

# Postdoctoral Fellowship Program Guidelines

These Guidelines (the “Guidelines”) describe the requirements for the Canadian Blood Services’ Postdoctoral Fellowship Program (PDF). The Postdoctoral Fellowship Program terms and conditions may be altered without notice. Applicants should always refer to the latest edition of the Guidelines.

## I. General Program Information and Priorities

Canadian Blood Services is a not-for-profit charitable organization. Regulated by Health Canada as a biologics manufacturer and primarily funded by the provincial and territorial ministries of health, Canadian Blood Services operates with a national scope, infrastructure and governance that makes it unique within Canadian healthcare. In the domain of blood, plasma and stem cells, we provide services for patients on behalf of all provincial and territorial governments except Quebec. The national transplant registry for interprovincial organ sharing and related programs reaches into all provinces and territories, as a biological lifeline for Canadians. Through our research, development and education activities, we facilitate the creation, translation, and application of new knowledge to support a safe, effective, and responsive system of blood and related biologics for Canada.

Canadian Blood Services’ training programs contribute to building a community of experts that will ensure the relevance and safety of the blood system and transplantation system for now and the years to come.

The Postdoctoral Fellowship Program provides salary support on a competitive basis to highly qualified candidates in the field of blood transfusion and transplantation science in Canada. The value of each Fellowship is related to the major degree(s) and experience the applicant holds. The Fellowship offers support based on current Canadian Institute of Health Research rates for each of the possible three years, as well as a one-time research allowance of \$20,000.

Proposed projects for the Postdoctoral Fellowship Program must be aligned with one or more of the research priorities identified below. Proposals that are not relevant to any of these priorities will not be considered for funding.

Research Priorities:

- Promoting appropriate blood product utilization
- Ensuring an adequate blood product supply
- Minimizing the adverse effects of blood product transfusion
- Optimizing blood product quality

- Replacing or improving blood products through new therapies or technologies.

Blood product is defined as a therapeutic product derived from donation of blood or of stem cells capable of producing blood cells after transplantation. Blood products include red blood cell and platelet concentrates, plasma and plasma derivatives (including plasma protein products), and hematopoietic stem cells (including those derived from cord blood). Applications focusing predominantly on therapies that do not involve blood products will only be considered if a convincing case is made that the research addresses one of the research priorities stated above.

## II. Eligibility

- Applicants must hold a relevant prerequisite degree (Ph.D., M.D., D.D.S., or D.V.M.) from a recognized academic institution.
- Applicants must be within five (5) years of completing their prerequisite degree.
- Applicants' proposed research must be relevant to one or more of the research priorities described in Section I of these Guidelines.
- Applicants must secure the sponsorship of a primary academic supervisor who is either a Canadian Blood Services Scientist/Investigator, a Canadian Blood Services Adjunct Scientist, or a Canadian Blood Services Medical Officer/Director ([blood.ca/en/research/our-team](http://blood.ca/en/research/our-team)).
- Applicants must not hold the Postdoctoral Fellowship with their Ph.D. supervisor.
- Applicants must not hold another competitive salary or stipend award at the same time as the Postdoctoral Fellowship.
- The program is open to both Canadians and citizens of other countries.
- There is a limit of one Postdoctoral Fellowship awarded per laboratory per competition, and a maximum of two Postdoctoral Fellowship awarded per laboratory at any one time.

## III. Process

- Complete the Canadian Blood Services Postdoctoral Fellowship Program Application Form and prepare the supporting documents for the Application Package as per Instructions in the Application Form.
- The Application Package (Application Form and supporting documents) must be submitted by the competition deadline as per Instructions in the Application Form. **No applications or additional material will be accepted after the deadline.**
- The duly received Postdoctoral Fellowship Program Application Package constitutes an agreement to adhere to the conditions governing the fellowship.

- Canadian Blood Services will acknowledge receipt of the application. **It is the responsibility of the Applicant to ensure the Application Package has been received by Canadian Blood Services.** Please contact Canadian Blood Services if your Application Package is not acknowledged.
- Canadian Blood Services will convene a peer review committee to review applications and make funding recommendations. In assessing the applications, the following criteria are considered:
  1. Project relevance to Canadian Blood Services and to the research priorities listed in Section I of these guidelines;
  2. Applicant's qualifications (i.e., academic and training qualifications, research experience and ability, and career goals);
  3. Merit of the research proposal (i.e., scientific excellence and project plan); and
  4. Research and training environment.
- The peer review committee will submit their recommendations for funding to the Canadian Blood Services' executive responsible for competitive funding programs for final approval.
- Canadian Blood Services will inform applicants and their primary supervisor of the competition outcomes within four (4) months of the submission deadline.
- The funding decision will be made public on Canadian Blood Services website.

## **IV. General Terms and Conditions of the Award**

These Guidelines, including the terms and conditions of the Award, may be altered by Canadian Blood Services without notice. Awardees, their supervisors, and their institutions shall comply with the latest edition of the Guidelines.

### **AWARDEE, SUPERVISOR, AND INSTITUTION RESPONSIBILITY**

The primary supervisor and institution must agree to provide adequate research facilities and to administer the Award in accordance with the terms and conditions of the Award as per the Guidelines.

The Awardee, supervisor(s), and institution will comply with all applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the project.

### **START DATE**

The Postdoctoral Fellowship should begin within six (6) months of October 1 2022.

### **DURATION OF THE AWARD**

The duration of the Postdoctoral Fellowship is three (3) years.

## **SALARY SUPPORT**

The Awardee will be hired as a Canadian Blood Services employee on a temporary contract for the duration of the Award. Canadian Blood Services may consider transferring awarded funds to the Awardee's research or academic institution for disbursement. The value and duration of salary support is determined by the degree(s) held, licensure (where applicable), location of tenure, and experience of the Awardee, as per the following.

The salary support for:

- Trainees with a **PhD degree** is \$40,000 CDN (plus benefits) per annum.
- Health Professionals **who hold licensure (full or educational) in Canada and have less than two (2) years** of research or clinical training experience is \$40,000 CDN (plus benefits) per annum. Upon completion of two years of postgraduate research training, the awardee may be eligible to receive an increase to \$50,000 CDN (plus benefits) per annum.
- Health professionals **who hold licensure (full or educational) in Canada and have two (2) or more years** of research or clinical training experience is \$50,000 CDN (plus benefits) per annum.
- Health professionals **who do not hold licensure in Canada** is \$21,000 CDN (plus benefits) per annum. Upon completion of two years of postgraduate research training, the awardee may be eligible to receive an increase to \$40,000 CDN (plus benefits) per annum.

## **BENEFITS**

Canadian Blood Services offers a benefits package to Postdoctoral Fellowship recipients including health and dental care, insurance, paid vacation, and a pension plan after one (1) year of employment. The terms of employment are set out in the Letter of Offer and in accordance with Canadian Blood Services applicable Human Resources Bulletin. Canadian Blood Services may consider transferring the benefits portion of the awarded funds to the Awardee's research or academic institution for disbursement.

The Postdoctoral Fellowship Program offers support for Awardees whose award is interrupted (e.g., parental leave, medical leave, family responsibilities, re-location) or whose start date must be deferred. The exact terms and conditions will vary depending on whether the Awardee is hired as a Canadian Blood Services employee or an employee of their research or academic institution.

## **TAXATION**

The Postdoctoral Fellowship is subject to income tax. Deductions will be made at source by Canadian Blood Services or the research or academic institution, for income tax purposes. Awardees will be issued T4 slips by the hiring organization.

## **RELOCATION ALLOWANCE**

Recipients of a Postdoctoral Fellowship tenable in a city other than the one in which they reside may be paid a relocation allowance in an amount equivalent to one-way economy airfare. Such costs may also be paid for their spouse and dependent children, provided they accompany the candidate for the full tenure of the award. No allowance is provided for transporting personal belongings.

## **RESEARCH ALLOWANCE**

Awardees are expected to develop new research activities. For this purpose, a Research Allowance of \$20,000 is made available to each Awardee for development of the project. This allowance may be used, with the primary supervisor's approval, for the purchase of materials, supplies, and services required for the development of the Awardee's research project. Equipment purchased using these funds, including computers, is not the personal property of the individual, but belongs to Canadian Blood Services and must be returned at the end of the Postdoctoral Fellowship.

The Research Allowance may also be used for research travel to collaborating laboratories or to research conferences for the purpose of presenting results. **Use of the Research Allowance funds for travel must be requested in writing to the hiring organization by the Awardee through a travel request in advance of the proposed travel.**

## **CONDITIONS OF FUNDING**

Awardees must contact Canadian Blood Services as soon as possible if their eligibility changes at any point during tenure of the Award, as it may render them ineligible to receive funding. Awardees must notify Canadian Blood Services by email (see Section VI). The salary support and research allowances will, in such circumstances, be prorated.

The Awardee and supervisor must ensure that any research project involving humans includes a research protocol that is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and that appropriate records are maintained. The Awardee and supervisor will provide such records to Canadian Blood Services upon request.

Funding for Canadian Blood Services, including for the Postdoctoral Fellowship Program, is provided by the federal government (Health Canada) and the provincial and territorial ministries of health. Should Canadian Blood Services funding levels become unavailable or are decreased

due to unforeseen circumstances, Canadian Blood Services reserves the right to reduce, defer or cancel funding of Postdoctoral Fellowships received through this funding opportunity.

### **INCOME FROM OTHER SOURCES**

Awardees are required to devote themselves full time to the objectives of their award. They are not permitted to receive remuneration for any work other than activities which contribute to their development as scientists and which are approved by their primary supervisor. Notwithstanding, such activities should not occupy more than 20% of working time.

### **REVISION TO RESEARCH PLAN AND RESEARCH LOCATION**

Any change in the research plans or in the location of tenure of the Awardee requires the prior approval of Canadian Blood Services. Revisions must be submitted to Canadian Blood Services by email (see Section VI).

### **CHANGE OF SUPERVISOR**

The Awardee may request permission to transfer to a new supervisor by writing to Canadian Blood Services (see Section VI) and by arranging to have the following submitted:

1. A letter from the proposed new supervisor indicating acceptance; and
2. A letter from the primary supervisor under whom the award was originally tenable, indicating that they have been informed of the proposed transfer.

The proposed new primary supervisor must meet the Postdoctoral Fellowship Program eligibility criteria.

### **PROGRESS REPORT**

Progress reports detailing scientific findings and project accomplishments are due annually in March for the duration of the Award. A final report is due within one (1) month of the Award end date. Additional progress reports may be requested during the tenure of the Award. A progress report template will be provided.

Materials submitted to Canadian Blood Services may be shared at the discretion of Canadian Blood Services. Awardees shall ensure that any materials submitted to Canadian Blood Services do not infringe third party intellectual property rights and comply with appropriate copyright and academic authorship standards.

### **DISSEMINATION AND PUBLICATIONS**

Any publications, reports or public presentations resulting from work conducted during the tenure of a Canadian Blood Services Postdoctoral Fellowship must acknowledge the support of Canadian Blood Services. Detailed instructions on acknowledging support from the Postdoctoral Fellowship Program will be provided.

## **OFFICIAL LANGUAGES**

Where appropriate, the Awardee, supervisor, and institution should deliver its services, programs, projects, or activities in both official languages.

## **RECORDS**

The Awardee, supervisor, and its institution must keep all records, information, databases, reports, financial information, costs and expenditures, and all other documentation related to the project for a period of six (6) years from the end of the Period of Award.

Canadian Blood Services and/or its funders shall have the right to: (i) monitor and review project through site visits or other means, and (ii) conduct inspections of financial records or audit the Awardee, supervisor, and institution to confirm compliance with these Guidelines and the appropriate use of funds. Canadian Blood Services shall have the right to share copies of reviews, evaluations, and audit reports with its funders.

The Auditor General of Canada also reserves the right to conduct an inquiry into the Awardee, supervisor, and institution's use of funds. The Awardee, institution, and project team shall cooperate with Canadian Blood Services, its funders and/or the Auditor General of Canada and his/her representatives or agents in connection with such a review, audit, or inquiry, and shall grant access to its documents, records and premises as required for purposes of any such review, audit or inquiry. The results of an inquiry by the Auditor General of Canada may be reported to Parliament in a report of the Auditor General.

## **V. Financial Administration of Award Funds**

For Awardees hired as Canadian Blood Services employees, financial administration of Award funds will be through Canadian Blood Services. Each Award will be assigned a separate cost centre, to which salary support and research allowance expenses are charged.

If Canadian Blood Services approves the transfer of funds for the Award to the Awardee's research or academic institution, the payment schedule will be subject to the terms of a transfer of funds established by the Awardee, supervisor, and institution. The supervisor and institution are responsible for administering the funds according to the Guidelines and for financial reporting on expenditures using Form 300 or equivalent to Canadian Blood Services.

The supervisor is expected to exercise appropriate stewardship over the financial resources entrusted to them from Canadian Blood Services. In no circumstances shall the total disbursement exceed the funds available for the award. Expenditures exceeding the Award will be neither assumed nor reimbursed by Canadian Blood Services. The Awardee, supervisor, and institution will return to Canadian Blood Services any funds to which it is not entitled, including payments made in error and paid costs that are not eligible for reimbursement.

## **VI. Contact and Enquiries**

Enquires should be addressed to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) or by phone at (613) 739-2564.