

VCHRI Investigator Award 2025 Application Instructions

This guidance document outlines the required and optional components for the Mentored Clinician Scientist (MCS) and Clinician Scientist (CS) application package. For each of the following components, you will need to submit a [pdf document](#) electronically. Scanned or electronic copies of the signatures and all documents are acceptable.

1. UBC Research Project Information Form (required)
2. Statement of Understanding (required)
3. Research Module (required)
4. Research Proposal (required)
5. Curriculum Vitae (CV)
 - a. Biographical Sketch (required for applicant),
 - b. Biographical Sketch (VCHRI or NIH version) or UBC CV (required for MCS mentor)
6. Mentoring Plan (required for MCS applicants only)
7. Letter of support from Mentor (required MCS applicants only)
8. Appendices (optional)
9. Nomination letter from academic (UBC) Department Head* (required)
10. Nomination letter from your clinical (VCH) Department Head* (required)
11. Letter of reference (required)

*The nomination letter can be a joint clinical/academic Head letter as long as all required points are addressed

1. UBC Research Project Information Form (required)

The UBC [Research Project Information Form](#) (RPIF) will need to be completed. The applicant is responsible for obtaining all the appropriate signatures before the application is submitted.

As this award provides a stipend, the applicant is responsible for obtaining the Academic Department Head and Faculty Dean's signature. Please contact your Department to determine the turnaround time to obtain your Academic Head's signature. To obtain the Faculty of Medicine Dean's signature, please send the [RPIF and required supporting documents](#) to fom.grantapprovals@ubc.ca. For all other non-signature related inquiries please contact Evelina Tolstykh, Research Awards & Funding Officer evelina.tolstykh@ubc.ca. The Faculty of Medicine Dean's office will require three business days for signatures.

2. Statement of Understanding (required)

This form is a statement of understanding that outlines the financial commitment from UBC and VCH Research Institute. The applicant's and the Academic Department Head's signature are required.

3. Research Module (required)

The Research Module consists of a 9-page form with text fields. For text fields, either type directly onto the form or cut and paste from another file. The character maximums (if listed) include spaces.

Signature pages

- Signatures are required by the applicant, Academic Department Head, Clinical Department Head, Faculty Dean and Office of Research Services.

Note: Signatures will not be provided immediately. Please ensure you allow time for your application to be reviewed by your Academic Department, Clinical Department, and your Faculty Dean office.

Lay Abstract

- Provide a brief lay abstract for your project, written in simple and clear language.
- Include a statement of how your project may impact the health of individuals and/or health care delivery at VCH.

Note: If your proposal is funded, this abstract may appear on the VCHRI website. Please do not include anything that might compromise future protection of intellectual property or patenting.

Research Environment & Collaborations

- Describe the research space allocated for your research. List any equipment and facilities available, indicating whether these resources are dedicated or shared and the extent to which you have access.
- Indicate the colleagues/research programs you are affiliated with, and the nature of these collaborations. Clearly describe your role and contributions.
- You may add one additional page to this section.

4. Research Proposal (required)

Clearly describe a single research project that you plan to carry out during the tenure of this award. As this proposal is evaluated as part of the application, ensure that your proposal is rigorous and addresses key areas such as (but not necessarily limited to):

- rationale, what makes it significant
- current state of knowledge
- hypotheses/research question(s), objectives
- methodology (including analysis)
- expected outcomes and impacts (including direct impacts on healthcare, if applicable)
- equity, diversity, and inclusion (EDI) [considerations](#) relevant to each stage of the research process (e.g., research questions, design of the study, methodology and data collection, analysis and interpretation, dissemination of results). If the team believes no EDI considerations are applicable to the research design, please provide an explanation.

The research proposal must be a maximum of five pages, not including references, tables, or chart/figures.

Formatting specifications are:

- Use single-spaced type in either Times New Roman 12 point or Arial 11 point
- Print must be of letter quality and easy to read. Condensed type (e.g. "Narrow" font) or spacing is not acceptable
- Paper must be letter-size (8.5" x 11")
- Margins must be no smaller than 1" inch

5. Curriculum Vitae (required for applicant and mentor)

The applicant must use the VCHRI Biographical Sketch for this competition. See specific instructions on the VCHRI website for biographical sketch (no page limit). The MCS mentor can submit the biographical sketch (VCHRI or NIH version), or UBC CV template (five-page limit).

6. Mentoring Plan (required for Mentored Clinician Scientist applicants only)

The Mentoring Plan document must be completed, and signed by both applicant and mentor.

7. Letter of support from Mentor (Mentored Clinician Scientist applicants only)

This letter of support from your mentor must outline:

- their full participation as your mentor
- their experience mentoring trainees/young faculty

8. Appendices (optional)

Appendices: which may only include data collection tools, participant consent forms, letters of support from collaborating departments or organizations, response to reviewers (max one page), and ethics approval certificates (if already approved).

9. Nomination letter* from your academic UBC Dept Head (required)

This letter must:

- confirm your academic appointment including rank and that you will have this appointment no later than July 1, 2025
- provide comments on your research performance and potential
- **MCS applicants:** confirm the cash commitment of \$20,000 in start-up funds
- **CS applicants:** outline the Department's research career plan for you, including after the award term is completed

10. Nomination letter* from your clinical VCH Dept Head (required):

This letter must:

- confirm his/her support of your pursuit of research and the willingness to backfill/cover your clinical shifts as agreed
- provide comments on your research performance and potential

***Note for items 9 and 10:** The nomination letter can be a joint clinical/academic Head letter as long as all required points are addressed.

11. Letter of Reference (required):

A letter of reference from someone knowledgeable about your research ability and experience, but not currently collaborating with you. It can be emailed from your referee's official institutional email address to education.award@vch.ca.

Contact Information

Krista Glowacki
 Research Awards Lead
 Vancouver Coastal Health Research Institute
education.award@vch.ca

Investigator Awards Application Checklist

Investigator Award Component	Required (✓) or Optional
UBC Research Project Information Form	✓
Statement of Understanding	✓
Research Module	✓
Research Proposal	✓
Biographical Sketch	✓
Biographical Sketch or UBC CV for Mentor	✓ for MCS applicants
Mentoring Plan	✓ for MCS applicants
Letter of support from Mentor	✓ for MCS applicants
Appendices	Optional
Nomination letter from academic (UBC) Department Head*	✓
Nomination letter from your clinical (VCH) Department Head*	✓
Letter of reference - Emailed from referee's official institutional email address or submitted via mail	✓

*Can be a joint clinical/academic Head letter as long as all required points are addressed.