

The Rick and Amanda Hansen Fellowship, in Partnership with the Ontario Neurotrauma Foundation and the Rick Hansen Institute Application Guide

Application Deadline: August 24, 2018, 5 pm EST

Background

Since the historic Man In Motion World Tour over 30 years ago, Rick and Amanda Hansen have made tremendous contributions to spinal cord injury research and care. Their legacy includes the establishment of the Rick Hansen Institute and the creation of the Ontario Neurotrauma Foundation as a founding partner along with other provincial organizations. Today, Rick is the CEO of the Rick Hansen Foundation, which focuses on accessibility and inclusion for people with disabilities, and Amanda sits on the Foundation's Board of Directors.

The Rick Hansen Institute is a Canadian-based non-profit organization that drives innovation in spinal cord injury research and care. The Rick Hansen Institute strives to improve the lives of people living with spinal cord injury in Canada and around the world.

The Ontario Neurotrauma Foundation is a non-profit organization funded by the Ontario government that works to prevent neurotrauma, and to ensure Ontarians with neurotrauma lead full, productive lives.

In partnership, the University of Toronto, the Rick Hansen Institute and the Ontario Neurotrauma Foundation are pleased to provide a two-year postdoctoral fellowship made possible by the support of the Government of Ontario. **The Rick and Amanda Hansen Fellowship, in partnership with ONF and RHI**, referred to hereafter as the fellowship, will be awarded to a postdoctoral fellow in the Department of Physical Therapy, Faculty of Medicine, at the University of Toronto, who has an interest and focus in spinal cord injury research. The intended outcome of this fellowship is to increase capacity in Ontario in the area of spinal cord injury research.

Description of the Fellowship

The fellowship provides an annual stipend of \$75,000, including benefits, for a term of two years. One fellowship will be awarded. The two-year term will begin January 1, 2019, and end on December 31, 2020.

The Ontario Neurotrauma Foundation and the Rick Hansen Institute will provide the successful applicant with invaluable connections to the Ontario, Canadian, and international spinal cord injury research and clinical networks. The successful applicant will be encouraged to utilize the following resources (as applicable):

- Toronto Rehabilitation Institute-University Health Network (clinical & research expertise)
- Ontario SCI Solutions Alliance (consumer engagement, policy development)
- Ontario Neurotrauma Foundation (health economics, Ontario SCI Research Network)
- Rick Hansen Institute (commercialization, national & international collaborations, clinical research services, datasets)

Conditions of Funding

1. The successful applicant must have completed a PhD degree (thesis defended and final thesis submitted) by the start date of the fellowship.
2. The successful applicant must be within four (4) years of completion of a PhD degree by the start date of the fellowship.
3. The successful applicant is not permitted to hold additional salary awards.
4. The successful applicant is expected to spend at least 75% of their time in research training.
5. Funding may only be used towards salary support (including benefits) for the fellow.
6. The proposed research must be relevant to physical therapy and fall within the scope and objectives of the Rick Hansen Institute's core programs: [Cure, Care, Commercialization, and Consumer](#) or of ONF priorities such as primary care and secondary health conditions (e.g., pain, uro-health, pressure ulcer, bone health). Visit ONF and RHI websites for areas of work relevant to them.
7. The nominated supervisor must hold an appointment in the Department of Physical Therapy at the University of Toronto. Status-only professorial appointments are acceptable.
8. The Rick Hansen Institute and the Ontario Neurotrauma Foundation must approve a two-year work plan for the successful applicant by March 31, 2019.
9. The successful applicant is strongly encouraged to attend and present findings at Canadian spinal cord injury conferences, symposia and network meetings such as the National Spinal Cord Injury Conference, and Ontario Spinal Cord Injury Research Network meeting, both of which are held bi-annually in Ontario.

Note: International applicants may apply.

Guidelines for Completion and Submission of Application

Applications should be written using at least 11-point Arial font with a minimum of one-inch margins on all sides, and single line spacing. Applications must adhere to page and word limits outlined below. Applications that do not adhere to page and word limits will not be evaluated.

The applicant is responsible for submitting an application that includes components 1-7 described below, as a **single pdf file** (maximum file size 10 MB) at the following URL: <http://www.physicaltherapy.utoronto.ca/forms/rick-and-amanda-hansen-fellowship-application/>

The filename should adhere to the following convention:
RHI Fellowship-LastNameofApplicant (Example: **RHI Fellowship-Smith.pdf**).

The deadline for submission of applications is **5 pm EST on August 24, 2018**.

Application Components

1. Applicant and Supervisor Information

- Name of applicant
- Name, title, primary institution, and appointment status of the nominated supervisor with the University of Toronto's Department of Physical Therapy

- Title of research project
- Name, position, organization, mailing address, and email address of 2 referees
- Description of the research environment including space, facilities, and personnel support available to the fellow during their training (½ page max)

2. Research Project Description – Rationale/Objectives/Methodology/Outcomes (3 pages max)

Applicants are encouraged to take an [integrated knowledge translation](#) approach in their research and include knowledge users (e.g., a person with SCI) as members of the research team. Please describe the project and ensure to:

- Clearly state the rationale behind the approach, the objectives of the project, the methodology, and the expected outcomes of the project
- Describe why it is novel and/or innovative
- Describe how the research is relevant to physical therapy and falls within the scope and objectives of the Rick Hansen Institute's [core programs](#)
- Briefly describe plans to include relevant knowledge users in the research process.

Note: This section must be a maximum of 3 pages in length on its own. In addition, you can include up to 2 additional pages total for figures (e.g., study timeline) or tables, and 1 additional page for references.

3. Lay summary of the project (300 words max)

Please provide a lay summary of the rationale, objectives, methodology, and expected outcomes of the proposed project. This lay summary may be adapted for use in social media if the application is successful.

4. 280-Character Tweet

Please provide a statement of 280 characters or less indicating the nature of the project and expected impact. This statement may be adapted for use in social media if the application is successful.

5. Potential Impact for People with Spinal Cord Injury and Knowledge Translation Plan (1/2 page max)

This section should clearly describe the expected contribution of the proposed project to improving the lives of people with spinal cord injury, now or in the future.

Please address:

- The potential impact for people with spinal cord injury in terms of new breakthroughs, innovation in clinical practice, or knowledge translation/application
- Specific actions that will be undertaken (i.e., knowledge translation activities both within and beyond the scope of this proposal) to ensure that the potential impact is realized (i.e., that the results of this research lead to tangible improvements for people with spinal cord injury).

6. Curriculum Vitae

- Applicants must provide a Curriculum Vitae. At minimum, the following headings should be included: Education, Employment, Distinctions and Awards, Publications (include link for online access), Presentations, Grants, Professional Affiliations and Activities, Volunteer Experience

- A Short Curriculum Vitae or Biosketch of the nominated supervisor highlighting research related to spinal cord injury (maximum 5 pages)

7. Letter of Support from Nominated Supervisor

- **A letter of support from the nominated supervisor**, confirming willingness to supervise the applicant, describing the relevance of the proposed research and how the supervisor will support the applicant.
- Applicants should include the letter of support from the nominated supervisor in their application package.

8. Letters of Reference

- **Two letters of reference**, preferably completed by people under whom the applicant has trained (one of the letters could be from the nominated supervisor if he/she has previously supervised the applicant, in which case the nominated supervisor will provide two letters). Referees are asked to indicate the period of time and in what capacity they have known the candidate; their assessment of the candidate with respect to background preparation, motivation/initiative, organizational ability, research skills, intellectual ability, and interpersonal skills of the applicant; and overall assessment relative to others having the same training.
- Referees are asked to convert the reference letter into a pdf file and name the file according the following convention:
 - RefLetter-LastNameofApplicant (Example: **RefLetter-Smith.pdf**).
- Referees are asked to submit the pdf file at the following URL:
<http://www.physicaltherapy.utoronto.ca/forms/rick-and-amanda-hansen-fellowship-application-referee-submission/>

Evaluation Process and Criteria for Review

Applications will first undergo administrative review for completeness and eligibility. Applications that are incomplete or are deemed ineligible will not be evaluated.

Complete and eligible applications will be reviewed by a review panel comprised of research faculty members in the Department of Physical Therapy; representatives from the Rick Hansen Institute and the Ontario Neurotrauma Foundation; and an individual with spinal cord injury.

Applications will be reviewed and scored according to the following **evaluation criteria**:

1. The quality and feasibility of the proposed project;
2. The expected contribution of the proposed project to improving the lives of people with spinal cord injury;
3. The relevance of the project to physical therapy and the scope and objectives of the Rick Hansen Institute's and Ontario Neurotrauma Foundation's core programs;
4. The quality of the candidate (according to CV, letters of support);
5. The quality of and fit with the supervisor and training environment (according to CV, supervisor letter, and description of the research environment).

Each application will be scored on a 5-point scale and the highest scoring application will be funded.

Key Dates

Competition launch	May 31, 2018
Deadline for application submission	August 24, 2018, 5 pm EST
Notification	November 15, 2018
Funding start date	January 1, 2019

Reporting

Annual Research Progress Report: A report of research progress is due May 1 in each year of the two-year award. The report should be submitted to Darlene Reid, Chair, Department of Physical Therapy, University of Toronto at pt.chair@utoronto.ca. The report must include a written description of progress made on the two-year work plan approved by March 31 in the first year of the award. Progress will be communicated to the Rick Hansen Institute. Compliance with this policy is necessary for ongoing funding of the fellowship.

End-of-Award Reporting: A final report of the accomplishments and impacts of the research conducted during the term of the fellowship is due three months after the termination of the fellowship. This report must include documentation of all milestones achieved during the two-year fellowship and a description of knowledge translation activities achieved and planned.

Financial Administration

The Department of Physical Therapy at the University of Toronto will administer the fellowship. The Department of Physical Therapy Business Officer, Amanda Patterson (pt.busofficer@utoronto.ca) will help to oversee administration of the fellowship.

Acknowledgement of Funding

In all reports, presentations, and publications, the award recipient must acknowledge the fellowship as follows:

[Name of fellow] was supported by The Rick and Amanda Hansen Fellowship, in partnership with ONF and RHI, made possible by the support of the Government of Ontario, in the Department of Physical Therapy at the University of Toronto.

A copy of any publications should be provided to the University of Toronto Department of Physical Therapy, the Rick Hansen Institute and the Ontario Neurotrauma Foundation as soon as available. Use of Rick Hansen Institute and the Ontario Neurotrauma Foundation logos must be approved in advance by the respective organizations.

Contact Information

Feel free to contact the Department of Physical Therapy about the fellowship. Please direct all questions to:

Shane Branden, Reception and Departmental Support, Department of Physical Therapy, University of Toronto at pt.reception@utoronto.ca.