



Allied Health Kidney Doctoral Fellowship Policies

IMPORTANT DATES

Application Deadline: November 1, 2023

Anticipated Date for Notice of Decision: May 2024

Funding Start Date: July 01, 2024

The Allied Health Kidney Doctoral Fellowship Policies 2024 Competition supersede all previous Kidney Foundation of Canada Allied Health Doctoral Fellowship Policies. Applicants should always refer to the latest version. The Kidney Foundation of Canada may, without notice, alter the programs or terms of an award. Any major changes will be announced immediately on the KFOC website at www.kidney.ca, or on the [ProposalCentral site](#). The Kidney Foundation of Canada reserves the right to interpret these guidelines and policies. Applicants should contact the National Director of Research or the Research Grants and Awards Manager as required.

HIGHLIGHTS FOR 2024

➤ Funding amount

The award will be valued at \$31,000/year to a maximum of 2 years (unless the applicant is eligible and accepted as a KRESCENT fellow at which time compensation and duration may change in accordance with KRESCENT guidelines)

➤ Equity Diversity, and Inclusion

The Kidney Foundation of Canada is committed to advancing Equity, Diversity, and Inclusion in the research system. As such, we have included new sections into the Allied Health Kidney Doctoral Fellowship to encompass this strategic priority.

All applicants WILL BE ASKED asked to fill in a self-identification Equity and Diversity questionnaire as part of the application process. We may ask successful candidates to repeat this questionnaire upon receipt of this award. Please note that all data will not be shared with the peer review committee and will be used to help the Foundation evaluate the accessibility and reach of its funding programs.

In addition to this questionnaire, the KFOC expects that all applicants will integrate, or justify, equitable inclusion in research studies. This includes considering fairness and equity in research participation such as the inclusion of racial minorities, justification of age of recruited participants, inclusion of language considerations, etc (where applicable), and steps taken to ensure appropriate, equitable and realistic dissemination of research results to all communities.

The purpose of this section is to promote rigorous science that is sensitive to equity and diversity factors and therefore will help to expand our understanding of health determinants across all people.

The [Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans – TCPS 2 \(2018\) – Chapter 4: Fairness and Equity in Research Participation](#), provides helpful Information surrounding research participant Inclusion considerations.

Please note that the EDI principles will be available to the peer reviewers and will be incorporated in the peer review process. If the proposed project does NOT include EDI principles or considerations, it must be well justified within the application.

Revised: September 25, 2023

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1. GENERAL INFORMATION

1.1 KFOC Vision and Mission Statement

Vision:

The Kidney Foundation of Canada is committed to achieving excellent kidney health, optimal quality of life, and a cure for kidney disease.

Mission:

The Kidney Foundation of Canada is the national volunteer organization committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for better treatments and a cure;
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status;
- Advocating for improved access to high quality healthcare;
- Increasing public awareness and commitment to advancing kidney health and organ donation.

1.2 Application Submission Deadline

The mandatory deadline date for full application for both new and renewal applications are **November 1 by 11:59 pm EST**.

If the deadline falls during a weekend or on holiday, the deadline will be the next working day.

1.3 Incomplete / Unacceptable Applications

All applicants are strongly advised to carefully read and follow the instructions and requirements outlined in the Allied Health Doctoral Fellowship Policies and the Allied Health Doctoral Fellowship Checklist page of the application form.

To maintain the principle of fairness to all applicants, regulations must be adhered to in the preparation of Allied Health Doctoral Fellowships applications. Non-adherence to the Policies and Checklist will lead to rejection (without appeal) of the application. Requiring adherence to the regulations has the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

1.4 Closing of Award

When the fellowship supported by an award is complete, or if for any reason the fellowship cannot be continued, the award will be closed. Any remaining funds are frozen and cannot be reallocated to other uses. The institution will prepare the final accounting and return outstanding funds to the KFOC.

1.5 Temporary Absence

Recipients wishing to take a temporary leave, e.g., parental leave, sabbatical, must inform The Kidney Foundation. The Kidney Foundation reserves the right to discontinue funding in such instances.

1.6 Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee nor a partnership between the grantor and grantee.

1.7 Intellectual Property and Patents

The KFOC must be informed of any commercial application arising from KFOC program-supported activity.

The KFOC program does not retain or claim any ownership of, or exploitation rights to, intellectual property developed under KFOC program funding. These are owned by the institution and/or the inventor.

Should the inventor decide to pursue commercialization of any results of the research funded by the KFOC, he or she must disclose to their institution any potential intellectual property arising from the research; he or she and the institution must make every effort to provide the greatest possible benefit to Canada from the resulting commercial activity.

The above requirement for disclosure is not intended to supersede any policy on disclosure that the institution might already have in place.

1.8 Privacy Information

Providing your date of birth, language and gender on the application form or CV form is optional. However, this information will ensure accurate identification of applicants and will assist the KFOC with statistical analysis. This information will NOT be transmitted to any entity external to the KFOC.

1.9 Public Information

Successful applicants need to be aware that the title of their research project and the lay summary will be used without notification and put into the public domain, e.g. web and news releases. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

1.10 Ethical Requirements

By signing and submitting applications to The Kidney Foundation of Canada, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the [Tri-Council Policy Statements: Ethical Conduct for Research Involving Humans](#)¹.

Please note that proof of required certification will be required to receive award funding. Delays in applying for or attaining required certifications without reasonable explanation may result in award funding being revoked.

¹ See [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2018\) \(ethics.gc.ca\)](#) for details.

1.11 Indirect Costs

The Kidney Foundation of Canada supports only the direct costs of research. The definition of indirect costs of research for the purposes of this policy is costs that cannot be directly associated with a particular research program or operating grant, including but not limited to costs associated with the operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).²

1.12 Assessment of Applications

Applications are reviewed by the Allied Health Kidney Scientific Committee which is composed of a Chair, an Assistant Chair (Scientific Officer) and additional members. Each committee member has demonstrated scientific expertise in kidney disease or related area. Appointment of the committee members takes into consideration the required expertise, regional distribution, gender and language to ensure a fair and balanced peer review process. Additional members may be added to the committee depending on the number of applications received and the expertise required. External reviewers may be included at the request of the review committee. Please note that fellows enrolled in the KRESCENT program may also act as reviewers and/or readers.

The Committee Chair reserves the right to allocate an application to a different committee that has the appropriate expertise.

All applications are first reviewed by the Chair and the Assistant Chair for relevance to the vision and mission of The Kidney Foundation of Canada, and applicability to the allied health competition. All relevant applications are reviewed by two committee members and, whenever deemed appropriate by one or two external reviewers when additional expertise is required. Each reviewer (internal or external) conducts a thorough written review and evaluates the application on the following criteria:

- Previous academic performance, personal achievements, future employment plans, focus of study in nephrology/organ donation, assessments from referees or supervisor, thesis plan and relevance to the goals of The Kidney Foundation.

Reviewers' comments will be made available to all applicants. The Kidney Foundation reserves the right to withhold any part of the reviewers' comments. Appeals of decisions taken on the basis of any such reviews will not be entertained.

1.13 Publications

Doctoral Fellowship recipients must acknowledge the support of The Kidney Foundation of Canada in all scientific communications and press releases related to their award. To facilitate the implementation of the KFOC's program for knowledge transfer and exchange, we request that the KFOC be notified in advance of the publication date of any major publications arising from research funded by the KFOC.

It is important that The Kidney Foundation receive information on the outcomes of the research funding program. To this purpose the Foundation requests an electronic copy of each

² See [Policy on Indirect Costs of Research](#)

publication derived from the funded research and citing the support of The Kidney Foundation as these become available as well as press releases related to the award. This information is used not only to evaluate the effectiveness of our research programs, but also as an important tool for the peer review process. Thus, publications and reports from previous funding may be provided to evaluate past performance of applicants returning to the Foundation for new research support. Applicants may also use this opportunity to submit a small report (not to exceed four pages) at the completion of the project, describing the significance of the resultant publications, the progress and accomplishments achieved that have yet to be published, and/or any problems and impedances that limit the progress on the project. In this regard, it is in the interest of applicants receiving Kidney Foundation funding to comply with this request.

1.14 Notification of Award

Successful applicants will be notified by an official letter, setting forth the amount and duration of the award. A copy of this letter will be forwarded to the Dean, or the institutional administrative officer named on the application. Please note that any changes to award funding, including deferrals, extensions, or other required alterations, will be officially noted on an updated Notification of Award. Any policy changes reflected on the Notification of Award will be taken as the most up to date version. It is the responsibility of the awardee to ensure that all conditions are met.

Unsuccessful applicants will be notified by an official letter and will have access to their reviews. It should be recognized that The Kidney Foundation has a limited amount of funds and, although applications may have merit, there may not be sufficient funds to award all such applications.

1.15 Administration of Funds

Payment of Funds

Funds for all awards are to be administered through the business officer of the university or institution concerned, whose name and address must be submitted by the primary applicant. Please note that the Kidney Foundation will only pay one institution per award.

The Foundation will make equal quarterly instalments during the months of July, October, January and April of the granting year, payable in trust to the designated financial officer of the sponsoring institution.

Disbursement of Awards

Payments of accounts for the purposes set forth in the awards are made by the business officer of the institution or university concerned upon authorization from the awardee's supervisor.

The total disbursements must not exceed the award. Any expenditure in excess of the award will not be assured by the Foundation nor reimbursed by it to the university or institution concerned.

Expenditures are only to be made for the purposes set forth in the terms of the fellowship, and any alternative use of funds requires written approval by The Kidney Foundation of Canada.

1.16 Themes of research

Applicants are encouraged to think carefully about the primary theme classification for their grant. Please use the definitions below to determine which category to ascribe to your application:

Basic/Biomedical Research

Biomedical research is research with the goal of understanding normal and abnormal human functioning, at the molecular, cellular, organ system and whole-body levels, including development of tools and techniques to be applied for this purpose; developing new therapies or devices that improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Biomedical research may also include studies on human subjects that presently, do not have a diagnostic or therapeutic orientation.

Clinical Research

Clinical research is research with the goal of directly improving the diagnosis of disease, the prediction of important outcomes in patients with disease or at risk of disease, and treatment (including rehabilitation and palliation), of disease and injury. It may also focus on improving the health and quality of life of individuals as they pass through normal life or disease stages. Clinical research typically encompasses research on, or for the treatment of, patients.

Health Systems and Services Research

Health services research includes research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and, ultimately, Canadians' health and well-being.

Population and Public Health Research

Population and public health research includes research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status.

Translational Research

Research that contains significant integrated contributions from both clinical and basic/biomedical, as defined above. Please note that research involving lesser degrees of overlap or inter-pillar collaboration does not automatically qualify as translational for the purposes of review: for example, basic research that includes work on samples from humans should be categorised as basic/biomedical; clinical studies that require collaborations from basic scientists for measurements of biomarkers should be categorised as clinical.

Source: CIHR, The Four Themes of CIHR Funded Health Research, accessed at:

<http://www.cihr-irsc.gc.ca/e/48801.html>

1.17 Equity, Diversity, and Inclusion in Health Research

The Kidney Foundation of Canada is committed to advancing Equity, Diversity, and Inclusion in the research system. As such, we have included new sections into the Allied Health Kidney Doctoral Fellowship to encompass this strategic priority.

All applicants WILL BE EXPECTED to fill in a self-identification Equity and Diversity questionnaire as part of the application process. Please note that all data will not be shared with the peer review committee and will be used to help the Foundation evaluate the accessibility and reach of its funding programs.

In addition to this questionnaire, the KFOC expects that all applicants will integrate, or justify, equitable inclusion in research studies. This includes considering fairness and equity in research participation such as the inclusion of racial minorities, justification of age of recruited participants, inclusion of language considerations, etc (where applicable), and steps taken to ensure appropriate, equitable and realistic dissemination of research results to all communities.

The purpose of this section is to promote rigorous science that is sensitive to equity and diversity factors beyond SGBA., and therefore will help to expand our understanding of health determinants across all people.

The [Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans – TCPS 2 \(2018\) – Chapter 4: Fairness and Equity in Research Participation](#), provides helpful Information surrounding research participant Inclusion considerations.

Please note that the EDI principles will be available to the peer reviewers and will be incorporated in the peer review process. If the proposed project does NOT include EDI principles or considerations, it must be well justified within the application.

Sex- and Gender-Based Analysis (SGBA) and Health Research

KFOC expects that all applicants will integrate sex and gender into their research designs when appropriate. Sex- and gender-based analysis (SGBA) is an approach that systematically examines sex-based (biological) and gender-based (socio-cultural) differences between men, women, boys, girls and gender-diverse people. The purpose of SGBA is to promote rigorous science that is sensitive to sex and gender and therefore has the potential to expand our understanding of health determinants for all people. The SGBA section of the CIHR website (<http://www.cihr-irsc.gc.ca/e/50836.html>) provides helpful resources for applicants, including CIHR's definitions for sex, gender and SGBA, as well as information on applying SGBA to the development and assessment of research proposals.

It is encouraged that all applicants complete the tri-council training modules in SGBA.

Please note that SGBA assessment will be included in the peer review process. If the proposed project does NOT include a SGBA, it must be well justified within the application.

1.18 Knowledge Translation Plan

Each applicant is asked to include a short description of their Knowledge Translation (KT) plan. The purpose for the inclusion of a KT plan in the application is to encourage applicants to begin considering KT at the outset of their research project, to ensure that research findings are broadly disseminated and there is uptake where applicable.

Please note that the Kidney Foundation encourages investigators to broaden their KT plan and consider how their research results and progress will be communicated to the lay community, patients, and caregivers, as well as how it may be applied to result in changes to clinical practice, health policy, or delivery of care (if applicable). This section may also include detail of how lived experience partners have been integrated into the project design and progression, for KT purposes.

It is important to note that knowledge translation and communication of results should be an active consideration throughout all phases of the proposed project.

All applicants will be required to provide a detailed update on the progress of their knowledge translation activities in their end of award report.

If applicants would like additional information on Knowledge Translation plans, please visit the following link: <http://www.cihr-irsc.gc.ca/e/45321.html>

2. RESEARCH INTEGRITY POLICY

Institutions receiving funds must have appropriate policies in place for investigating allegations of misconduct as outlined in “*A Tri-Council Policy Statement: Integrity in Research and Scholarship*”³ as published by the Canadian Institutes of Health Research (CIHR). Any questions concerning scientific integrity or scholarly conduct that arise during the course of the evaluation of an application will be referred back to the parent institution for that body to proceed with an enquiry. The Foundation is to be informed of the outcome of such investigations.

As a condition of funding, all KFOC grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy.

3. ALLIED HEALTH DOCTORAL FELLOWSHIP INFORMATION

3.1 Description

The Kidney Foundation of Canada has established a national goal of encouraging and supporting research that may further the current knowledge pertaining to the kidney and urinary tract or improve health in areas relevant to the Vision and Mission of the Foundation.

The Foundation wishes to point out that it is seeking doctoral fellowship applications that are relevant to its Vision and Mission. The Foundation reserves the right to make a decision on the relevance of a given project to basic and clinical kidney disease. Applications deemed irrelevant will not be funded regardless of the excellence of the science.

All awards become tenable July 1 following announcements of the competition results.

Funds are available for a limited number of Fellowships designed to provide for full-time academic and research preparation at the doctoral level. The objective of this program is to promote and enhance the development of nephrology/organ donation allied health investigators in Canada. The award is tenable in Canada or abroad. For programs outside of Canada, the applicant must provide a statement indicating the intention to return to Canada. The Fellowship award is designed to encourage new students to enter doctoral programs as well as support students currently enrolled in a program. **Applications must be submitted by allied health professionals, including but not limited to, nurses, psychologists, social workers, technicians, dietitians, pharmacists, physiotherapists and occupational therapists.**

³ See <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>

3.2 Applicant Eligibility

Applicants must meet the following eligibility requirements:

- Applications must be submitted by allied health professionals, including but not limited to, nurses, psychologists, social workers, technicians, dietitians, pharmacists, physiotherapists and occupational therapists.
- have a demonstrated commitment to the area of nephrology or organ donation, with a focus on increasing the number of kidneys available for transplantation, in either direct clinical practice or research experience. Preference will be given to applicants with a minimum of two years full time equivalent experience;
- have Canadian citizenship or permanent resident status;
- be accepted in proposed course of full-time study. (If the course of study does not require the applicant to attend full-time, confirmation that the course is equivalent to full-time is required);
- have the intention to return to Canada, if studies are outside the country.

3.3 KRESCENT Doctoral Award

Applicants who have completed their comprehensive examination(s) are eligible to receive a KRESCENT Doctoral award (for information www.krescent.ca), which would replace the KFOC Allied Health Kidney Doctoral Fellowship. On an annual basis, the highest scoring candidate in the Allied Health Kidney Doctoral Fellowship competition will be nominated for a KRESCENT Doctoral Award by the peer review committee, if the application scores in the “excellent” category. The recipient of a KRESCENT Doctoral Award will participate in the KRESCENT program, including the core curriculum and workshops, and will receive salary funding for up to 3 years, according to KRESCENT guidelines (see [Curriculum](#)).

Note: Applicants wishing to be considered for the KRESCENT Doctoral Award must indicate this on the online application platform ProposalCentral and include proof of completion or expected completion of their comprehensive examination(s) by the time that the KRESCENT award commences.

3.4 Value of Doctoral Fellowship

The award will be valued at \$31,000/year to a maximum of 2 years (unless the applicant is eligible and accepted as a KRESCENT fellow at which time compensation and duration may change in accordance with KRESCENT guidelines)

Fellowship recipients will receive their stipends from the academic institution according to the institution's policies.

3.5 Duration and Tenure

The Fellowship is for a period of up to two years and will commence on July 1; *third* and *fourth* year awards may be obtained upon successful reapplication by each competition year.

No other major Fellowship award can be accepted during the tenure of this award. During tenure, the applicant shall devote at least 75% of time to study and research. The applicant may, with the approval of the supervisor, engage in and receive remuneration for other related activities up to a maximum of 10 hours a week, including undergraduate teaching. These activities must not interfere with the primary purpose of the award and must be described in the application.

An appointment may be terminated at any time for good cause by the recipient, the sponsoring institution or The Kidney Foundation. In such a case, a prorated reduction in the stipend will be made as determined by The Kidney Foundation.

3.6 Award Reports

Scientific/Progress Reports

The Kidney Foundation of Canada is a patient and volunteer-driven organization and is responsible to the community to highlight the outcomes of our research funding. Awardees will be asked to submit a report after each year of funding, and a final end-of-award report six months after the end of the term of the award (forms will be sent to awardees).

Please note the following:

- that the Foundation may follow up on your report for further information, or request interviews or for participation in knowledge dissemination events/opportunities.
- Year-end award reports will be mandatory for the release of further funding.

The mid stage award reports are brief and will be used: (a) to highlight successes and track productivity for impact measurement (b) to address possible challenges or required changes/mitigation strategies.

The end-of-award report will be used: (a) to highlight successes, achievements, and the excellence of kidney researchers in Canada, (b) as a tool to help “de-mystify” research to the community and (c) to help increase donations. In lay language you will be asked to describe the work that was possible due to KFOC funding, to provide an overview of the outcomes and impacts of the project, including efforts made to disseminate the work and the KT plan, and to explain why this research is important and its potential impact in **lay terms**.

Financial Report

Provision of Kidney Foundation funds to institutions is dependent upon timely and complete financial reporting from the financial administrators of the institutions at the termination of each funding year.

Awardees will submit an itemized account of expenditures both after the first year of funding, and no later than **three months** following conclusion of the award period. The statement must be signed by the awardee and the business officer of the institution concerned.

Should The Kidney Foundation so require, the awardee shall render whenever called upon, an itemized account of expenditures supported by an approved statement of accounts from the university or research institution that administers the award.

Any changes to the proposed award budget require prior approval from the Kidney Foundation of Canada.

Please note that applicants that have not completed required end of award reporting (scientific or financial), will not be eligible to receive additional Kidney Foundation of

Canada funds (directly or through partnerships) until such a time as the reporting is submitted.

4. E-SUBMISSION OF APPLICATION

4.1 New and Renewal Applications

The mandatory deadline date for full application for both a new and renewal application is **November 1 by 11:59 pm EST**. Full applications (including all addenda and signatures) must be submitted by applicants using ProposalCentral.

Official transcripts must be emailed to christine.marquis@kidney.ca by the deadline date.

If the deadline falls during a weekend or on holiday, the deadline will be the next working day.

4.2 Renewal Applications

Renewal applications received later than November 1 will not be reviewed.

The Kidney Foundation will consider renewals providing that progress on the work initially funded by The Kidney Foundation is clearly described in the re-application and the reasons justifying the need for renewal are explained. All renewal applications must be submitted for review and assessment on a competitive basis with all other award applications.

6. CONTACT INFORMATION

For further information on application submissions, please contact:

Christine Marquis

Research Grants and Awards Manager

Telephone: 438-812-5098

E-mail: christine.marquis@kidney.ca