



**CENTRE FOR ADDICTION AND MENTAL HEALTH  
INSTITUTE FOR MENTAL HEALTH POLICY RESEARCH (IMHPR)**

**INFORMATION AND GUIDELINES FOR APPLICATION**

**COMMUNITY-BASED RESEARCH FELLOWSHIP APPLICATION  
APPLICATION DEADLINE  
JANUARY 17<sup>th</sup> 2020**

The application form is included in this package.  
Please take the time to read the guidelines carefully before completing them.

All inquiries and applications should be addressed to:

**Centre for Addiction and Mental Health (CAMH)  
Institute for Mental Health Policy Research  
5th Floor Tower - Room T520  
33 Russell Street, Toronto, M5S-2S1**

E-mail: [CBRfellowship2020@camh.ca](mailto:CBRfellowship2020@camh.ca)

## **ABOUT THE CENTRE FOR ADDICTION AND MENTAL HEALTH (CAMH)**

As a teaching hospital and research centre fully affiliated with the University of Toronto, the Centre for Addiction and Mental Health (CAMH) is in a unique position to contribute to one common goal – better understanding prevention and care for people living with these issues. As one of the few research centres of its kind, CAMH plays a leadership role locally and internationally in research aimed at understanding addiction and mental illness, their inter-relationship, and the relevant social determinants of health. The excellence and range of research activities is a hallmark of CAMH's identity and is key to a better future for those living with addiction and mental health illness. CAMH brings together internationally recognized neuroscientists, clinical and social scientists with state-of-the-art facilities, a range of professional training, and a province-wide network of community program staff. As a result, CAMH has a unique capacity to focus its research agenda on the most pressing scientific and social issues and translate new knowledge into action.

## **ABOUT THE FELLOWSHIP IN COMMUNITY-BASED RESEARCH (CBR)**

CAMH is committed to ensuring that our research program is responsive to community needs and priorities. To this end, a postdoctoral fellowship in Community-Based Research (CBR) has been established, based in the Institute for Mental Health Policy Research (IMHPR).

The objective the CBR fellowship program is to provide postdoctoral fellows with a comprehensive training program in the fields of addiction and/or mental health and with training in community-based research techniques. Postdoctoral fellows are expected to make independent contributions to knowledge during their appointment. These may be in the form of a contribution to an existing project, or through the development of an original project.

The fellowship competition is held annually (conditional on availability of funds) with a new deadline this year of **Friday, January 17th, 2020**.

Community-based Research (CBR) seeks to build a broad body of knowledge related to health, well-being, and determinants of health, while at the same time integrating social change efforts that address the concerns of those communities involved. Community involvement in research occurs along a continuum. Participatory research, or community-based participatory research, describes research in which the community is involved in all stages of the research process. In research, projects for which a participatory design is not feasible, community members and/or agencies can still be engaged through processes of consultation, advisory committees, or integrated knowledge translation plans. For CAMH's CBR Fellowship, projects that involve community engagement at any stage along this continuum will be eligible for consideration, with priority given to projects that engage relevant communities to the greatest and most meaningful extent feasible given the time and resource constraints, and include direct engagement of people with lived experience of the phenomena under study. Members of equity seeking groups, including First Nations, Inuit and Métis people, racialized populations and gender minorities are strongly encouraged to apply.

## **TERMS OF AWARD AND INSTRUCTION FOR APPLICATION**

- The Postdoctoral Fellowship is limited to a one-year period of support and is based on the current Canadian Institutes for Health Research (CIHR) salary scales.
- Candidates must have a PhD at the time they take up the appointment.
- Citizenship: Preference is given to Canadian citizens and permanent residents of Canada. Other successful applicants must obtain an appropriate Canadian visa for education and/or employment and must be eligible to apply for funding from additional external agencies in the relevant area (e.g., CIHR, Ontario Mental Health Foundation).
- A Postdoctoral Fellow is expected to be located at CAMH (Toronto or London) during the one-year period of the appointment, and not be engaged in any other paid work (with limited exception for teaching and clinical duties).
- In certain circumstances, a partial CAMH award may be combined with another fellowship to total the full CAMH award.
- Applicants must obtain the sponsorship of a supervisor at the Centre for Addiction and Mental Health who holds an appointment as Assistant, Associate or Full Professor at the University of Toronto (or other Ontario University).
- Eligible applicants with lived experience of the mental health and/or addictions system are encouraged to apply.
- It is expected that the recipient of the 2020 CAMH Postdoctoral Fellowship will be notified by Friday, Feb 21<sup>st</sup>2020.
- The fellowship is funding period is April 1, 2020 – March 31, 2021.

## **EVALUATION CRITERIA**

Applications for the CBR Postdoctoral Fellowship will be evaluated by a committee including representation of CAMH scientists, staff, clients and community partners with expertise in community-based research. The following evaluation criteria will be considered:

- Academic excellence of the candidate.
- Demonstrated understanding and application of CBR principles.
- Personal suitability for participation in the program with respect to interpersonal skills and potential, as evaluated by the referees.
- Quality and feasibility of the planned research.
- Project fit with the goals and scope of the fellowship.

## **APPLICATION MATERIALS**

Applications should include **EACH** of the following:

1. The application cover sheet (see following page).

### **Primary Application**

2. A description of the proposed program/project of research relevant to the mission of the Centre for Addiction and Mental Health, and agreed upon by the proposed supervisor.

Please include your objectives and/or hypothesis, rationale, a timeline of activities and any ethical issues that relate to the proposed project of study. The proposal should not exceed two single-spaced pages, excluding references.

3. Community Engagement Plan - this is a critical component of your application as we see community engagement as essential to ensuring that the research is relevant to community needs. In one page, your plan should address the following questions:
  - In your own words, a short definition/description of Community Based Research.
  - How are you defining your community?
  - What is the status of your existing relationship to the community of interest?
  - To what degree have you already engaged them and/or please summarize your planned efforts to engage them with the project?
  - How involved will community members be, in what phases of the research, and in what capacities?
  - How will you address power imbalances in the research relationship with community and overcome barriers that may exist to people's participation in the research? Please comment on anticipated ethical issues and/or conflicts-of-interest.
  - What resources (financial or otherwise) will be made available for community engagement? Please note the successful applicant will be awarded \$5,000 in operational costs.
4. Knowledge Translation Plan - this too is an important part of CBR to ensure that the research is of benefit to the community and results in tangible outcomes. The committee will apply the CIHR definition of knowledge translation in evaluating this section. In no more than half a page, please describe your plan for disseminating and applying the research results. Please consider not only community partners but also other stakeholders and/or decision-makers. This plan should not exceed a half page (single-spaced).
5. A plain language summary of the proposed research project, suitable for dissemination to community partners (maximum 250 words).
6. A timeline and budget for the proposed project.

### **Supplementary Documents Required**

7. A current curriculum vitae.
8. Two papers, or other samples of writing completed by the applicant, one of which can include a plain language or community-based report if desired.
9. A curriculum vitae of the proposed supervisor including a listing of current funding and current publications.
10. An official graduate school transcript (one original) to be sent directly to the CAMH, Institute for Mental Health Policy Research (see below).
11. A letter of reference from two persons (other than your proposed supervisor) who know your work (to be sent directly to the Institute for Mental Health Policy Research).
12. A letter of support from the proposed supervisor defining the role of the candidate in their research team.
13. A letter from the proposed community partner(s) or agency(s) to whom the research is relevant. This letter(s) should speak to the degree to which the candidate has engaged the partner, the degree to which the proposed project meets a relevant community need, the expected community benefit, and the resources (staff, space, financial, or otherwise) the agency is prepared to commit. It should include the name and contact information for the primary contact- we will be calling the contacts of short-listed applicants to confirm the partner or agency's involvement and support.
14. A completed application checklist (attached at the end of this document).

Please submit all application materials electronically, with clear labels:

Last Name CBR Coversheet

Last Name CBR Application (include Items 2-6 in one document)

Last Name CBR CV

All application materials, including letters and transcripts, can be sent to:

**Centre for Addiction and Mental Health  
Institute for Mental Health Policy Research 5th  
Floor Tower - RoomT520  
33 Russell Street, Toronto, M5S 2S1  
CBRfellowship2019@camh.ca**

**Deadline: Friday, January 17th, 2020**



Community Based Research (CBR) Postdoctoral Fellowship Application Form – 2020

COVER LETTER

<b>Applicants Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	<b>E-Mail:</b>

<b>Citizenship:</b>			
<b>Canadian Immigration Status:</b>	<b>Visa</b>	<b>Landed Immigrant</b>	<b>Permit</b>
<b>Other</b>			
<b>Years of Postdoctoral (post PhD or post MD residency) experience:</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4 Other(Specify):</b>

<b>Proposed Supervisor:</b>
<b>Section/Department:</b>
<b>Address:</b>
<b>Address:</b>
<b>Proposed Start Date:</b>
<b>Title of Proposed Research Project:</b>

<b>Have you applied for external fellowship support?</b>	<b>Yes</b>	<b>No</b>
<b>List Agencies:</b>		
<b>If no, what agencies are you planning to apply to and when?</b>		

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proposed Supervisor

\_\_\_\_\_  
Date

**Community Based Research (CBR) Postdoctoral Fellowship  
Application Form Checklist - 2020**

**Please ensure that all of the following documents are included with your application. Incomplete applications may not be forwarded to the review committee.**

**Any additional materials submitted with the application will not be forwarded for review.**

	1. Completed application coversheet with signatures
	2. Project description (2 pages)
	3. Community engagement plan (1 page)
	4. Knowledge translation plan (1/2 page)
	5. Plain language summary (250 words)
	6. Timeline for the proposed project
	7. Applicant's curriculum vitae
	8. 2 writing samples
	9. Supervisor's curriculum vitae
	10. Graduate school transcript submitted directly from the institution
	11. 2 letters of reference submitted directly from the referees
	12. Letter of support from the proposed supervisor
	13. Letter from the proposed community partner
	14. Completed application checklist