

ONTARIO RESPIRATORY CARE SOCIETY FELLOWSHIPS

Guidelines for Applicants

OBJECTIVE

The objective of the ORCS Fellowship Awards is to permit health care professionals who are members of the ORCS to pursue graduate study so that they may be better able to contribute to the field of respiratory illness, health care and education. The program should show evidence of a plan to foster theory, research and either a clinical or functional area of specialization. Studies may include research-related basic, applied or clinical study using quantitative or qualitative methodologies.

Note: The Lung Association - Ontario (TLA) is committed to supporting the best respiratory research in Ontario. TLA has established focus areas: asthma, air quality and smoking-related lung disease. Projects in these areas are encouraged. However, the primary criterion for the awarding of funding shall be the excellence of the proposal.

ELIGIBILITY

To be eligible for an ORCS Fellowship the applicant must be:

1. A health care provider from one of the following disciplines: nursing, physiotherapy, occupational therapy, respiratory therapy, pulmonary function technology, social work, speech/language pathology, dietetics or pharmacy; Students in entry-level Master's programs are not eligible for this award;

Note: ORCS members from other disciplines may make an application to the ORCS Research and Fellowship Committee for participation in the program.

2. An Ontario resident who is a Canadian citizen or has landed immigrant or permanent resident status;
3. A member of the ORCS in good standing;
4. Enrolled or accepted for full-time or part-time studies in a graduate program at the Masters or Doctoral level. Individuals who have applied for a graduate program but have not received their acceptance may apply for a Fellowship. The Award, however, will be conditional on their acceptance into the program.

GENERAL CONDITIONS OF FELLOWSHIP AWARDS

1. The Lung Association - Ontario assumes no responsibility for accidents, illnesses, or claims arising out of studies, work, or other activities undertaken with financial support provided by The Lung Association - Ontario. The sponsoring agency should take steps to protect or insure itself as may be deemed desirable.
2. Copyright of all publications belongs to the author(s). However, published papers and presentations should acknowledge the assistance provided by The Lung Association - Ontario by including the statement:

Funding for this study was provided by The Lung Association through an Ontario Respiratory Care Society Fellowship Award.

3. It is understood that the name of the successful applicant, his/her educational institution, field of study and some content of the research being undertaken will be made public.
4. Following completion of the funding year, The Lung Association - Ontario requires one (1) copy of your Final Report (see form in application package). This should include evidence of satisfactory completion of the program, a description of contributions to respiratory health, a statement of future commitment to the field and a summary of any projects(s) completed that relate to respiratory care, detailing results and implications. A list of any published articles or abstracts submitted related to work undertaken during the period of Lung Association funding should be appended. The Final Report is due on August 31. The ORCS may also contact funding recipients in future years to obtain further information about publications, posters and abstracts resulting from the research for purposes of reporting to the Board of Directors and the public on the impact of TLA's research program.
5. Successful applicants are expected to facilitate knowledge translation in their field of expertise through presentations at conferences and at the first Better Breathing conference following the completion of their program. The conference is normally held in late January or early February in Toronto. An abstract should be sent to the ORCS Director.
6. Fellowship awards are given in each case for study at a specific educational institution with the concurrence of the institution's executive head. If you transfer from one institution to another, you are responsible for notifying the ORCS office immediately. You must request a transfer from the ORCS, indicating the reason for the transfer and how the transfer will affect the course of the research and how the new institution will support the continuation of your studies and your research.

7. The Ontario Respiratory Care Society has only limited funds available. Normally, the monetary value of a fellowship award is:
Full-time Studies: \$7,500.00
Part-time Studies: \$3,750.00
Funding other than these amounts may be awarded. The amount awarded to an applicant is the decision of the Research and Fellowship Committee, subject to approval by the ORCS Provincial Committee and TLA Board of Directors. Applicants are encouraged to apply to supplementary sources for additional funding.
8. Fellowship awards may be received for a period of:
Full-time Masters: two years
Part-time Masters: three years
Full-time Doctoral: three years
Part-time Doctoral: five years.
Applicants must submit a complete application each year.

SUBMISSION DEADLINE

Applications for Fellowships should be postmarked no later than **February 1**. Final review and decisions are normally made in April, subject to the approval of TLA Board of Directors in May. Monies will be disbursed in September and January.

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

A. GENERAL INFORMATION

1. The Fellowship application must be typed and single-spaced (Times Roman 12 or Arial 10 font).
2. One print copy and one electronic copy of the application must be submitted to the ORCS, to allow one copy for the file. The electronic copy will be sent to members of the Research and Fellowship Committee. Two copies of the attached checklist are to be filled out - retain one for your records and forward one with your application and covering letter. Letters of reference and any transcripts that you are submitting should be sent with the print copy of your application form.
3. Applicants are expected to include within the body of their application all essential information required to permit assessment. Official transcripts of the last completed academic year/program and any interim transcript marks are the preferred academic support. If the application is a re-submission, only transcripts from the program in which you are currently enrolled must be submitted. It is your responsibility to arrange for academic transcripts to be sent to the ORCS office prior to the February 1 deadline. Please also include

the transcript guide for your academic institution.

4. The Submission must include:

(a) a description of the graduate program including course content, proposed research and faculty expertise in the area of study including relevant resources (e.g., library, laboratory) available to you;

(b) the relationship of the program and career intent of the applicant to the goals and objectives of The Lung Association - Ontario and the ORCS;

(c) three letters of recommendation;

Note: If you have already begun a graduate program with a thesis requirement, one of your references should be a letter from your research/thesis supervisor providing an assessment of your academic abilities, progress and attributes regarding successful completion of the program and commitment to respiratory care.

(d) one completed copy of the checklist.

NOTE: Incomplete applications will not be reviewed for funding. It is the responsibility of the applicant to ensure that the submission is complete. Applicants are strongly encouraged to have their supervisor review their application prior to its submission.

B. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

SECTIONS 1, 2 and 3 - Cover Page

Complete the Personal Data and Degree for Which Fellowship is Sought sections of the form. Indicate whether you are enrolled on a full-time or part-time basis, your starting and anticipated completion dates and whether this is a new or renewal application. Sign the first line yourself and obtain the signatures of the Director of the Department or Dean of the Faculty for your program. Obtain the name **and mailing address** of the Financial Officer in your University who administers funds.

SECTIONS 4 to 7 - Program Description, Research and Career Plans

Complete all information requested, appending additional pages as needed.

SECTION 8 - Referees

Request three referees to complete the enclosed form and/or write a letter of recommendation to the Chairperson of the Research and Fellowship Committee of the ORCS. These letters should be sealed in an envelope by the referee and **must** accompany your application.

Select your referees with care and have them represent what each knows best of your scholarly, research and/or clinical abilities as well as personal characteristics. Have them use the “Guide for Referees” (included in the application form) to prepare their letters.

SECTIONS 9-12 - Education, Awards, Publications and Research Experience

Provide a summary of your education, publications, presentations and research experience.

SECTIONS 13-14 - Employment History and Professional Development/Activities

List present and previous employers starting with the most recent. Summarize other activities related to respiratory health including professional memberships, volunteer work and continuing education.

SECTION 15 - Other Funding Applied For or Received

Indicate any other funding applied for or received for this study program.

REVIEW PROCESS

1. Applications will be reviewed by members of the Research and Fellowship Committee. The Committee will rank the applications according to the candidates’ potential program completion, professional productivity as well as the relevance to and support for the mission of The Lung Association of the research being undertaken. The reviewers are knowledgeable and experienced colleagues and/or clinicians familiar with Lung Association and ORCS requirements and needs in the field of respiratory health.
2. The ORCS Research and Fellowship Committee meets in the spring. A letter of notification including the rationale for the Committee’s recommendation of funding will be sent to all applicants after that meeting. Official confirmation of the Award will be mailed to the applicant by the ORCS office as soon as final fiscal decisions are available from the Board of Directors of The Lung Association - Ontario (normally mid-June).

FINANCIAL ADMINISTRATION

1. Fellowship recipients are permitted to receive funding from other sources. Please inform the ORCS staff of other amounts received.
2. Awards are for one year. Funds are disbursed by The Lung Association - Ontario twice

yearly. The first instalment is paid out in September. The second instalment is paid in early January following receipt of a satisfactory brief progress report from the recipient and a written request from your designated financial officer, to be received by December 31 of the funding year.

3. The name and mailing address of the Financial Officer in your University who administers funds must be included in your application. Funds are sent to the University, not directly to the applicant.
4. The Lung Association - Ontario reserves the right to terminate further payments and request refunds of awards in the event that the recipient fails to fulfil the conditions specified.
5. In the event of termination of graduate study prior to the established completion date, you must notify TLA in writing immediately. Fellowship termination requires the submission of a letter, briefly outlining the reason for the unexpected interruption in studies. There may be a requirement for the return of all or a portion of the funds. A transfer to a new academic institution may be requested but requires the approval of the ORCS Research and Fellowship Committee.

PRIVACY POLICY

The Lung Association - Ontario respects your right to the privacy of your personal information in its possession. The information collected will be used only to inform you of the activities of The Lung Association and its two professional healthcare societies. Our full Privacy Policy may be found at www.on.lung.ca or by writing to our Privacy Officer at 18 Wynford Dr., Ste. 401, Toronto, ON M3C 0K8.

All communications should be addressed to:

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The Lung Association – Ontario
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