

GÉNOME QUÉBEC RECRUITMENT PROGRAM

Application form



Genome Québec

IDENTIFICATION

Nominating University: _____

UNIVERSITY CONTACT

Surname or family name: _____

Given name and initials: _____

Department/faculty: _____

Title or position: _____

Telephone: _____

Fax: _____

Email address: _____

CANDIDATE

Surname or family name: _____

Given name and initials: _____

Current title or position: _____

Current department/faculty: _____

Current university/organization: _____

Country: _____

Telephone: _____

Fax: _____

Email address: _____

CANDIDATE INFORMATION

Name of the department/faculty/unit where the candidate will be located: _____

Expected date of appointment of the candidate:

Year	Month	Day		

CERTIFICATION REQUIREMENTS AND ENVIRONMENTAL IMPACT

If the proposed candidate's activities involve any of the following, check the appropriate box(es) and submit the protocol to the candidate institution's certification committee for research involving

- Humans Human stem cells Animals Biohazards Environmental Assessment

TITLE OF PROPOSED RESEARCH PROGRAM

The title of the proposed research program must be brief (less than 75 characters), scientifically or technically valid, understandable to a scientifically or technically literate reader, and suitable for use in the public press. The G enome Qu ebec recruitment program may edit the title of a project prior to making an award public.

RESEARCH PROGRAM SUMMARY

Provide a summary (up to 1/2 page) of the proposed research program suitable for publication. It should not be an abstract, but rather a self-contained description of the research program that will be pursued if the candidate were funded. The summary should be written in the third person and include a brief statement of objectives and approach, the intellectual merit of the program, and the broader socio-economic and/or environmental impacts targeted by the proposed research activity. The summary may be used for publicity purposes and should be understandable to a lay reader.

KEYWORDS

Provide a maximum of five keywords or key phrases that describe the proposed research program (use a comma to separate keywords or key phrases).

FUNDING FROM THE GÉNOME QUÉBEC RECRUITMENT PROGRAM

Indicate how Génome Québec funds will be used according to the line items below. Actual expenditures may deviate from planned expenditures as long as program guidelines on the use of Génome Québec funds are respected (consult the Financial Administration section of the program guidelines at: www.genomequebec.com/v2009/home/documents/Recruitment.pdf). This information is requested for evaluation purposes, as well as for program administrative and accountability purposes. It will be compared to financial information provided in annual reports.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Student salaries and benefits						
Undergraduate/Trainees						
Master's						
Doctoral						
Non-student salaries and benefits						
Postdoctoral fellows						
Other (clerks, secretaries, research assistants, research associates)						
Other direct costs						
Materials, supplies and other expenditures						
Acquisition of equipment						
Professional/technical services						
Other direct costs (specify) _____						
Administrative costs						
Travel, conferences, workshops, collaborations, etc.						
Other administrative costs (specify) _____						
Total — \$5M						

FUNDING FROM THE UNIVERSITY

Indicate any incremental funds committed in support of the candidate and his unit by the university. The candidate's unit designates the group of researchers at your institution that will collaborate with the candidate on the proposed program of research, whether funded through the Génome Québec award or through other sources. This information is requested for evaluation purposes, as well as for program administrative and accountability purposes (consult the Financial Administration section of the program guidelines at: www.genomequebec.com/v2009/home/documents/Recruitment.pdf). It will be compared to financial information provided in annual reports.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salary costs of the incumbent						
Salary and benefits of the incumbent (including any bonus paid to the incumbent)						
Recruitment costs, relocation expenses, costs of teaching replacement						
Student salaries and benefits						
Undergraduate/Trainees						
Master's						
Doctoral						
Non-student salaries and benefits						
Postdoctoral fellows						
Other (clerks, secretaries, research assistants, research associates)						
Other direct costs						
Materials, supplies and other expenditures						
Acquisition of equipment						
Professional/technical services						
Other direct costs (specify) _____						
Administrative costs						
Travel, conferences, workshops, collaborations, etc.						
Other administrative costs (specify) _____						
Total						

FUNDING FROM OTHER SOURCES

Indicate any incremental funds committed in support of the candidate and his/her unit by sources other than the Génome Québec program or the university (e.g., federal government departments and agencies, charities, non-governmental organizations, industry, and international organizations). In-kind contributions may also be included (specify if in-kind). If included, this information will be used for evaluation purposes, as well as for program administrative and accountability purposes. It will be compared to financial information provided in annual reports.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Institutions, trust funds or foundations						
Federal government (departments or agencies)						
Other governmental sources (outside Québec)						
Corporations/firms						
Voluntary organizations						
Other (specify) _____						
Total Cash						
Total In-kind						
Total						

SUMMARY—FUNDING

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Génome Québec contribution						
University contribution						
Other						
Total						

LETTERS OF REFERENCE

List the names and institutional affiliations of two people who will be writing letters of reference for the candidate. Each application must include two letters of reference. Nominating universities should solicit letters from different sources, including researchers from more than one country to provide evidence of international leadership. Both letters must be from international authorities in the field who are not in a conflict of interest with the candidate. The two letters should emphasize the international stature of the candidate, the impact of his/her research, and the value of his/her contributions.

CONFLICT OF INTEREST

Referees are in a conflict of interest if they:

- are affiliated with the nominating institution (including hospitals and research institutes) or with an organization receiving financial support from the nominating institution;
- have a personal relationship with the candidate (including close friend, relative, former thesis supervisor or mentor, a student previously under the candidate's supervision);
- have collaborated (i.e., have published, have been a co-researcher) with the candidate in the last five years;
- are involved in the proposed program of research; or
- will benefit from the outcome.

FORMAT

Reference letters must be dated and include the:

- referee's name, position, department, institution, email address and telephone number;
- name of the candidate; and
- period of time and capacity in which the referee has known the candidate.

Letters must be postmarked or sent by email or fax by midnight of the day of the submission deadline. If sent by email or fax, the original copy must follow by mail.

Letters must be sent directly by the referees to:

Nancy Fournier, PhD, MBA
Programs Director
Génome Québec
630 René-Lévesque Blvd. West, Suite 2660
Montréal, Québec H3B 1S6

Tel.: 514 398-0668, ext. 224

Fax: 514 398-0883

nfournier@genomequebec.com

NOTE

- The Canadian Privacy Act stipulates that the text of the letters of reference are accessible to the candidate (upon request), with the exception of the identity of the individuals who wrote the letters.
- An application that is missing letters of reference or that does not meet the conditions outlined above in terms of conflict of interest will not be processed.
- Letters that are not sent directly to Génome Québec will not be accepted.

Name of Referee 1: _____

Institution of Affiliation 1: _____

Name of Referee 2: _____

Institution of Affiliation 2: _____

APPLICATION—ATTACHMENT

Page limits

Applications should not exceed the stated maximum number of pages for each section. Any extra pages or materials other than what is requested will be removed. Graphs and illustrations may be included, but will count as part of the page limit.

Format

Information must be provided under the headings below to allow for the review of each section individually.

Presentation

Put the names of the institution and the candidate at the top of each page and number all pages. Use 12-point font or larger and single line spacing. Paper must be 8 ½" x 11" (22 cm x 28 cm) and margins must be at least ¾" (2 cm) around.

1) DESCRIPTION OF THE RESEARCH PROGRAM (maximum 12 pages)

Objectives

Describe the objectives of the candidate's research program for the five-year period of the award, with reference to his/her research goals beyond the term of the award.

Research program and methodology

- Situate the research program in relation to the present state of knowledge in the field, making reference to relevant scholarly literature;
- Describe the theoretical approach or framework (if applicable);
- Briefly describe the research strategies and key activities, including methodological approaches and procedures for data collection and analysis;
- Explain the relationship and relevance of the proposed research to the candidate's past research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements;
- Explain the intellectual significance of the proposed research—the excellence, originality and innovation;
- Explain how training will be integrated in the proposed research program, and outline potential opportunities for trainees to interact with other researchers;
- Describe features of the proposed program of research that are likely to attract excellent research trainees, and how these relate to opportunities for careers that benefit from the research training.

2) LIST OF REFERENCES (maximum two pages)

- Attach a list of all references cited in your proposed research program. (Please list first five authors, title of the article, name of journal, Vol., page.)

3) BENEFITS AND IMPACTS ON QUÉBEC'S INTERNATIONAL COMPETITIVENESS IN GENOMICS APPLIED TO HUMAN HEALTH (maximum three pages)

- Explain how the candidate's expertise can generate tangible short- and long-term benefits for the development of genomics research in Québec;
- Outline how the proposed research optimizes or builds on existing strengths in Québec;
- Discuss the likelihood of applying the candidate's research findings in order to advance public policy or commercialize discoveries stemming from the research and the institutional resources for the dissemination of the candidate's research findings;
- Explain the plan to transfer and disseminate the results of the anticipated research and outline the strategy for communicating the research results and their significance;
- Demonstrate how the research findings will contribute to the creation of highly specialized jobs and to economic growth in Québec and/or that they will have a positive impact on society, quality of life, health and the environment.

4) ALIGNMENT WITH THE INSTITUTION'S STRATEGIC PLAN, QUALITY OF INSTITUTIONAL SUPPORT AND PLAN FOR SUSTAINABILITY (maximum three pages)

- Discuss the strategic importance given to genomics by the institution and its level of excellence in the field;
- Discuss the importance of the role the candidate will play within the institution or centre;
- Outline how you expect the candidate's research activities to influence the overall direction, strength and competitiveness of the institution in the field of human genomics;
- Describe the institutional resources made available to the candidate for their proposed research (space, equipment, administrative support, etc.);
- Outline the relevance of the proposed co-funding plan to the objectives of the proposed research;
- Describe the institution's plan for ensuring the sustainability of the candidate's activities at the end of the five-year granting period;
- Discuss the potential for collaboration between the candidate and other researchers working in the same or a similar area within the host institution or region, in Canada or abroad.

5) BUDGET JUSTIFICATION (no page limit)

- Explain and justify each item in the "Funding from the Génome Québec program", "Funding from the university" and "Funding from other sources" section.

6) LETTERS OF CONFIRMATION OF FUNDING FROM OTHER SOURCES (each no more than two pages)

- Each organization providing a cash or in-kind contribution must provide a letter confirming its support for the candidate. Furthermore, the confirmation would be strengthened if the letter described how the organization would benefit from the anticipated outcomes, the expected nature and extent of the interaction of the candidate with the organization's personnel.

7) LETTERS OF SUPPORT FROM THE UNIVERSITY (each no more than two pages)

- The executive head of the university must provide a letter confirming the university's support and its agreement with the information in the application form.
- The chair(s) of the department(s) or dean of the faculty where the candidate's will be appointed must provide a letter confirming the department's support of the candidate's and explaining the faculty's proposed interaction with the candidate.

8) EXCLUSION OF POTENTIAL REVIEWERS (maximum 10 reviewers)

- Candidates may submit a letter to the Génome Québec program officer naming potential reviewers who, in their opinion, would be unlikely to provide an impartial review. This letter must provide a justification for excluding potential reviewers (e.g., experts with whom the candidate or a member of his/her team have had serious conflicts). While Génome Québec cannot be bound by this information, it will take it into consideration in the selection of external reviewers.
- This information will be held in strictest confidence and will not be provided to external reviewers or members of the adjudication committee. The information will be used only to help with the selection of the reviewers for the current application.

9) SAMPLE OF MAJOR CONTRIBUTIONS

The candidate must provide five (5) samples of contributions such as reprints, preprints and/or manuscripts to be used by reviewers to assess the quality of the candidate's work. These documents should be chosen to represent your most significant recent contributions, or those most relevant to the proposed work, in the last five years.

SIGNATURE

It is agreed that the general conditions governing the Génome Québec recruitment program, as outlined on the Program Web page, as well as the applicable policies of the relevant granting agency, apply to this application and are hereby accepted by the university.

It is agreed that the candidate's recruitment and nomination process at your university was transparent, open and equitable. In particular, this process included open advertising with a statement of commitment to equity in the selection process.

It is agreed that Génome Québec and the hosting university will participate in outreach activities that may involve the media.

It is agreed that the uses and disclosures of information by Génome Québec, as outlined on the Program Web page, are understood and hereby accepted by the university.

University signature: _____

Title: _____
(President, Rector or Principal of the university, or authorized representative)

Date:

Year	Month	Day