conducted in both French and English: trainees will be free to choose the language in which they wish to participate. One anticipated outcome of the program is that all trainees will be comfortable attending presentations in both English and French and interacting with colleagues from both linguistic backgrounds. Students who enter the program with a minimal understanding of either official language will be encouraged to take one of the intensive language immersion courses offered at each university during the summer.

## TRAINEE SELECTION

Candidates for the program will need to submit an application to this program separate from the departmental application. However, no trainee will be accepted unless s/he has been officially accepted

by the department. Postdoctoral candidates cannot have more than five years of postdoctoral research experience.

## APPLICATION FOR 2005

Candidates for Master's and Ph.D. programs applying to the Strategic Training Program in Palliative Care Research need to request in writing to the department to which they have applied that their departments forward to us a confidential copy of their transcripts and letters of recommendation used for their application to the department. Candidates must ensure that the department sends these letters and transcripts to us directly and **CONFIDENTIALLY**. Therefore the department should be asked to directly mail the letters and transcripts to Saôde Savary at the address indicated below. To this end, the departmental secretary or designate (not the candidate) **must sign the back of the envelope across the seal**.

Candidates for post-Ph.D. fellowships will not necessarily have sent these documents to the department in which they intend to hold the Fellowship. Therefore, if they prefer, they may arrange to have at least one letter of recommendation forwarded directly to us from someone with intimate knowledge of the candidate's research skills, **with that person's signature on the back of the envelope across the seal**. They may also forward unofficial copies of all of their university transcripts so that they are received before April 15<sup>th</sup> 2005, but they must at the same time request that official transcripts be sent directly to us (no award will be given before the official transcript has arrived)

## APPLICATION REQUIREMENTS

1. The attached Application Form Cover Sheet must be completed.
2. Two or three letters of recommendation. Letters should **not** be from the proposed supervisor for the Strategic Training Program in Palliative Care Research. Letters must be sealed in an opaque envelope and signed across the seal by the person who wrote the letter.
3. Transcripts of all university education.
4. Curriculum Vitae. Please see some formatting requirements below.
5. A Letter of Intent as described below. The letter **MUST** be written in:
  - 12 point font
  - non-condensed font (e.g. Times New Roman)
  - 2.5 cm margins
  - a maximum of 4 pages if written in English
  - a maximum of 5 pages if written in French (since the French language requires approximately 25% more space to express the same concepts)

Letters longer than the prescribed number of pages will be truncated.

Letters not following the formatting guidelines will not be accepted.

## CV FORMATTING REQUIREMENTS

Information regarding scholarships, fellowships, and other awards received as well as publications must be included on your curriculum vitae in the format described in this section. Please include all other relevant information in your curriculum vitae in any format you want, making sure that dates are given for all items.

- Scholarships, fellowships, and awards should be listed in *table* format (example in Table 2). Start with your most recent award, give the name of the award, its value, awarding agency

## Strategic Training Program in Palliative Care Research: Laval, McGill, Ottawa

and type of agency (institutional, provincial, national, or international), the location of study when it was held, and the period held. Indicate the qualifications for receiving the award (e.g. best student presentation, research plans; teaching abilities).

- Publications should be listed according to the following 5 categories. In each case you should indicate your contribution to the publication.
  1. Articles published or accepted in a refereed journal (Include: all authors in the order that appears in the publication; article title; journal, year, volume of publication, page range. These may be listed in any format.).  
For accepted articles, include a copy of the letter of acceptance.
  2. Articles submitted to refereed journals (indicate title; authors; journal; date of submission).
  3. Other refereed contributions (e.g. refereed conference papers or posters accepted).
  4. Non-refereed publications.
  5. Other (indicate nature of the publication).

## LETTER OF INTENT

1. Put your name at the top of each page.
2. Provide comments under the following headings:
  - a. Basis for your interest in the program.
  - b. Your relevant research or professional experience. Specify your specific contributions.
  - c. Possible thesis/research topic.
  - d. Plans for integrating the Strategic Training Program in Palliative Care Research into your research career.
  - e. If you are a practicing professional, the relationship between your professional experience and (planned) research career.
  - f. Future career plans.

## SELECTION CRITERIA

Selection of candidates for funding will depend not only on the dossier received but will also take into account the need to develop the Strategic Training Program in Palliative Care Research at all three participating universities and to have candidates representing different disciplines.

## STIPENDS

Successful candidates will receive funding so that they can study full-time and complete their studies in a timely way. Based on CIHR revised amount effective April 1<sup>st</sup>, 2004, stipends will be allocated as follow:

### **Fellowships-PhD, Health Professionals**

- Less than 2 years post-graduate experience stipends \$40,000/year
- Two or more years post-graduate experience stipends \$50,000/year

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**Post-Doctoral fellows Health Professional Degree**

- Less than 2 years post-graduate experience stipends \$36,750/year.
- Two or more years post-graduate experience stipends \$47,250/year

**Post-Doctoral Fellow, PhD.**

- Stipends \$36,750/year

**Graduate students**

Master level students and fellows with a health professional degree who do not hold licensure in Canada: \$17,850/year

In addition a one-time travel allowance of \$1,000 will be awarded to each trainee. Master's and post-doctoral trainees will receive the stipend for a maximum of two years. Ph.D. students may be funded for a third year. Stipends are initially awarded for one year, with continuing funding dependent on successful progress within the program.

**APPLICATION PROCESS**

*The complete application package must be sent by courier no later than April 15<sup>th</sup> 2005.*

Late and incomplete applications will not be considered.

Candidates will be notified of the Selection Committee's decision by May 8<sup>th</sup> 2005.

Submit the complete application package to:

Mme. Saôde Savary

Saôde Savary, PhD (cd.)

Palliative Care Research Program Coordinator

S.M.B.D. Jewish General Hospital, Convent Site

3755 Côte des Neiges

Montreal, Quebec H3T 1E2

Tel.: 514-735-1347

Fax: 514-735-1074

Email: [saode.savary@mcgill.ca](mailto:saode.savary@mcgill.ca)

TABLE 1: INVESTIGATORS

Mentor name	Discipline(s) of Training	University Department or School, University
Allard, Pierre	Medicine (Community; Palliative) Epidemiology	Institute of Palliative Care Dept. Medicine (Div. Pall. Medicine) Department of Epidemiology and Community Medicine, Ottawa
Aubin, Michèle	Medicine (Family) Epidemiology	Family Medicine, Laval
Blondeau, Danielle	Philosophy (Ethics) Education Nursing	Nursing, Laval
Brajtman Susan	Nursing	Nursing, Ottawa
Cohen, Robin	Psychology (Experimental)	Oncology (Div.) Medicine (Experimental Palliative Care) Nursing, McGill
Dobkin, Patricia	Psychology (Behavioural Medicine)	Medicine Epidemiology and Biostatistics Social Studies of Medicine, McGill
Dumont, Serge	Social Work (Counseling)	Social Work, Laval
Fillion, Lise	Psychology (Health; Clinical) Immunology Nursing	Nursing, Laval
Fothergill-Bourbonnais, Frances	Nursing	Nursing, Ottawa
Gagnon, Pierre	Medicine (Psychiatry)	Pharmacy Palliative Care, Laval
Hall, Pippa	Medicine (Family) Education	Family Medicine Institute of Palliative Care, Ottawa
Legault, Frances	Nursing	Nursing, Ottawa
McPherson Christine	Nursing	Nursing, Ottawa
Mayo, Nancy	Epidemiology Physical Therapy	Epidemiology and Biostatistics Clinical Epidemiology Medicine (Div. of Geriatrics) Physical and Occupational Therapy, McGill
Wilson, Keith	Psychology (Health; Clinical)	Institute of Palliative Care Medicine Psychology, Ottawa

TABLE 2: FORMAT FOR SCHOLARSHIPS, FELLOWSHIPS AND AWARDS LISTING IN CV

Name of Award	Total Value	Awarding agency and type of agency	Location of study during award	Start date mo/ year	End date mo/ year	Qualifications for receiving the award
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**APPLICATION FORM – COVER SHEET**

Date of Application:

Name:

Regular mail address for correspondence:

Email address:

Phone number:

University to which you are applying:

*For Master's and Doctoral Students*

Degree-granting department to which you are applying/have applied:

Degree program (e.g. M.Sc., Ph.D.):

*For post-doctoral (post-Ph.D.) fellows*

Department in which you will be located:

Proposed supervisor (From list in Table 1):