



Réseau de  
cancérologie  
Rossy

Rossy  
Cancer  
Network



# **Kuok Fellowship 2021 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, optimization of survival.

## Eligibility

### ELIGIBLE APPLICANTS

Applicants must be engaged in a formal graduate degree program at McGill University (Masters' or PhD level). Informal apprenticeships, observerships, 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/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.

## 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 include:

- 1) 1-page application form (available on the RCN website - <https://www.mcgill.ca/rcn-rcn/funding/education/kuok/application-info>)
- 2) Personal statement (maximum 1 page), specifying:
  - a. Graduate training program
  - b. Rationale for acquiring the proposed training and choosing the specific topic (i.e. what will be the impact of this training on your professional development and personal goals)
  - c. Fit with goals and objectives of the RCN
- 3) Confirmation of registration in selected graduate program at McGill University
- 4) Letter from supervisor confirming recruitment of applicant, strategic fit, and proposed research work (maximum 1 page)
- 5) Curriculum vitae

The application materials must be submitted as a single PDF file labeled as follows, Last Name of Applicant\_Kuok2021 (e.g. Tremblay\_Kuok2021).

**Applications should be submitted to:**

Dr Gayle Shinder  
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 July 31, 2021.**

***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. Furthermore, he/she is expected to present at the annual RCN retreat as well as Department of Oncology Research Day activities. Finally, the recipient may be asked to prepare brief communications in layperson terms to facilitate the University's fundraising efforts.

# Terms and conditions

- All proposals must comply with the application requirements set forth. Proposals that fail to do so will be excluded.
- Details on any other financial support applied to or received for proposed training must be provided.
- 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.
- The funded candidate choosing not to initiate training is expected to reimburse the total amount of the scholarship.
- The funded candidate choosing not to complete training will not be paid past the last completed semester.
- Acknowledgments: All presented material (poster, oral, digital, print) must include the RCN Signature Branding.
- The amount specified on the confirmation letter will not be modified under any circumstance.
- The maximum funding length is two years for Masters' 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.

- 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.
- 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.

## Additional information

For questions, please contact:

Dr Gayle Shinder  
 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>
<p><b>IMPACT ON PROFESSIONAL DEVELOPMENT (/5)</b>            The application includes a clear statement on the rationale for wanting to complete the proposed training program and how it fits into a structured career plan</p>
<p><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.</p>
<p><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.</p>
<p><b>LIKELIHOOD OF SUCCESS (/5)</b>            The track record of the applicant and host environment are suggestive of a high likelihood of success.</p>