Population Health Intervention Research Network (PHIRNET)

Research Internships in Population Health Intervention Research

2014 Call for Applications

ANNOUNCEMENT AND APPLICATION GUIDELINES

PHIRNET is an interdisciplinary network funded by the Canadian Institutes for Health Research to build capacity in population health intervention research. Partners include the National Collaborating Centres for Public Health and 8 universities from across Canada. The principal investigators are Dr. Louise Potvin (University of Montreal) and Dr. Jean Shoveller (University of British Columbia). Thirty other investigators participate as faculty mentors.

PHIRNET is pleased to announce a Call for Applications in Research Internships in Population Health Intervention Research. These internships aim to:

- Strengthen and build new relationships among the 8 PHIRNET sites, as well as between the PHIRNET sites and analogous sites in other countries;
- Facilitate the creation and identification of opportunities for population health intervention research; and
- Assist with the development of career pathways in population health intervention research.

This internship program will allow funded trainees to spend 1 – 6 months in population health intervention research activities, under the mentorship of an investigator other than the primary supervisor and in an institutional setting other than their home university. Research Internships may be undertaken in Canada or internationally.

Eligibility Criteria

1. Current Master’s and PhD students, as well as Fellows who are supervised by PHIRNET faculty are eligible to apply. According to CIHR guidelines, eligible fellows are individuals who are post-doctoral fellows (i.e., post-PhD) working at an academic or research institution; or post-health professional degree fellows (e.g., nursing, physiotherapy, medicine, dentistry) working at an academic or research institution.
2. Prospective students and trainees who are not currently supervised by PHIRNET faculty, but who are planning to begin studies under the supervision of a PHIRNET faculty member in the near future, are also welcome to apply.

3. Research Internship applicants must be supervised or co-supervised by a PHIRNET faculty member throughout the tenure of the award. (Having a PHIRNET faculty member on the supervisory committee is insufficient.)

**Application Requirements**

Research Internship applicants must provide the following documents in **one combined .pdf**:

1. A 2-page covering letter, co-signed by applicant and the applicant’s current supervisor and/or co-supervisor (who must be a PHIRNET investigator), that confirms eligibility for this opportunity and that describes:
   a. How the proposed internship fits with one or more of PHIRNET’s 4 priority research areas (methods; economic evaluation; ethics and research governance; and interventions addressing social inequalities in health outcomes);
   b. 3 – 4 learning objectives relating to the core competencies in population health intervention research to be addressed during the internship that are listed below:
      i. Systematic and critical enquiry (i.e., research design and methods);
      ii. Situational analysis (designing research to local context and needs);
      iii. Project management (e.g., budgeting, task coordination, etc.);
      iv. Professional practice (e.g., integrity, ethics, standards of behavior);
      v. Reflective practice (i.e., what makes research an intellectual exercise and not simply a technical one);
      vi. Interpersonal skills (e.g., working in team, motivating others).
   c. The activities that will be undertaken to address each of the proposed learning objectives; and
   d. The research products to be completed during the internship and the role(s) that the applicant will fulfill in the preparation of those products.

2. A 1 – 2 page detailed budget describing how the internship funding will be used (**up to $7,000**). See Appendix A for guidelines.

3. A 1-page letter from the proposed internship supervisor describing the ways in which the learning objectives and activities will be supported within the proposed internship environment.

Applicants should not include a copy of their internship supervisor’s or PHIRNET mentor’s CVs.

Only applications that conform to these instructions will be accepted for review by PHIRNET.

Applications are welcome in French or English.

**Assessment Criteria**

- First, applications will be reviewed for **eligibility** (applicant eligibility, host eligibility, and budgetary eligibility).
• Second, applications will be reviewed by the adjudication committee for relevance to 1 of the 4 theme areas of PHIRNET:
  1. PHIR methods;
  2. Economic evaluation in PHIR;
  3. Ethics and research governance in PHIR; and
  4. Interventions addressing social inequalities in health outcomes.
• Applications that have more than 1 relevant theme area will not be privileged over those that meet just 1 relevant theme.
• Members of the Adjudication Committee consisting of PHIRNET faculty members will be established. They will not assess applicants whom they currently (co)supervise, or whom they supervised in the past.
• Should eligible and relevant applications exceed our budgetary capacity, so as to optimize capacity-building in population health intervention research, funding will be distributed based on random assignment. In any future offerings, PHIRNET investigators who have benefited from this program will have lower priority.

Conditions of the Award
1. Research Internships must be completed between 1 March 2014 and 31 December 2014.
2. Funded applicants will be required to submit a 2-page written report within 2 months of completing their internships. They also may be invited to participate in other evaluation activities pertaining to PHIRNET.
3. Funded applicants will also be required to submit a brief financial report summarizing all of their internship expenses. This report must include original receipts for the internship travel and living expenses outlined in Appendix A.
4. Recipients of PHIRNET funding are invited to participate in all PHIRNET training activities, including webinars and our annual Summer Institute (see www.phirnet.ca for more details).
5. All publications and research output stemming from your traineeship must acknowledge PHIRNET support (e.g., “Support was provided by PHIRNET: The Population Health Intervention Research Network, which is funded by Canadian Institutes of Health Research”).

Inquiries
Please direct requests for clarification or additional information to PHIRNET’s Training and Development Committee Coordinator, Cathy Chabot (phirnet.training@ubc.ca).

Deadline and Submission Instructions
• Applications for must be received by 11:59 pm PST (Vancouver time) on Friday, January 10, 2014.
• Late or incomplete application materials will not be reviewed.
• Applicants should be advised of the status of their PHIRNET applications by Friday, February 28, 2014.

Send your application to Cathy Chabot at phirnet.training@ubc.ca.
Appendix A – Budget Guidelines and Allowable Expenses

A detailed budget must be submitted as part of your internship application. The following are allowable expenses for PHIRNET internships, to a maximum of $7,000 (original receipts will be required for some expenses):

1. **Travel tickets (e.g., airline, train):** Economy class only (original travel receipts, itineraries, and boarding passes must be submitted to PHIRNET).

2. **Mileage:** Interns may claim mileage at 40 cents/km, provided that the cost of driving does not exceed the cost of an economy airline ticket. If travellers drive more than 200 km, they must also submit a relevant receipt from their point of destination (e.g., fuel, food, or accommodation receipt) as proof of travel.

3. **Accommodation:** Interns must submit original receipts for the total cost of accommodation. Or, interns can claim $20/night (receipts are not required if the cost does is less than $20/day). Note: the total cost of accommodation must fall within the $7000 maximum per internship.

4. **Conference or course registration fees:** For conferences or courses located at or near the host site. Original receipts required.

5. **Bus/taxi fare:** Original receipts required.

6. **Meals:** Up to $300 maximum for each internship.

**Ineligible expenses:**

1. Trainees are *not* eligible for a stipend over and above demonstrable expenses.

2. Any expenses for *research activities* would be the responsibility of the host supervisor (i.e., operating expenses).

Completed financial reports, original receipts and boarding passes, must be sent to Jocelyne Bernier (jocelyne.bernier@umontreal.ca) within 2 months of completing your internship.

**Please Note:** Each year, PHIRNET must complete an annual progress report for CIHR. In pursuit of this, we are required by CIHR to contact you each September to gather the following details for our reporting purposes until the end of PHIRNET’s funding.

1. Up-to-date CV including information on any scholarships, bursaries or awards earned in the past year as well as recent publications.

2. Title of your current research project; expected year of completion of your degree or program

3. Your current position (e.g., full-time PhD student; job).