



Réseau de  
cancérologie  
Rossy

Rossy  
Cancer  
Network



## **Kuok Fellowship**

**2023 Edition**

## **Reference Document**

Gerald Bronfman Department of Oncology (McGill University)

Cancer Care Quality & Innovation Program (Rossy Cancer Network)



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# Overview

The Kuok endowment has been established to fulfill McGill University's mandate of academic excellence by supporting graduate training opportunities in research domains relevant to the Rossy Cancer Network (RCN). This opportunity is open to active McGill University graduate students. Domains covered by this funding mechanism are directly linked to the RCN's mandate of cancer care quality improvement across the continuum spanning from diagnosis to survivorship. They include aspects of care delivery, patient experience, management and prevention of adverse events, and optimization of survival.

## Eligibility

### ELIGIBLE APPLICANTS

Applicants must be engaged in a formal graduate degree program at McGill University at the Master's (with thesis) or PhD level. Informal apprenticeships, observerships, and fellowships not leading to an official university degree are not eligible (even if a departmental or divisional certificate is provided at the end of training). Graduate clinical training is also not covered by this funding mechanism.

Applicants must be active graduate students either initiating or already engaged in training. In both cases a confirmation of registration is required. Candidates considering but not yet admitted to graduate training are not eligible.

Applicants' field of study must specifically relate to oncology and more specifically be pertinent to the goals and objectives of the RCN (<https://www.mcgill.ca/rcr-rcn/funding/cancer-care-quality-innovation-program-cqi/education/kuok>).

Graduate trainees from the health professions programs who already have a salary associated to their clinical affiliation during their research degree training (e.g. residents completing a masters' degree with Departmental funding, grant funding or RAMQ funding) are not eligible.

Trainees who are under the principal supervision of the Chair of the Gerald Bronfman Department of Oncology (McGill University), or the RCN's Clinical Lead are not eligible to apply for a Kuok Fellowship.

## Eligible Training Domains

The domains of knowledge/skills covered by this funding mechanism are directly linked to the RCN's mandate of cancer care quality improvement. These include but are not limited to:

- 1) Measurement tools (e.g. performance assessment score cards)
- 2) Informatics (e.g. health applications, communications, cancer-specific electronic documentation)
- 3) Leadership & Management (e.g. needs assessment, strategic planning, project implementation, post-intervention evaluation)
- 4) Knowledge translation: transfer of knowledge from generation to clinical application (e.g. user adoption, barriers, change management, team strategies)
- 5) Innovative processes of care (e.g. atypical service delivery models)
- 6) Patient experience: symptom management, distress management, support.
- 7) Risk management: prevention of adverse events, optimal resource utilization, risk profiling.
- 8) Other domains not necessarily mentioned here but directly in line with RCN goals and values and Gerald Bronfman Department of Oncology growth plans.

**Note:** Laboratory-based (wet lab) projects are not eligible for funding.

## Available Funding & Payment Modalities

The Kuok Fellowship stipend for the current applications cycle has been set at \$15,000/year for a maximum of 2 years for MSc trainees and \$20,000/year for a maximum of 3 years for PhD trainees. The funding is designed to provide the trainee with salary support and facilitate academic expenses. It is not designated to replace supervisor obligations with regards to expenditures to ensure the success of the applicant's research (e.g. reagents, data, hardware, software, etc.). The funding may serve to replace the supervisor's stipend obligations toward the trainee. The responsibility of the Kuok Fellowship program, the Gerald Bronfman Department of Oncology and the Rossy Cancer Network is limited to notifying the selected trainee and his / her supervisor of the attribution and amount of funding. For all other matters, local institutional stipend and salary policies should be followed.

# Application Requirements

Required documents in the following order include:

- 1) Application form (available on the RCN website – <https://www.mcgill.ca/rcn-rcn/funding/cancer-care-quality-innovation-program-cqi/education/kuok/application-info>)
- 2) Succinct (1000 words or less) description of the proposal providing hypotheses, study design, methods, analysis. Include how this project fits with the goals and objectives of the RCN. Please make sure to include the title of the project at the top of the page.
- 3) Confirmation of registration in selected graduate program at McGill University.
- 4) Letter from supervisor confirming commitment from supervisor, the research project is in line with the supervisor's research program, there are sufficient resources to complete the study. (maximum 1 page)
- 5) Applicant's Curriculum vitae

The application materials must be submitted as a single PDF file labeled as follows, Last Name of Applicant\_Kuok2023 (e.g. Tremblay\_Kuok2023).

**Applications should be submitted to:**

Gayle A. Shinder, PhD  
Chair's Senior Advisor for Academic Programs  
Gerald Bronfman Department of Oncology  
**Email:** [gayle.shinder@mcgill.ca](mailto:gayle.shinder@mcgill.ca)

**The deadline for submissions is August 15, 2023.**

***Please note that applications will not be accepted if they are:***

- Filled out by hand.
- Incomplete or inaccurate.
- Submitted past the deadline.
- Containing documents additional or different from the items described above.

## Selection Process

A selection committee designated by the Chair of the Gerald Bronfman Department of Oncology (McGill University) will assess applications using a standardized grid (provided as a reference in this document).

## Reporting Requirements

The recipient of the Kuok Fellowship will be asked to produce a brief progress report at the end of each year detailing the progress of his / her graduate studies, key research findings and any presentations and publications regarding the project being supported. Furthermore, he/she is expected to present at the annual Rossy Cancer Network retreat if requested. Finally, the recipient may be asked to prepare brief communications in layperson terms to facilitate the University's fundraising efforts.

The recipient will be required to provide to the Kuok Fellowship representatives a thank you letter for the fellowship during the second year of their award. As per the gift agreement, the Kuok Fellowship representatives will forward this letter to University Advancement.

All presented material (poster, oral, digital, print) must include acknowledgement of the Kuok Fellowship and must have the Rossy Cancer Network signature branding.

# Terms and Conditions

- The Chair and the Chair's Senior Advisor for Academic Programs, Gerald Bronfman Department of Oncology (McGill University) will act as representatives of the Kuok Fellowship.
- All proposals must comply with the application requirements set forth. Proposals that fail to do so will be excluded.
- The maximum funding length is two years for master's trainees and three years for PhD trainees. These will not be modified under any circumstance; it is the trainee and supervisor's responsibility to ensure timely completion of research or alternative funding sources.
- Details on any other financial support received or applied for regarding the proposed training must be provided in the application form.
- The funded candidate is obligated to immediately notify the representatives of the Kuok Fellowship (see above) if another competitive student funding award will be received or is ongoing. In that case the Kuok Fellowship amount will be reduced as it will now serve as top-up funding to bring total funding (from all sources) up to the level of \$30,000/year for PhD students and \$20,000 for master's students. If the other competitive funding award is already at that amount, the Kuok Fellowship will be terminated even if the duration of the other award is less than the duration of the Kuok Fellowship. The duration of the top-up funding will be in accordance to the amount of time remaining on the Kuok Fellowship award. In no circumstance shall the top-up amount exceed the annual disbursements of the fellowships, i.e., \$15,000 for MSc and \$20,000 for PhD.
- For candidates already engaged in degree programs, the Kuok Fellowship amount will be determined by the length of training time remaining. This commitment will not retroactively cover time already spent in training.
- The funded candidate and the supervisor are expected to notify the representatives immediately upon definition of the date for completion of the degree program.
- The funding terminates when the maximum funding length has been reached or upon earning the degree that was the object of the candidate's Kuok fellowship application, whichever comes first. Kuok Fellowship recipients who complete the degree for which the fellowship was awarded before the maximum funding length has been reached must notify the representatives of the Kuok Fellowship immediately so that the fellowship can be terminated. The recipient cannot use the remaining funding towards the pursuit of another degree.
- The funded candidate who chooses not to initiate training is expected to reimburse the total amount of the scholarship.
- The funded candidate who chooses not to complete training will not be paid past the last completed semester.

- Payment will be made to the awardee using the standard administrative processes in place at the Gerald Bronfman Department of Oncology (McGill University). The awardee will be asked to confirm registration every semester during the award period.
- All presented material (poster, oral, digital, print) must include the RCN Signature Branding.
- The RCN and Gerald Bronfman Department of Oncology reserve the right to use any portion of the summary and lay term abstract provided at application for visibility purposes. In addition, the recipient may be asked for photographs or interviews, or any other material deemed necessary for visibility purposes within the McGill community and the general public.

## Additional Information

For questions, please contact:

Gayle A. Shinder, PhD  
Chair's Senior Advisor for Academic Programs  
Gerald Bronfman Department of Oncology  
**Email:** [gayle.shinder@mcgill.ca](mailto:gayle.shinder@mcgill.ca)



# Assessment Grid

<b>CRITERIA</b>
<b>QUALITY AND FEASIBILITY OF PROPOSAL (/10)</b> Succinct (1000 words or less) description of the proposal providing hypotheses, study design, methods, analysis. Emphasize scientific validity, rationale, and whether proposal meets the expectations for an MSc or PhD thesis research at McGill
<b>RELEVANCE OF PROJECT TO CANCER CARE (/5)</b> The proposed training program will enable the acquisition of skills and competencies that are relevant to the RCN's clinical excellence objectives (quality in cancer care and patient satisfaction) across McGill.
<b>IMPACT ON MCGILL'S ACADEMIC COMPETITIVENESS (/5)</b> The proposed training program will contribute to academic productivity and capacity-building benefitting the oncology community at McGill and its hospitals.