GRADUATE SCHOLARSHIP APPLICATION INSTRUCTIONS

All applications for HBI scholarship awards must be submitted to the HBI Education Director by email to hbi.education@ucalgary.ca no later than 11:59 pm on the deadline date indicated on the award terms of reference (ex. March 15/October 1 @ 11:59 pm). It is the applicant’s responsibility to ensure that the application is COMPLETE and all supplemental information is received by the stipulated deadline date.

As a public body, the Hotchkiss Brain Institute (HBI) is regulated by the Freedom of Information and Protection of Privacy Act (FOIPP) of Alberta. As such, the information collected on the Personal Data page will be for internal use ONLY.

Applicants are asked to use the space provided on the form for each item of information. Additional pages should be attached only if it has been indicated that extra pages are allowed or preferred.

ELIGIBILITY – Please consult the online scholarship terms of reference for each award at HBI Education Graduate Funding Opportunities. Unless otherwise indicated in the award’s Terms of Reference, application must be made prior to, or within, nine months of commencement of graduate program.

TRANSCRIPTS – Transcripts of all university-level courses must be submitted. Copies may be certified by the proposed supervisor or university official and appended to the application form as PDF file attachments or emailed separated to hbi.education@ucalgary.ca. UCalgary unofficial transcripts, and those submitted to the FGS for admission to the program (contact your graduate program administrator), will be accepted.

APPLICANT’S ACCOMPLISHMENTS – (To be provided as an attachment to the HBI scholarship award application.) Contributions described in this section may include academic, non-academic and research achievements. These contributions should describe the applicant’s role in the research activities, the relevance of the research conducted and the significance of the journals to the field (ex. intended target audiences). Other research contributions including patents and publications (research or technical reports, policy papers, clinical guidelines, etc.) may be included. You may also provide background information on major scholarships or awards and their significance. Accomplishments may include both academic and non-academic achievements and relevant contributions, examples:

- Leadership roles
- Committee membership
- Supervisory experience (training of students)
- Development of graduate seminar programs
- Involvement in public, private or not-for-profit sector activities
- Presentations as a guest speaker (public or invited lectures)
- Knowledge translation activities (including technology transfer or commercialization)

PUBLICATION LIST – (To be provided as an attachment to the HBI scholarship award application.)

May include research contributions in the following categories:
- Published or in-press refereed papers
- Published or in-press books and monographs
- Published or in-press contributions to a collective work and book chapters
- Published or in-press abstracts
- Presentations as an invited guest speaker
- Research reports or reports produced for the government
- Impact factor
The publication list should follow the format:

- Full authorship, as it appears or will appear in the original publication (applicant’s name in bold);
- Year;
- Title;
- Publication name and volume;
- First and last page numbers;
- Role in publication (limit of 2 sentences)

**SUPERVISOR INFORMATION** – (If co-supervisor, provide information for each supervisor.) The CIHR Biosketch CCV is the preferred version for supervisor information. Details on the CIHR CCV can be found here: [http://www.cihr-irsc.gc.ca/e/47567.html](http://www.cihr-irsc.gc.ca/e/47567.html)

**RESEARCH PROJECT**

**Project Title:** Provide your research project title within space provided.

**Lay Abstract:** Describe the project in a way that is accessible to a lay audience. Indicate how the proposed research can improve personal health, health of populations and/or health delivery system.

**RESEARCH PROJECT SUMMARY**

a) The research project summary should be completed in collaboration with the proposed supervisor(s).

b) The research project summary should be written in general scientific language, which is an important skill to acquire for future success in the research environment as applications are being reviewed by multi-disciplinary committees.

c) Include the specific hypothesis of the research and describe the applicant’s role on the project.

d) The research project summary is among the most important parts of the application. Applicants and their supervisor(s) should ensure that it provides a concise account of the subject matter, an overview of each part of the research plan, specific project aims and the methodology. The summary should reflect the significance of the project.

e) Figures and tables are not accepted.

**OTHER INFORMATION:** Are sex (biological) or gender (socio-economical) considerations taken into account?

Indicate if gender (socio-cultural) / sex (biological) considerations are taken into account in this study. For a guide to sex and gender-based analysis, please consult the CIHR website. If applicable, describe how sex and/or gender will be considered in your research design.

For Spinal Cord, Nerve Injury & Pain (SCNIP) applicants only: Describe the collaboration of your project between two or more members of the HBI, whose research falls within the mandate of the SCNIP Team.

For Spinal Cord, Nerve Injury & Pain – Nerve Regeneration applicants only: Describe in lay terms how your project aligns with nerve regeneration research. (Similar to SCNIP award, supervisor must be a member of SCNIP team; however, collaboration of project btw two or more HBI members is only a requirement of SCNIP award, but not a requirement for targeted Nerve Regeneration award).

For Mathison Centre in Mental Health applicants only: Describe how your research aligns with the vision ([https://hbi.ucalgary.ca/mathison/about-us](https://hbi.ucalgary.ca/mathison/about-us)) of the Mathison Centre.
For BRAIN CREATE applicants only: Describe your project’s neurotechnology and potential for commercialization. Note that neurotechnologies are broadly defined and your research project need only have the potential for commercialization or patient use, in the short or long term. For more information see https://cumming.ucalgary.ca/braincreate/how-apply/graduate#scholarship. Please contact braincreate@ucalgary.ca if you have any questions.

LETTERS OF REFERENCE/SUPPORT

Three letters of reference are required, one of which must be submitted by the proposed primary research supervisor. Letters should highlight the applicant’s strengths as they relate to suitability and experience for the proposed work in this training environment (ex. originality, technical ability, demonstrated skills, judgment, critical skills, etc.) and the benefit that the proposed experience would provide the applicant towards their career goals. The letter from the proposed supervisor must provide details and rationale for selecting and proposing the candidate for HBI support.

All letters should be submitted by e-mail directly to hbi.education@ucalgary.ca by the stipulated deadline date (ex. March 15/October 1 @ 11:59 pm).

Important: Students holding an HBI Education scholarship award are expected to apply for external awards or grants for which they are eligible, including those from provincial or national agencies. Please refer to the terms of reference for each award for value and length of funding. Students who win other awards will have their HBI scholarship and/or supervisor funding adjusted as guided by the Faculty of Graduate Studies and the Cumming School of Medicine Funding Policy.

When the tenure of the external award is less than the tenure of the HBI scholarship, once the external award has been paid in full, the HBI scholarship will be reinstated and paid out to the end of the original HBI scholarship tenure date.

PLEASE SUBMIT THE APPLICATION AND RELEVANT SUPPORTING DOCUMENTS AS ONE SINGLE PDF FILE.

Information on the outcome of the application will be sent to the primary research supervisor and the applicant. Notification of the results are normally 6-8 weeks following the application deadline. The names of successful applicants may be posted on the HBI website and advertised in other donor or community publications.

Questions regarding HBI awards can be addressed to: hbi.education@ucalgary.ca