FACULTY OF MEDICINE (FOM) INTERNAL CANADA RESEARCH CHAIR (CRC) TIER 2 COMPETITION (UPDATED JUNE 26TH 2017)

Important Dates

**February 1, 2017 | 4:30 pm** Deadline for receipt of nomination form

**March 15, 2017 | 9 am** Deadline for receipt of full internal application package

**June 26, 2017** FoM invitations to prepare Full CRC Applications

**August 14, 2017** FoM and UBC Full CRC Application review deadline

**August 25, 2017** UBC Full CRC Application review deadline

**October 24, 2017** National Full CRC Application deadline

**OVERVIEW**

With the launch of the 2016-2021 strategic plan, the Faculty of Medicine is looking to nominate CRC chairholders with the following goals in mind:

- **Goal 1:** Advance research that fosters innovation, creates knowledge, and translates discoveries to improve health practices, policies and outcomes;
- **Goal 2:** Continue as a world leading research institution and use that recognition to address health challenges nationally, and internationally;
- **Goal 3:** Sustain and grow our pre-eminence within our Research Priorities, themes and platforms;
- **Goal 4:** Encourage innovation and initiatives in new frontiers of research; and
- **Goal 5:** Balance leadership across all Research Priorities, platforms and themes.

Therefore, we are launching an internal CRC competition to fill four CRC Tier 2 Chairs who will go forward in the Fall 2017 national CRC competition. Tier 2 Chairs are intended for exceptional emerging scholars (i.e., candidates must have been an active researcher in their field for fewer than 10 years* at the time of nomination). These Chairs will be available for Retention or New Recruitment.

1. **APPLICANTS WHO ARE MORE THAN 10 YEARS FROM HAVING EARNED THEIR HIGHEST DEGREE (AND WHERE CAREER BREAKS EXIST, SUCH AS MATERNITY, PARENTAL OR EXTENDED SICK LEAVE, CLINICAL TRAINING, ETC.) MAY HAVE THEIR ELIGIBILITY FOR A TIER 2 CHAIR ASSESSED THROUGH THE PROGRAM’S**
TIER 2 JUSTIFICATION PROCESS. PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION.

2. PROCESS

3. Departments/Schools/Centres are asked to submit a nomination form for each proposal by February 1, 2017.

- A Department/School does not need to be confirmed by February 1st.
  - A proposed Department/School where the CRC will reside will suffice (if available at the time)
  - Therefore, Department/School head signature is not required by Feb 1st.
- However, a UBC Department/School signoff will be required by the March 15th deadline

All nominations for CRC applications will need to be strategically aligned with our FoM strategic plan with a focus on our priority areas, platforms and themes. Applications may come from research across our priorities/platforms/themes.

Applications will be accepted from Centres and research clusters for candidates but will need to be partnered and supported by a home department/school where the CRC will reside.

Departments/Schools may also submit candidates independently of Centres/research clusters as appropriate as there will be no limit to the numbers of applications per department/school as long as they meet viable funding criteria.

Departments/Schools (with Centres as partners, as appropriate) may submit proposals for new recruitment. A candidate is not required at the time of submission as proposals will be judged on:

1. new strengths and innovative research the recruitment will bring to the Faculty and the unit(s) involved;
2. the strength of the unit’s commitment to provide the new recruit with the supports needed to make him/her successful;
3. integration with UBC and Faculty of Medicine’s Strategic Research Plan;
4. a viable funding plan.

THE SUCCESSFUL PROPOSALS WILL BE GRANTED A 12 MONTH "LICENSE TO RECRUIT". TO ENSURE THAT UNITS COMPLY WITH THE COMMITMENTS IN THEIR PROPOSAL, THE DEAN’S OFFICE RESERVES THE RIGHT TO APPOINT ONE OR MORE MEMBERS OF THE SEARCH COMMITTEE.

Proposals in both retention and new recruitment categories will be reviewed by a committee of peers who will make a recommendation to the Dean.

- Retention and New Recruitment applications will be adjudicated separately to ensure a balanced review and ranking.
- The proportion of Chairs allocated to retention or new recruitment will be determined by the quality of the applications and strategic priority of the Faculty of Medicine.

* FUNDING CRITERIA
In all cases, retention or new recruitment, Departments/Schools (and Centres if applicable) must provide a letter of commitment outlining the source of funds (if applicable) for the sustainability of the nominee for 10 years post-CRC term. These funds may come Departmental/Centre/School or research cluster budgets or equivalent sustainable long-term funding source, such as endowment funding or funding available for Clinician Scientists.

**SELECTION CRITERIA**

The Internal Competition will closely follow the criteria laid out by the CRC National Program with the Selection Criteria described below.

Reviewers for the Internal Adjudication Committee will assess all nominations against the following criteria:

1a. Quality of the nominee and the proposed research program (Retention applications only)*

1b. Description of what new strengths and innovative research the recruitment will bring to the Faculty and the unit(s) involved (New recruitment applications only)**

2. Quality of the institutional environment; institutional commitment; and fit of the proposed chair with the institution’s strategic research plan (Both retention and new recruitment applications)**

**Sections 1 and 2 above have a combined maximum page limit of 6 pages, plus 1 page for references (total 7 pages)

3. CV including Contact information, Areas of Expertise, Academic Background, Experience (academic, research, professional and industrial) Research Funding/Support, and attachments outlined under the CV attachments section below (Retention applications only)

**1A. QUALITY OF THE NOMINEE AND THE PROPOSED RESEARCH PROGRAM (RETENTION APPLICATIONS ONLY)**

To meet the criteria of the program, nominees must:

- be excellent emerging world-class researchers who have demonstrated particular research creativity;
- have demonstrated the potential to achieve international recognition in their fields in the next five to ten years;
- as chairholders, have the potential to attract, develop and retain excellent trainees, students and future researchers; and
- be proposing an original, innovative research program of high quality.
1B. DESCRIPTION OF WHAT NEW STRENGTHS AND INNOVATIVE RESEARCH THE RECRUITMENT WILL BRING TO THE FACULTY AND THE UNIT(S) INVOLVED (NEW RECRUITMENT APPLICATIONS ONLY)

To meet the criteria of the program, nominations must:

- Describe a research direction the position is meant to pursue within your department/school/centre.
- Describe why a new Tier 2 chairholder is required within the Department/School/Centre to pursue this research area and how this recruitment will enhance research capacity within the Department/School/Centre and introduce research expertise/leadership that currently does not exist within the Department/Faculty/University.

2. QUALITY OF THE INSTITUTIONAL ENVIRONMENT; INSTITUTIONAL COMMITMENT, AND FIT OF THE PROPOSED CHAIR WITH THE INSTITUTION’S STRATEGIC RESEARCH PLAN (BOTH RETENTION AND NEW RECRUITMENT APPLICATIONS)

A. INSTITUTIONAL ENVIRONMENT

The application must describe the quality of the existing or planned institutional environment in which it will establish the proposed chair, including opportunities for collaboration with other researchers working in the same or related areas at the nominating institution, in the same region, within Canada and abroad.

B. INSTITUTIONAL COMMITMENT

The application must demonstrate that the support that will be provided to chairholders to ensure the success of their work, such as protected time for research (e.g., release from certain teaching or administrative duties), mentoring (if applicable), additional funds, office space, administrative support, and hiring of other faculty members.

C. FIT OF THE PROPOSED CHAIR WITH THE STRATEGIC RESEARCH PLAN

The application is required to demonstrate how the proposed chair fits with the Faculty of Medicine’s Strategic plan and the importance of the proposed chair to the attainment of the plan’s objectives.

3. CV AND ATTACHMENTS (RETENTION APPLICATIONS ONLY)

Please use the Faculty of Medicine 2017 Internal CRC Competition - CV template

IF AVAILABLE A CRC CCV GENERATED FROM THE CRC PORTAL INCLUDING ATTACHMENTS IS ACCEPTABLE INSTEAD OF THE TEMPLATE ABOVE

Additional pages (attachments) may include:

1) SIGNIFICANT CONTRIBUTIONS
List the five most significant research contributions that the nominee has made during his/her career. Explain their significance.

2) PUBLICATION CONVENTIONS IN THE DISCIPLINE (ONE PAGE MAXIMUM)

Forms of research publications/contributions can vary greatly among disciplines. Given that the nomination may be peer reviewed by an interdisciplinary adjudication committee that includes researchers who may not have direct expertise in the nominee’s field, clearly explain the publication conventions in the nominee’s discipline so as to allow informed assessment of the nominee’s research contributions by a variety of experienced researchers.

Describe:

A. the publication conventions in the nominee’s discipline(s);
B. the choice of venues for the dissemination of the nominee’s research results;
C. the citation conventions for the discipline(s) (e.g., senior author first in multi-authored publications);
D. the publication conventions in the discipline(s) as it relates to students and trainees; and
E. the particularities and/or challenges involved in the publication of interdisciplinary or multidisciplinary research results (if applicable).

3) RESEARCH CONTRIBUTIONS (OVER THE LAST 5 YEARS, AS OUTLINED BELOW)

Contributions may include: books, chapters of books, articles, monographs, memoirs, special papers, review articles, conference/symposia proceedings and abstracts, patents, copyrights, products, services, technology transfer, creative or artistic works (including individual or collective literary or artistic works such as novels, short stories, poetry, films, videos, visual art, booklets, records, sound creation, collections, exhibition catalogues, etc.), government publications, book reviews by the nominee or published reviews of his/her work, research reports, papers presented at scholarly meetings or conferences, and other forms of written scholarly expression or participation in public discourse and debate that constitute a contribution to research.

- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, name of publication, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For multi-authored publications, identify any students and trainees that the nominee supervised by underlining their names. Specify the nominee’s role in co-authored publications and indicate the percentage of the nominee’s contribution to the team effort.
- For written works accepted for publication or in press, indicate the name of publication, date of acceptance and number of pages, and append the letter of acceptance to the nomination in annex.
- For publications submitted or revised and submitted, indicate the name of publication to which they were submitted, date of submission, number of pages and, if available, the manuscript numbers.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.
- For new Tier 2s list your theses.

NOTE: DO NOT INCLUDE PUBLISHED CONTRIBUTIONS THAT ARE IN PREPARATION.

CV Timeframe
The timeframe allowed for the list of research contributions is five years prior to the deadline for submission of the nomination. For example, a 2014 nomination deadline means that research contributions from as far back as 2009 may be listed. Group the nominee’s research contributions by category in the following order, with the most recent contributions listed first.

A. **Published refereed contributions**, such as: books (where applicable, subdivide according to those that are single-authored, co-authored, and edited works), monographs, book chapters, and articles in scholarly refereed journals. Note that 'refereed contributions' assumes assessment of the work in its entirety—not merely of an abstract or extract—before publication, and by appropriately independent, anonymous and qualified experts (i.e., assessors who are at arm's length from the author).

B. **Other refereed contributions**, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, government publications, etc.

C. **Non-refereed contributions**, such as: book reviews, published reviews of your work, research reports, policy papers, public lectures, creative works, papers in conference proceedings, specialized publications, technical reports, internal reports, discussions, abstracts, symposium records, monographs, books or book chapters, conference presentations, government publications, etc.

D. **Forthcoming contributions**: Indicate one of the following statuses: "submitted", "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages.

E. **Creative outputs**: List your most recent and significant achievements (if applicable), grouping them by category. Creative outputs will be evaluated according to established disciplinary standards, as well as creative and/or artistic merit. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc. If applicable, you may include website links (though the Secretariat cannot guarantee that links will be accessed). If including a website link, please follow these instructions:
   - Provide the complete and exact URL and indicate the path to access the intended support material on the website.
   - Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Please provide titles, dates of creation/production, and a brief context for the works presented.
   - Ensure that the website and all links involved will be operational up to six months after the application deadline.
   - Specify the browser and version that should be used.

**NOTE:** THE CRC SECRETARIAT OR INTERNAL ADJUDICATION COMMITTEE ASSUMES NO RESPONSIBILITY IN CASES WHERE LINKS PROVIDED ARE BROKEN OR THE SERVER IS UNAVAILABLE DURING THE ADJUDICATION PERIOD.

4) **LEADERSHIP**

Provide evidence of the potential to become an international leader in the field in the next five to 10 years (Tier 2).

- Describe (if applicable, based on the nominee’s career stage) any involvement in broader intellectual leadership activities, such as the stewardship of initiatives at a national or international level that have had an influence or impact that extends beyond the nominee’s own institution.
• If applicable, describe how the nominee has improved the institution’s ability to leverage additional research resources (including financial and non-financial resources).

5) TRAINING AND SUPERVISORY EXPERIENCE

• Describe the nominee’s role in training students (e.g., doctoral, masters, undergraduate) and other trainees (if applicable).
• Describe the nominee’s role in supervising or co-supervising ongoing and/or completed theses at the doctoral, masters and/or undergraduate level.
• Describe the steps the nominee has taken to involve students (e.g., doctoral, masters, undergraduate) in his/her research activities.
• Specify if the nominee’s opportunities for such contributions have been limited because the university does not have graduate degree programs in his/her field or discipline. Describe any proactive strategies undertaken in order to make contributions to student training despite these challenges.

6) OTHER CONTRIBUTIONS

• Describe other activities that show the impact of the nominee’s work, such as awards, contributions to scientific peer review (membership on peer review committees, external reviews, etc.), consulting, contributions to professional practice or public policy, memberships on committees, boards, or policy-making bodies with government or the private sector, voluntary work, work with or within community or not-for-profit organizations, or work in non-academic positions.

7) CIRCUMSTANCES AFFECTING PRODUCTIVITY

An important evaluation criterion in the Canada Research Chairs Program is the excellence of the nominee. A key factor in assessing this criterion is the research productivity of the individual. The Secretariat acknowledges that certain circumstances may legitimately affect a nominee’s record of research achievement.

Nominees are encouraged to explain any circumstances that have affected their productivity (if applicable) in order to allow for a fair assessment of their nomination. Reviewers are instructed to give careful consideration to and be sensitive to the impact of these circumstances when assessing the nominee’s research productivity. Please see the program’s Guidelines for Assessing the Productivity of Nominees below for examples of such circumstances and the specific instructions provided to reviewers in relation to them.

Guidelines for explaining circumstances affecting productivity:

• Clearly explain the circumstances that have had an impact on your research productivity.
• Provide an estimate of the amount of time the nominee was taken away from his/her work by the affecting circumstance(s) (e.g., ‘one day a week for five months’, or ‘one month during the year’). If applicable, include the start and end dates of the period in question.
• Provide the dates of all formal leaves taken.

CV length extension provision

Nominees may extend the “Research Support” and “Research Contributions” sections of their CVs if they have taken a formal leave that meet the following conditions:
• the leave(s) must have been for parental leave, extended illness, or the need for the care and nurturing of the chairholder’s immediate family members; the employer must have formally approved the leave(s);
• the leave(s) must have occurred within the 10 years prior to the program’s nomination submission deadline; and
• the leave(s) must have been long enough to have had an impact on the nominee’s productivity. Nominating institutions who wish to take advantage of the CV length extension provision for a nominee must provide a formal signed letter from the authorized institutional representative attesting that the criteria outlined above have been met. The letter must be submitted with the hard copy of the nomination package at the time of submission.

Length of extension

• Extend these sections of the CV according to the length of the leave, rounded up to the closest full year. For example, a new Tier 2 nominee who had an 18 month leave can extend their CV from the mandatory five (5) years to seven (7) years).
• The extension may be applied to more than one eligible leave period. For example, a Tier 2 nominee who had a six month leave in 2014 and an eight month leave in 2015 can extend their CV from the mandatory five (5) years to seven (7) years).

Tier 2 justifications: A nominee may extend the length of their CV if their nomination is tied to a Tier 2 justification. They must use the guidelines listed above. For these nominations, the documentation provided by the institution within the Tier 2 justification process serves as the formal letter; therefore, a separate signed letter from the institution is not needed.

Other situations: The extension of a CV may be considered to accommodate situations where for legitimate reasons the nominee could not, or did not take a formal leave. For example, the candidate had a prolonged period of unemployment or mandatory military service.

In these cases, the institution must provide:

• a strong justification for the extension, outlining the circumstances;
• corresponding documentation as requested; and
• a formal institutional letter requesting the extension to the CV, which must be submitted to the Secretariat for approval a minimum of three weeks prior to the nomination submission deadline

APPLICATION PACKAGE PRESENTATION INSTRUCTIONS

Nominations are expected to follow all presentation instructions provided throughout this document to allow reviewers to provide a fair and balanced assessment of the nomination. Any pages or information submitted beyond the limits stated in these instructions will be removed prior to peer review.

• Review the instructions to reviewers prior to drafting the nomination, to better understand the evaluation criteria and how the nomination will be assessed.
• Indicate the nominee’s name and page number at the top of each page. All pages in the CV package must be numbered consecutively.
• Use 8 1/2” x 11” (22x 28 cm) paper with margins of at least 3/4” (2 cm) all around.
• Use 12-point font or larger.
• Text must be single-spaced with a maximum of six lines per inch.
• A completed Nomination form (signed by the UBC Department Head) must be included in the application package
• A signed letter of funding commitment must also be included in the application package
• Submit the nomination package to juzer.kakal@ubc.ca as one attachment using the following file naming criteria:

LASTNAME_First Initials - FoMCRC2017.pdf (Retention) OR Department/Centre/School # - FoMCRC2017.pdf (New Recruits)

WHERE # IS THE NOMINEE NUMBER IF MORE THAN ONE NOMINATION IS SUBMITTED BY THE SAME DEPARTMENT/CENTRE/SCHOOL

CONTACT

If you have any questions, please contact Juzer Kakal, Strategic Programs Officer.