



# Robert Davidson Fellowship

## Terms of Reference

The Canadian Pulmonary Fibrosis Foundation (CPFF) provides support for all people affected by pulmonary fibrosis (PF) and interstitial lung diseases (ILDs) and is the voice of patients living with PF in Canada. The CPFF is proud to support eligible physicians who wish to further their training in PF and ILDs in order to advance clinical, translational, or basic scientific knowledge in the field and deliver excellence in clinical care to the PF patient community in Canada. The Fellowship is named after Robert Davidson, an IPF patient and lung transplant recipient who founded the CPFF in order to provide education and support for patients and families affected by PF and to support Canadian PF research.

The Robert Davidson Fellowship will provide salary support for a one-year fellowship in PF in Canada with at least 75% of time protected for research-related activities. The combination of clinical and research activities will provide candidates with the opportunity for academic career development that will enable them to become key members of the national and international ILD community. Candidates will be expected to lead a research project at their training institution, with the goal of also participating in multicentre activities that will establish nationwide connections with other Canadian centres.

Successful candidates will be awarded one year of funding. The CPFF will consider applications from candidates who wish to pursue a two-year training program on a case-by-case basis. Applicants must re-apply to the program for their second year of funding. Although the intent is that a second year of funding will typically be supported in applicants who had planned on a two-year training program, the second year of funding is not guaranteed and will be dependent on progress made during the first year of the program.

The CPFF will not consider applications that focus on research not associated with pulmonary fibrosis. Candidates are expected to conduct all research activities in Canada. It may be permissible in some circumstances for brief portions of a candidate's training to be conducted outside of Canada. Such exceptions will be considered and approved by the CPFF Board of Directors on a case-by-case basis. Grants will not be awarded solely for travel purposes. Work must be relevant to Canadians and Canadian patients.

The CPFF Robert Davidson Fellowship Award is supported by generous donations from Canadian donors and by educational grants from other generous supporters.

### Eligible Applicant

Applicants should be Canadian citizens, permanent residents, or eligible for permanent residency in Canada, who have completed a Respiriology residency program in Canada, or in a recognized program that will qualify them to register for a license to practice in the province where they will complete the ILD Fellowship. A list of international training programs recognized by the RCPSC

can be found here: International Residency Programs Accredited by the Royal College Route They must also apply to an ILD training program at an established Canadian ILD centre that is actively engaged in ILD research.

### **Canadian Residency Requirement**

Upon completion of the fellowship, residents are expected to remain in Canada for their permanent employment. Fellows who accept permanent employment outside of Canada will be expected to return the fellowship grant as follows:

- Fellows who accept employment and leave Canada within 1 year or less after completing their fellowship training must return 100% of the fellowship grant.
- Fellows who accept employment and leave Canada after more than one year, but less than 2 years after completing their fellowship training must return 50% of the fellowship grant.

### **Eligible Supervisor**

The supervisor of the applicant must be a physician, scientist, or healthcare professional with an academic appointment at a Canadian university with an established ILD Centre and therefore eligible to apply for her/his own research grants as an independent investigator. The supervisor must be involved in PF research and/or the clinical care of patients with PF. The supervisor will provide the necessary research supervision and infrastructure (including administering the grant at their sponsoring institution).

### **Sponsoring Institution**

The sponsoring institution must:

- Have access to an appropriate and qualified research ethics board.
- Be eligible to hold Canadian Institute of Health Research grants. The list can be found at <https://www.cihr-irsc.gc.ca/e/36374.html>
- Provide the necessary infrastructure for the research project including, but not limited to, accounting and reporting of grant funds as well as ensuring the research is carried out according to the institution's policies and procedures and accepted research standards in Canada.
- The Institution must agree that an overhead fee, administrative charge or other levy will not be applied to this award. In the event that an Institution insists on such fees, it will be the responsibility of the Supervisor, their medical department, or their research program to ensure the full value of the fellowship grant supports the salary and benefits of the candidate.

### **Amount and Duration of Funding**

The Robert Davidson Fellowship provides salary support to successful candidates to allow protected time to complete research in PF. The CPFF will award \$90,000 funding for one year to each recipient, inclusive of all benefits. The CPFF expects that the fellow and/or supervisor will secure other sources of funding to ensure the candidate receives the current minimal salary requirements for their PGY year at the training institution.

Candidates who are pursuing a two-year training program may apply to the Robert Davidson Fellowship. Their application will be adjudicated on the totality of research balanced against the support provided by the CPFF (i.e., an application for a two-year training program should clearly justify the need for two years of funding). The application should include an outline of the research goals in each of the two years of the program. Candidates who are awarded a Robert Davidson Fellowship for year one of a two-year program will need to re-apply for their second year of funding (*See Robert Davidson Fellowship Year 2 Instructions*). The CPFF does not guarantee a second year of funding. The CPFF will not fund projects or trainees for more than 2 years (excluding parental and other approved leaves of absence).

When a grant is awarded, training must commence within six months of notification. In conjunction with the supervisor, CPFF will establish a granting period for every award. This granting period represents the timeframe for which the grantee has to complete his or her training. Within three months of the end of the training period, the research account must be closed and all unused funds remaining in the account must be returned to CPFF along with a final accounting statement for how funds were used. The institution to which a grant is paid must immediately notify and return unused funds to CPFF if a grantee is unable, for any reason, to carry out or complete the training program.

## **Responsibilities of Robert Davidson Fellowship Awardees**

### **1. Acknowledgement of Funding**

Robert Davidson Fellowship awardees are asked to acknowledge funding support from the CPFF on all oral and/or written presentations of the research supported by the Fellowship, including but not limited to:

- Poster presentations
- Oral research presentations
- Research publications (abstracts, journal articles)

The CPFF will provide its logo for these purposes, on request.

### **2. Participation in CPFF Pulmonary Fibrosis Awareness Activities**

Robert Davidson Fellows will be asked to participate in September Pulmonary Fibrosis Awareness Month events organized by the CPFF. Activities may include presenting research findings to patients and caregivers in 10-to-30-minute presentations, participating in local awareness events (e.g., community walks), or presenting to patient support groups, either virtually or in person.

### **3. Serve on the CPFF Medical Advisory Board**

Robert Davidson Fellows are expected to serve as active members on the CPFF Medical Advisory Board (MAB) for a period of two years after the completion of their Research Fellowship.

## **How to Apply**

Supervisors will submit the application package as a single PDF on behalf of the Applicant.

- Please complete the Robert Davidson Fellowship application package.
- All requests for funding and supporting documentation must be submitted by January 31 each year.
- Applications must be submitted by email to: admin@cpff.ca with “Robert Davidson Fellowship Application” in the subject line.
- You will receive a written confirmation that your email has been received within 5 business days.
- Applicants will be notified of the outcome of their application on or before March 15 each year.

### **Selection Process**

The Medical Advisory Board of the CPFF will evaluate application packages against pre-determined criteria, including the validity and relevance of the research topic and the facilities available to the candidate to complete their project within the allotted time.

MAB members will be asked to provide feedback on applicant submissions before the MAB meeting review meeting where applications are discussed to determine a recommendation of successful applicant(s) to the CPFF Board. If MAB members are unable to complete their independent evaluations prior to the meeting, the meeting will be rescheduled when all feedback will be available.

A summary of the MAB’s recommendations will be submitted to the **CPFF Board of Directors** who will make the final selection of successful candidates.