Health System Impact (HSI) IWK Guidance Document

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Program Description

The **Health System Impact (HSI)** provides highly-qualified doctoral trainees, post-doctoral fellows and early career researchers in health services and policy research, or related fields, a unique opportunity to develop embedded research projects/programs that address the most pressing problems faced by health system organizations and to support evidence-informed-decision-making.

The **HSI Fellowships** provide a one or two year paid experiential learning opportunity within health system and related organizations where the fellow will dedicate the majority of their time towards a co-developed program of work that advances the organization's goals and contributes to improved health system performance. Annual calls for applications.

The **HSI Early Career Embedded Researcher** (ECR), provides a four-year award to establish a career pathway for embedded ECRs, increase their potential for impact and contribution as embedded scholars, and increase the probability that they will secure an embedded scientist position with a Canadian health system organization and/or a faculty position in a Canadian academic institution. To this end, the award will provide protected time for embedded research within the health system organization. The program will be launched bi-annually.

For further details please visit the CIHR program webpage on ResearchNet.

Funding

HSI Award for Doctoral and Post-Doctoral Fellows

External funders e.g. CIHR, Mitacs will contribute up to a maximum of 70% of the total award value (i.e., $35,000 of the $50,000 doctoral award, and $108,500 of the $155,000 post-doctoral award).

Applicants must secure the remaining 30% of the award value in cash from the host partner organization and must be confirmed at the time of application (i.e. $15,000 of the $50,000 doctoral award, and $46,500 of the $155, 000 post-doctoral award)**.** The host partner is permitted to secure alternative sources of funding (e.g. contributions from other organization(s) interested in supporting the fellowship)

HSI Award for Early Career Embedded Researcher:

CIHR will contribute $100,000 for four (4) years. Applicants must secure 1-1 matching, or $100,000 per annum, in partner contributions from their host health system organization and academic institution. These contributions paid by each institution is not prescribed and will be determined by the institutions and confirmed at the time of application.

Available Funding

HSI Award for Doctoral Trainee Fellows: The maximum amount per doctoral award is $50,000, including benefits, for 1 year. Of this:
Stipend: up to $35,000
Professional development training and research allowance: up to $5,000
IWK Host Partner Organization contribution: up to $15,000

HSI Awards for Post-Doctoral Fellows: The maximum amount per post-doctoral award is $155,000, including benefits, total for 2 years. Of this:
Stipend: up to $70,000 per year
Professional development training and research allowance: up to $7,500 per year
IWK Host Partner Organization contribution: up to $23,250 per year.

HSI Award for Early Career Embedded Researcher: The maximum amount per Early Career Researcher award is $400,000 for a total for four (4) years. Of this:
Stipend: up to a maximum of 70% including benefits, or $70,000 per year
Research and professional development allowance: a minimum of 30% or $30,000 per year
Host Partner Organization contribution: at least $50,000 must be a cash contribution towards the applicant's salary and/or research and professional development allowance. The remaining amount, up to $50,000 may include research-related supports that directly benefit the applicants research program. Salary costs that exceed CIHR's contribution maximum of $70,000 per annum are to be borne by the host institutions and can be included in their matching fund agreement.

Research & Innovation Advancement Contact Information

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CIHR Application Process

Departments interested in hosting an embedded researcher may use the "Partner Linkage Tool" to signal your interest in hosting a PhD, postdoc, or early career researcher (ECR), to describe the organizational environment, and the anticipated priorities for the embedded research project(s).

Pre-Submission

What is the Partner Linkage Tool? If your organization is interested in increasing its embedded research capacity by hosting, training and mentoring additional Health System Impact Fellows, and if you don't already have a fellow in mind and would like to meet with potential candidates, you could consider submitting a Partner Profile to our Linkage Tool. The Partner Linkage Tool is optional and intended to facilitate connections between applicants and organizations that have expressed interest in hosting doctoral trainees and/or post-doctoral fellows should there be interest. **This is not a mandatory tool and it does not confer any advantage in the peer review process** –but it has been helpful in creating linkages and aligning based on interest and skillset. If you choose to submit a profile, it will be posted here (please note: this link is archived and will be updated for the coming launch).

To submit a profile: Profiles can be submitted on an ongoing basis, even after the competition launches. But to maximize your visibility as an interested host partner organization and ensure your profile is accessible as early as possible using this link: https://na1se.voxco.com/SE/94/hsif/?lang=en

Hosts will be asked to enter the following information:

HSIF Impact goal: In their application to CIHR, doctoral and post-doctoral applicants will be required to work with their host partner organization to develop a short project proposal that addresses the organization's key "impact goal," which will be the key focus of their work within the organization. Please provide a brief statement of your organization's anticipated impact goal for the experiential learning opportunity (Instructions: in 50 words or less, identify a clear impact goal that the organization would like to achieve that would benefit from a Health System Impact Fellow's leadership and research expertise. The goal could be related to the organization's strategic plan, top priorities, or other):

HSIF Priority areas: Please indicate your organization's anticipated priority area(s) for the experiential learning opportunity (Instructions: In bullet form and in 50 words or less, list your organization's priority areas of focus [strategic priorities/content areas/programs/projects/methodological areas] for the experiential learning opportunity)

HSIF Type of work: In bullet form and in 50 words or less, please briefly describe the nature of the work the fellow(s) can anticipate engaging in (e.g., strategy development, stakeholder consultation, environmental scanning, quantitative or qualitative data analysis, literature reviews, policy briefings, economic evaluation, modeling and forecasting, program evaluation, impact assessment, etc.):

Please select whether you are interested in hosting a doctoral trainee (1 year, minimum 60% time embedded with you), post-doctoral fellow (2 years, minimum 70% embedded with you), 3), early career embedded researcher 4 year, minimum 60% of time embedded with you. (Note: this is your opportunity to target the expressions of interest you will likely receive. If you specify an interest in doctoral trainees only, for example, you will not likely receive expressions of interest from post-doctoral fellows):

Profile examples can be viewed here: https://cihr-irsc.gc.ca/e/50612.html

Selecting an Applicant

Note: If you have already selected an applicant, skip the following steps and begin developing your application to CIHR (see the _Submission to CIHR_ section below for further instructions).

Step 1:   **Create a host partner organization profile:** Potential applicants will explore the host partner organization profile you have created with the Partner Linkage Tool. Interested applicants will submit their _expressions of interest_ (EOI). Multiple EOIs are permitted, however applicants must ultimately confirm one host partner organization and submit a CIHR application with that organization. Tip: Do this early. Do not leave it to the last minute. It takes time to build a meaningful partnership and to then co-develop a CIHR application. Host partner organizations will accept EOIs and make commitments on an ongoing basis, so reach out early on.

Step 2:   **Receive expressions of interest (EOI) from potential applicants:** The EOI must be sent by email to the contact details indicated on the host partner organization's profile and must include, in addition to a general introduction and purpose statement, the applicant's CV (professional CV, not Common CV) and half page "Relevant Accomplishments and Abilities" component of the HSI application. These documents will be used for your initial screening. You may request additional information from the applicant (e.g., Common CV, writing sample).

Step 3:   **Meet with potential applicants:** Respond to the EOIs received and invite the candidate(s) of potential interest for a meeting (or multiple meetings) to discuss interests and ideas and explore fit (i.e., by phone, web or in-person).

Step 4:   **Confirm partnership and develop application:** When a mutual fit is confirmed between a candidate and an organization, an email between the two will officially verify the partnership. The candidate and host partner organization will, at this stage, co-develop the CIHR application. **Tip**: Review the funding opportunity Evaluation Criteria and How to Apply sections in detail. The funding opportunity is the official resources for application details and requirements.

Submission to CIHR

Applications are submitted through ResearchNet. For step-by-step submission instructions, visit the following link: How to Apply

Signatures must be included for all applicants (except Collaborators), and signed by Director, RIA and VPRI. This will confirm host partner organization's agreement to provide 30% matching funds.

Original signatures are not required. The scanned signed signature pages and the Routing Slip must be uploaded in the Print/Upload Signature Pages task in ResearchNet prior to submitting your application.

Once awarded, the trainee will receive a CIHR Offer Award and Acceptance of Award, which must be signed and returned (normally within 15 days) by the trainee and RIA

IWK – Dalhousie Partnerships for Early Career Embedded Researcher: Guidelines for Applications and Procedures for Awards
- Applications for existing Dalhousie faculty will be submitted and held via Dalhousie, all others will be IWK
- IWK will commit $25,000 cash contribution in support of applications with IWK based activities
- All associated operating funds for activity and personnel at the IWK will be held at the IWK
- Exemptions will be given for payment of students administered through the Dalhousie Graduate Funding Payment system, all other funded personnel based at the IWK must be hired through IWK
- Establishing an IWK budget and advancing funding can be done via Dal/IWK Letter of Transfer process
- Both Dalhousie and IWK will be identified in all announcements, publications, presentation etc.

Post Award IWK Procedures

- HSI Award for Early Career Researchers: The maximum amount per Early Career Researcher award is $400,000 total for 4 years (Salary**:** Up to a maximum of 70% including benefits, or $70,000 per annum, may be requested; Research and professional development allowance**:** A minimum of 30% or $30,000 per annum must be requested).
- Graduate and Post-Doctoral awardees will be paid by stipend.
- Federal and provincial taxes will be deducted from the stipend payment.
- Name, full address, email, phone and SIN must be submitted to Kelly.Brophy@iwk.nshealth.ca.
- RIA Human Resources will complete required documentation the special payment form and payment schedule and will send to Finance.

Finance

- RIA will provide IWK Finance with a Notice of Award.
- IWK Finance will open the matching funds account and disburse funds from the account in equal amounts each year of the award.