CLINICAL TRIALS TRAINING PLATFORM

2024-2025 Application Guidelines

CRP (Clinical Research Professionals) / ECR (Early Career Researchers) / New Investigators / Internship - *Practicum* - in Clinical Trials Research

Applicants from, home and host institutions, as Public Academic / Healthcare Institutions, Health Authorities, Health Systems, Research Centers / Institutes, Hospitals, Non-for-Profit or Community Organizations, all referred to as * ''Institutions''

A **Clinical (Trial) Research Professional** (CTRP / CRP*) is is an individual who is employed and / or involved in any aspect of conduct of clinical research / trial protocol. Examples are: Administrator, clinical / data manager, clinical research pharmacist, clinical research assistant / associate, clinical research / trial coordinator, clinical trial manager, Clinical Trial Educator, quality assurance manager, clinical trial regulatory affairs manager, clinical research nurse, study coordinators and research assistants. The individual is guided by one or more aspects of the principles of Good Clinical Practice and have backgrounds in health sciences, nursing, pharmacy, medical technology, health record management, statistics, education, or other areas.

An **Early Career Researcher** (ECR) is a researcher within five (5) years of the date of their first independent research-related appointment. This definition applies to researchers who have held a full-time, independent research appointment for a period of 0 to 5 years (60 months). The appointment must be research-related and the individual must have the autonomy to conduct clinical trials research independently. A research associate or equivalent who is a PhD-holding researcher employed at an eligible academic institution*, health system or research institution is also considered an ECR.

A **New Investigator** is an individual who is autonomous regarding their research activities; and has an academic or research appointment which must commence by the effective date of funding; and allows the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees (if applicable, as per their institution's policy), and to publish the research results; and obliges the individual to conform to institutional regulations concerning the conduct of research, the supervision of trainees.

The yearly allocation for this Internship Awards across Canada is valued at $10,000 plus $1,000 in overheads to each of the home and host institution.

The competition is opening now until March 2025

Applicants from all provinces are welcome to apply.

Full funding will depend on the availability of funds and / or partnership with co-funders.

Current Partnering Institutions: CIHR-CTTP-CANTRAIN with Michael Smith Health Research BC, Research Manitoba & Nova Scotia Health Innovation Hub

FOLLOW THE REGISTRATION AND APPLICATION FORM

ONLINE submission via portal: https://cantrain.jotform.com/241618463859872

Rolling Review Process:

The Applications will be reviewed regularly by CANTRAIN Managers and partnering co-funders (provincial organizations or others), and subject to the availably of funds.

Announcements: Notice of Awards will be sent after monthly review, up to one month after March 2025 and subject to availability if funds.

Eligibility requirements: At the time of funding, Applicants must be:

(i) a Canadian resident or
(ii) permanent resident or
(iii) hold a valid Canadian work permit.

For this competition, Applicants from private and for-profit organization are excluded.

Duration: One year, the funding is to support of either:

(i) on-site visit and in-person,
(ii) virtual,
(iii) hybrid exchanges

at a selected Institution for a few days/weeks (that needs to be justified in the application – see below).

NOTE: Applicants are NOT allowed to modify the overall duration of the practicum to justify the budget proposed. Reviewers will look for a well-balanced practicum plan.

CANTRAIN will adjust the eligibility window, as follows: Eligible leaves (e.g. maternity, parental, medical, family medical, bereavement) will extend ECR status (i.e. will not be counted towards the maximum).

Term: The Internship must be completed within one year of the start date.

Funding amount: Up to $10,000 funded by partnering funding provincial organizations, to be paid to the Institution employing the Applicants. This internship award may be combined with other awards as an incentive, up to a combined maximum stipend allowed by the Institution, partnering co-funder(s) and the funding conditions of other awards held by the Applicant**.**

The home and the host Institution(s) will both receive a CA_$1,000 stipend from CANTRAIN to cover administrative process.

The full stipend will be transferred to the home and host Institutions where by March 31st, 2025.

Use of funds: The following are allowable expenses: (ii) travel expenses; (iii) accommodation expenses; and (iv) per diem. This must be outlined in the use-of-fund budget

justification.

NOTE: The program considers scientific excellence and aims to support the full and fair participation of all members of the clinical trial community through consideration of barriers experienced by underrepresented groups, with respect to EDI principles. (*https://cihr-irsc.gc.ca/e/52543.html).*

Mandatory requirements

In addition to the time spent on the practicum, the successful Applicant will be required to complete part of the CANTRAIN Clinical Trials Training Program: (i) The Orientation Level and (ii) the Mandatory Regulatory Compliance Level BEFORE the start of the CRP Internship. Alongside the internship (over one year), the Applicant is also to complete the (iii) Common Core Foundation Level and (iv) subsequent levels based on the Applicant's expertise as a CRP or an ECR / New Investigator (Trialist / Clinical Researcher). Those levels are composed of knowledge-based learning modules and competency/experiential-based mentorship webinars.

NOTE: Applicants will also be linked to provincial clinical trials programs, supports and services where applicable, to further help strengthen the provincial infrastructure, to further enable clinical trials and their professional development (ex. For BC Applicants: ***Clinical Trials BC.***

Intended tangible outcomes and expectations

At the end of the funding period, the successful Applicant will have:

- Obtained the certified training in (i) Good Clinical Practice (ICH-GCP), (ii) Health Canada Part C Division 5 and (iii) TCPS2, as required for mandatory regulatory compliance modules;
- Acquired further knowledge of the regulations and practices around clinical trials, based on the modular curriculum provided through CANTRAIN and co-funders clinical trials programs when applicable (cited above), and
- Participated in either individual or group mentoring experiences required by CANTRAIN;

Application checklist

The application must include all the items listed below that shall be filled-up in the portal or uploaded via the portal on-line.

1) Personal statement from the Applicant;

i. Briefly describe the proposed internship(s) are related to your current work as a Clinical Research Professional (CRP), or Early Career Researcher (ECR) or New Investigator (research clinician/ trialist;
ii. Briefly describe why the visiting hosting institution or organization you selected is of interest to you and how you expect to benefit from this training experience;
iii. Describe your current training environment and supervisory support;
iv. Describe your professional, academic and relevant extracurricular experiences (e.g. patient partner, advocacy groups, etc.)/ achievements and how they will contribute to your training success;
v. Outline your career goals and describe how the current internship award would help to support your pursuit of these goals;
vi. If applicable, reflect on barriers that you as a member of an underrepresented group in science or research have experienced thus far and ways that you have sought to overcome these barriers. Describe how would the present award support you to overcome barriers relative to equity, diversity and inclusion.

2) Curriculum Vitae of the Applicant: CV *or* CCV;

If you have alternative achievements in addition to traditional academic achievements, please list and describe them (not mandatory). Visit: Declarations of Research Assessment (DORA; https://sfdora.org/).

3) Letter of support of the home institution of the Applicant, **SIGNED** by the Leader, Department Head or Direct Supervisor of the Applicant (Requirement: The letter must be on the home Institution Letterhead).

4) Description of the Clinical Research Internship / Practicum

i. List and briefly elaborate on the internship goals/objectives;
ii. Define your role during the internship at the welcoming / hosting institution(s);
iii. Impact and Expected Outcomes: Elaborate expected results, deliverables and dissemination plan for your proposed project with regards to the proposed internship :
iv. Feasibility : Elaborate on the projected scientific and technical feasibility of additional skill development during the internship;
v. Timelines: Describe timelines and milestones for each segment of the proposed internship;
vi. Total use of Award funding (budget): Provide a budget and a budget justification for the use of the funds e.g., Transportation, housing, per diem, etc over the specified time period.

5) Letter of invitation and support from an hosting public institution or non-for-profit organization **SIGNED** by the Institution leadership that will host and be accountable for welcoming the Applicant. The host site must have been in operation for at least 3 years and which includes clinical research / trials expertise (Requirement: The letter must be on the **host** Institution Letterhead).

NOTE: CANTRAIN values your trust and it is committed to the responsible management of your personal information. This CANTRAIN Privacy Policy describes how we collect, use, and share personal information received from this application (https://wecantrain.ca/privacy-policy/). By providing personal information, your CV / CVV or any other information to CANTRAIN, you agree to this Privacy Policy.

NOTE: If you have difficulties in identifying a welcoming site, communicate by E-mail (**CRPinternships@wecantrain.ca**) with CANTRAIN to discuss a list of welcoming sites which have been in operation for at least 3 years and which includes clinical research / trials expertise.

NOTE: Applications and supporting documentations written in French are allowed 25% more space.

A CONFIRMATION OF RECEIPT

An E-mail will be sent within 48 hours of the application submission. If a CONFIRMATION OF RECEIPT email is NOT received, the onus is on the individual submitting the application to follow-up with **CRPinternships@wecantrain.ca** to ensure that the parts were received. We want to ensure that all applications submitted are received; we appreciate your assistance with this process.

If you have any questions about the submission process, the application portal, and required documents related to the application for CANTRAIN, please contact us at: **CRPinternships@wecantrain.ca**

NOTE: Applicants and their host institutions will be required to complete two post-internship reports:

i. One within 30 days of completing the internship and
ii. Complete a survey one year later.

The co-funding partners may require additional reporting in later years.