

SICKKIDS FOUNDATION CYHN/COTF OCCUPATIONAL THERAPY RESEARCH TRAINING AWARD GUIDELINES

SickKids Foundation's Children and Youth Homecare Network (CYHN) in partnership with the Canadian Occupational Therapy Foundation (COTF) offers scholarships for students enrolled in a masters program in occupational therapy related to children, youth and families and home and community care.

The goal of the CYHN / COTF Research Training Award Program (Master's Scholarship) is to support the development of research in occupational therapy issues pertaining to children, youth and families and home and community care. Our success will be measured by the sustained contributions of award holders developing knowledge relevant to home and community care programs and services in Canada.

The CYHN defines home care as care provided to children and youth who have a short or long term illness and/or disability and their families, in their homes or other community settings where they grow and develop. Community based settings include: group homes, schools, and day cares as well as the homes of natural, foster, and other forms of volunteer families. Care may be delivered by a family member, family resource person, paraprofessional, volunteer, or professional. Examples of home and community care providers include: nurses, personal support workers, dieticians, physicians, physio/occupational/ speech therapists; and examples of types of services include: habilitation or rehabilitation services, palliative care, school health support, respite care, and nutritional services.

Up to two scholarships will be awarded per competition.

The value of each master's scholarship is up to \$5,000 for one academic year.

The stipend will be paid quarterly in advance.

Successful applicants are also eligible to apply for \$500/year to attend conferences. See below for more information.

Individuals applying for the award must declare other support they have applied for or received, including teaching or research assistant positions and other scholarships.

The Process

Application forms can be obtained from the website of SickKids Foundation www.sickkidsfoundation.com or by contacting the Foundation at national.grants@sickkidsfoundation.com.

There are two competitions annually. The deadlines are February 28 and September 30. If either date falls on a weekend, the deadline is the next business day. Applications must be received by 5:00 p.m. Eastern Standard Time on the due date. Applications received after the deadline will be returned to the applicant.

Applicants will be notified of the results of the review process within two (2) months of the closing date.

The applications for the CYHN / COTF Occupational Therapy Research Training Award will be initially reviewed by members of the Children and Youth Homecare Network Selection Committee. Applications assessed as fundable will then be submitted to COTF for co-funding. If CYHN and COTF both agree to fund an applicant, each funder will contribute \$2,500. SickKids Foundation will administer the award.

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Eligibility Criteria

To be eligible for an award, the following criteria must be met:

1. The candidate must be a resident of Canada, and be either a Canadian citizen or a landed immigrant.
2. If applying for a master's award, the candidate must have applied for or already be admitted to a program in a discipline relevant to the study of children and home care.
3. The candidate must have a record of outstanding academic achievement and a clear aptitude for research. Transcripts must accompany each application.
4. Three letters of reference must be submitted, including one from either the applicant's (future) supervisor or faculty advisor.
5. The candidate must supply a detailed study plan, identifying the faculty and infrastructure support available. The candidate must also provide his/her supervisor's curriculum vitae, if a supervisor has been identified. In addition, the candidate must indicate his/her future plans upon completion of the scholarship.
6. Consideration will be given to areas of research focusing on disability and handicap rather than impairment (World Health Organization, 1980).
7. Any publications arising from work undertaken during the term of the award must acknowledge the support of the Foundation.
8. Award holders must submit a report to the Foundation at the end of each year of funding outlining his/her activities during the year.
9. Award holders may apply to the Foundation for up to \$500/year to attend conferences. Applications should take the form of a letter

outlining the pertinence of the conference to CYHN and COTF priorities and indicating acceptance of a presentation/ poster relevant to child and youth home care at the conference. The bursary may be used to cover registration fees, travel expenses and accommodation. Bursary recipients agree to act as CYHN ambassadors and to report back on the significance of the meeting for the Network. All presentations should acknowledge SickKids Foundation/ CYHN support.

Award recipients may also be asked to attend a conference on CYHN's behalf and present CYHN's poster presentation. In these cases, CYHN would cover the costs associated with attending the conference.

Masters Award winners may accept up to a total of \$50,000 in awards, including the CYHN/COTF award. Award recipients must notify the Foundation of other awards they have accepted. Award recipients may supplement their award with employment income for up to 20 hours of work a week.

It is the responsibility of the applicant to ensure that all information contained in the application is complete and accurate. Applications which do not meet Foundation guidelines and requirements will be returned and not reviewed in the current grant cycle.

Foundation Contact:

National Grants Program
SickKids Foundation
525 University Avenue, 14th Floor
Toronto, ON M5G 2L3

Phone: 416.813.8104

Fax: 416.813.7311

national.grants@sickkidsfoundation.com

SICKKIDS FOUNDATION
CYHN/COTF OCCUPATIONAL THERAPY RESEARCH TRAINING AWARD
INSTRUCTIONS FOR SUBMISSION

Please mail twelve (12) copies of your completed application form (Questions 1 – 11 above), along with your sealed transcripts and letters of reference (your letters of reference may either be mailed with the application OR e-mailed directly to SickKids Foundation from the letter writer) to the address below. **In addition to the mailed package, please e-mail a copy of your application form to national.grants@sickkidsfoundation.com**

SickKids Foundation
National Grants Program
525 University Avenue, 14th floor
Toronto, ON M5G 2L3

The following documents must be included in your application package:

- a) 12 copies of your completed application form (Questions 1 – 9)
- b) 12 copies of the plan of study and/or description of program of study and their relationship with the award objectives (maximum three pages, single spaced, not including references)
- c) 12 copies of career goals (maximum one page, single spaced)
- d) Official academic transcripts (originals – copies will be made by SickKids Foundation)
- e) 12 copies of your Curriculum Vitae, including publications, abstracts and presentations
- f) Three letters of reference (originals only, copies will be by SickKids Foundation). One reference must be from your (future) supervisor or faculty advisor. Reference letters must include the names, titles, organizations and telephone numbers of the referees. Letters of reference must be included with the application OR be e-mailed by the deadline date directly to SickKids Foundations by the letter writer). If included in the application package, the references must be provided in sealed envelopes with the signature of the referee across the back flap.
- g) 12 copies of the Curriculum Vitae of your academic supervisor, if applicable
- h) A letter confirming acceptance into the masters program (original, no copies required). If application to program is still under consideration, a funding offer would be conditional upon the receipt of confirmation of acceptance to masters program