



Third Party Name: December Tester

Application ID: SCH-2023-3006

Please note that Department Heads' and Deans' deadline to submit their forms is **one week before the full application deadline**. This year, applicants will be able to **view the contents of the Department Head and Dean forms** in their ApplyNet accounts. The earlier Department Heads' and Deans' deadline ensures that applicants will have an opportunity to view the forms and discuss with their department heads.

New for 2023: Health Research BC has a strategic commitment to fostering equity, diversity and inclusion (EDI) in health research. We invite Deans and Department Heads to use this form to outline the steps they are taking to support and foster EDI. Some resources on supporting accessible, equitable and inclusive work and training environments can be found here:

[NSERC Guide on Integrating Equity, Diversity and Inclusion Considerations in Research](#) [SSHRC Guide to Addressing Equity, Diversity and Inclusion in Partnership Grant Applications](#)

Confirmation of Appointment

Does the applicant have a current faculty appointment at your institution, or if successful in receiving this Health Research BC Scholar award, will they have a faculty appointment in place before/by July 1, 2023?

Yes

Protected Time

If successful in receiving this Health Research BC award, will the applicant have at least 75% protected time as stipulated in the [competition guidelines](#) for research activities for the duration of the award?

Yes

If you selected "no" to either of the questions above, please provide a brief explanation.

Type of Appointment

Please indicate the type of appointment the applicant currently holds (or will hold) with your department.

Assistant Professor

Salary Support

Is the applicant currently in (or at the time of the award, will the applicant be in) a tenured or tenure-track position?

Yes

Use of Salary Support

In discussion with the applicant, please provide a brief explanation of how the funds from Health Research BC will be utilized. If Health Research BC funds are to be used for the applicant's salary, please provide a description of how the freed-up funds from their institutional salary line will be used to support the applicant's research program and the impact this will have on their research and career.

Please also describe how the applicant's time will be protected.

Character limit: 2500 characters

Institutional Support to the Applicant

Please describe additional resources available to the applicant (e.g. salary, infrastructure, administrative support, human resources) throughout the duration of the award, not including funds from the Health Research BC award. Where applicable, please comment on any concrete practices or resources in place to foster and support an accessible, diverse and inclusive environment.

Character limit: 2500 characters

Other Responsibilities of the Applicant

Please describe the non-research activities that the applicant is expected to engage in (e.g. teaching, clinical service, administrative work, corporate involvement, service on committees and boards, community service).

Character limit: 2500 characters

Applicant's Contribution

Please describe the applicant's current or potential contribution to the department and/or the host institution. Include research interactions between the applicant and their colleagues and other research programs, the nature of the association, contribution to the goals and strategic direction of the department and/or host institution.

To mitigate unconscious gender bias, we ask Deans and Department Heads to be attentive to the potential for unconscious bias in the language used to describe the applicant in your letter. For example, research has shown that women applicants are more likely to be described using "grindstone" words that emphasize effort (e.g., hard-working) while men are more likely to be described using words that emphasize their accomplishments.

For a quick reference guide to avoiding gender bias in reference writing, consider using [this guide](#) when writing the letter.

Character limit: 2500 characters

Mentorship Plan for the Applicant

Please describe the mentorship plan for the applicant (i.e., what mentorship will the applicant receive during the course of the Scholar award to enhance their research skills, and advance their career?). Where applicable, please comment on any concrete practices or resources in place to foster and support diversity and equity in mentoring and professional development. We recommend reviewing the Scholar Evaluation Criteria (Environment and Support) before completing this section.

Character limit: 2500 characters

SAMPLE