



* DOCTORAL AWARD APPLICATION *

Description

PolicyWise' full-time Doctoral Award enables academically superior, post-candidacy PhD students to undertake full-time research training with funding provided for a two-year period. The award consists of a stipend and a research allowance. One Doctoral Award is available for this competition.

Doctoral Award applicants must be engaged in a full-time PhD program at an Alberta Institution for the full duration of the award. Applicants must have successfully completed their candidacy examination before the application deadline. A faculty supervisor possessing both a record of productive research and sufficient resources to ensure satisfactory research conduct must provide direct supervision.

How your application will be reviewed

The Doctoral Award application should provide sufficient detail for reviewers to confidently assess the relevance of the research to the priorities identified on the PolicyWise website, the need for conducting the research and the skills, experience, and expertise of the student and supervisor. Reviewers should be confident that the supervisor will provide sufficient mentorship, and that the research environment will offer the necessary resources to support the project.

Ratings are assigned on a 9-point rating system, where 0 is poor and 8 is exceptional. Reviewers may score any criteria as 0 if they feel the content is unacceptable. Only applications with an average weighted score of 75% or higher, that are relevant to the priority research topics, may be considered for funding. A copy of the review form and details on weighted scores are available on PolicyWise' website.

How to submit your application

You must have the most recent version of Adobe Acrobat Reader ([free download here](#)) or a full paid version of Adobe Acrobat to complete and submit your application. **It is highly recommended that you use a Windows-based machine to complete your application form** to ensure compatibility for all reviewers.

Please follow these steps **before you begin completing the application form**:

1. Download the application form and Save it to your computer.
2. Open the application form in Adobe and enable JavaScript if you are prompted to do so.

Failure to do this will result in the loss of all entered information when you close the form.

Once your application form is complete and you have attached all the required documents, you will submit your application electronically by e-mail to grants@policywise.com. Applications must be submitted, **including attached scanned copies of ALL required signatures**, by 4:00pm on **Friday, September 1st, 2017**. Late or incomplete applications will not be accepted.

If you have any questions during the application process, please contact us before the application deadline

How to attach files to this document

With the application form open in Adobe, select the Comment button from the top right of the screen. In the Annotations section, click the paperclip icon. Move your cursor back over your document - the icon will turn into a pushpin. Click anywhere in the document to open the Add Attachment dialogue box. Choose your file and click Open, then click OK on the File Attachment Properties box that appears. Your file is now attached. Save your document before closing it!

If this method does not work, please try the following:

Select View from the top menu bar, then select Comment > Annotations. Choose the paperclip icon to add a file, and move your cursor over the document - it will become a pushpin icon. Click anywhere in the document to open the Add Attachment dialogue box. Choose your file and click Open, then click OK on the File Attachment Properties box that appears. Your file is now attached. Remember to save your document before closing it!

Contact Information

Laurie Vermeylen
(587) 354-4801 or grants@policywise.com

Applicant Information

APPLICANT

Fiscal year

First Name **Last Name**

Institution

Faculty **Department**

Street Address

City **Province**

Postal Code **Phone Number**

E-mail Address

SUPERVISOR

First & Last Name

Institution

Faculty **Department**

Phone Number

E-mail Address

CO-SUPERVISOR (optional)

First & Last Name

Institution

Faculty **Department**

Phone Number

E-mail Address

Project Information

Project Title

Requested Total Amount:

Maximum available: \$64,000

Funding Start Date

mm/dd/yyyy

Please provide five (5) keywords to identify your project

PROGRAM INFORMATION

Candidacy completion date (mm/dd/yyyy)

Anticipated start and completion dates of graduate program

Start Date

End Date

FUNDING SOURCES

Have you applied elsewhere for a similar award?

Yes

No

If yes, please provide the following information for each source of funding requested:

Funding source, amount requested, dates of funding, current status (under review, confirmed, unsuccessful)

Source 1

Source 2

Source 3

Source 4

ETHICAL APPROVAL

Has ethical application been made to the sponsoring institution/organization for ethics approval?

Yes

No

If yes, has ethics approval been granted?

Yes

No

If yes, please attach a copy of the approval letter to your submission, if available (see page 1 for instructions on how to attach a file)

Please check this box to indicate if a copy of the ethical approval is attached.

Ethical approval attached

Policy Relevance

PolicyWise endeavours to support research that is policy relevant for our funding sponsors, Alberta Children's Services, and as such, we have collaboratively developed a list of priority areas. The following categories have been identified as current target areas of interest.

Grant applications must be related to children, youth, and/or families and must be relevant and specific to Alberta. Additionally, successful applications will demonstrate a connection to **a minimum of two topics** from the following priority areas:

Intersectional topics	Needs/Services "What"	Delivery/Access "How"
Indigenous*	Mental health	Child intervention system
Resilience	Early childhood development	Collaboration/service integration
Long-term outcomes of supports and services	Transitions for youth Intergenerational trauma	Community capacity

*When possible, the analyses should explore differences between First Nations, Metis, and Inuit children, youth, and/or families, as well as the potential influence of living on-reserve or off-reserve.

Please discuss how your application is policy relevant by describing how it relates to a minimum of two of the above topic areas, while also being related to children, youth, and/or families and being relevant and specific to Alberta. Consider what opportunities there are for collaboration with Children's Services.

Describe how you will share the research findings with Children's Services, service providers, service users, and other interested audiences. Do not exceed the space provided.

PROJECT SUMMARY

Provide a **1-page lay summary** of the proposed research project. Please use the following headings: Purpose, Relevance & Significance, Methods, Potential Outcomes. Maximum length is 4000 characters.

KNOWLEDGE TRANSLATION TO ACADEMIC AND NON-ACADEMIC AUDIENCES

Describe potential and planned Knowledge Translation activities to share the results with non-academic audiences. This may include:

- Decision/policy-makers
- Community partners
- Service providers
- Users of health information (ie. parents)
- Researchers

Do not exceed the space provided.

Trainee's Academic Record

TRANSCRIPTS

Please check here to indicate that you have attached all **University transcripts** to this document. Unofficial transcripts are accepted. See page 1 for instructions on how to attach a file.

Transcripts attached

Please check here to indicate that you have attached a **list of your scientific publications**. Only list papers/abstracts that have been **published or accepted for publication**.

Publication list attached

Please download and complete the **Academic Record Template** and attach it to your application. Check here to indicate it has been attached.

Academic Record Form completed and attached.

LETTERS OF REFERENCE

Identify three individuals who have been asked to submit a letter of reference on your behalf. Your proposed supervisor may be one of the three. Your letters of reference must be submitted by e-mail directly from those writing them. Please have them submit their letters to grants@policywise.com **BEFORE the application deadline of 4:00pm on September 1st**. Letters received after this date will not be included with your application.

	Name	Institution	Email Address
Reference 1			
Reference 2			
Reference 3			

BIOGRAPHY

Please provide a short biography. This information will be shared with Stakeholders and on PolicyWise' website if your application is successful.

Supervisor's Research Record

Please complete the following information for each supervisor.

PUBLICATIONS AND RESEARCH RECORD

Please check here to indicate that you have attached a list of your supervisor's scientific publication. They should only list papers that have been **published or accepted for publication in the past 5 years**. **Underline the names of research trainees. Do not list abstracts.** See page 1 for instructions on how to attach a file.

5-year scientific publication list attached - supervisor (required)

5-year scientific publication list attached - co supervisor (optional)

Download and have your supervisor(s) complete the [Supervisor Research Record Template](#). Attach the file(s) and check below as appropriate.

Supervisor's Research Record attached (required)

Co-Supervisor's Research Record attached (optional)

Project Budget & Justification

PROJECT BUDGET

Download the [Budget Template](#) by clicking on the link. Complete it and attach it to your application form.

If applicable, please provide details regarding the partnerships you have developed for this project. Include financial or in kind contributions from community partners, service providers, decision/policy-makers, etc. Do not exceed the space provided.

Signatures

INSTITUTIONAL SIGNATURES

Please print your full application and obtain the required signatures from your institution. You may use this form or your institution's own signature form. Attach the scanned signatures to your application before you submit.

See page 1 for instructions on how to attach a file.

Institution that will administer the funds:

	Signature	Printed Name	Date (mm/dd/yyyy)
Applicant	<input type="text"/>		<input type="text"/>
Supervisor	<input type="text"/>		<input type="text"/>
Co-Supervisor (if applicable)	<input type="text"/>		<input type="text"/>
Department Head/ Chair	<input type="text"/>		<input type="text"/>
Faculty Dean	<input type="text"/>		<input type="text"/>
Research Office	<input type="text"/>		<input type="text"/>

[Click here](#) to confirm that you have attached the signature page to the application form. You may print and sign this page or use your institution's own signature page.

Before you submit your application, please double check that you have completed all of the required fields, and that you have attached all the required documents. Incomplete applications will not be considered for funding. If you have questions about your application, please contact the Research Grants Manager BEFORE you submit.

Document Checklist

- Ethical approval (if available)
- Transcripts
- Trainee's List of Publication
- Academic Record Form
- Supervisor (& co-supervisor) 5-year Publication Record
- Supervisor (& co supervisor) Research Record Form
- Completed Budget Template
- Institutional Signatures
- 3 Letters of Reference (submitted directly by referees)