

# APPLICATION GUIDELINES

## ASHLEY STUDENTSHIPS FOR RESEARCH IN TOBACCO CONTROL

NOVEMBER 2011

The Ashley Studentships for Research in Tobacco Control have been established to increase the tobacco research capacity in Ontario by developing a future cadre of researchers and practitioners. The studentships build on the OTRU network of researchers in Ontario and allow for research in tobacco control, covering a wide variety of topic areas, including interventions, policy, programs and health effects. Five studentships of up to \$7,200 each are available in this competition.

### **SCHEDULE**

The following is the schedule for the winter 2011 Competition of the Ashley Studentships for Research in Tobacco Control:

<b>Timeline</b>	
Announcement	November, 2011
Application Deadline	February 15, 2012
Review	March, 2012
Notification	March 30, 2012
Start/End	May 1 – August 31, 2012 Reporting requirements due October 31, 2012
Optional Start/End	September 1 - December 31, 2012 Reporting requirements due February 28, 2013

### **ELIGIBILITY**

To be eligible to apply for a studentship, an applicant must meet **ALL** of the following criteria:

- completed at least three years of university education (third year students can apply for their fourth year)
- currently enrolled in a program of study at a university in Ontario
- the studentship award must be used for an academic research project that is pertinent to tobacco control
- recipients of the studentship award are strongly recommended to enroll in the Tobacco and Health: From Cells to Society course [http://www.otru.org/graduate\\_course.html](http://www.otru.org/graduate_course.html). Completion of this course is a requirement for successful applicants applying for a subsequent Ashley Studentship award
- mentored by a supervisor who has the ability to administer funds through the student's post-secondary institution

Note: A student whose primary supervisor is not an OTRU Investigator<sup>1</sup> is not restricted from applying for an award. However, successful applicants must have an OTRU Investigator as a member of their supervisory committee prior to receiving their award. Students who do not currently have an OTRU Investigator on their committee are encouraged to contact the OTRU Awards Officer early in the process to discuss potential OTRU-affiliated committee members.

**Please note that only one Ashley Studentship, will be awarded per applicant in the same grant competition.**

The maximum number of Ashley Studentships that an individual can receive per degree program is as follows:

- 1 award if enrolled in an undergraduate degree program
- 2 awards if enrolled in a masters degree program
- 3 awards if enrolled in a PhD degree program

## **SELECTION CRITERIA**

Applications will be assessed based on criteria in four areas: the student, the proposed research, the research environment and the relevance to OTRU priority areas.

### **Student (40%)**

An applicant's potential and capability of carrying out the research will be assessed based on his or her record of scholarly achievements (cover letter, curriculum vitae and academic transcripts), relevant to where they are in their current degree program.

### **Research (40%)**

The research project outlined in an applicant's 500 word abstract, and accompanying timeline and budget will be evaluated as follows:

1. The proposed research must be of **high academic quality** and **feasible**
2. The proposed timeframe and required resources must be **realistic**
3. The research project must be **relevant to tobacco control**.

Please note that students can be funded for any aspect of their research (e.g., literature review, data collection, data analysis, data interpretation, etc.) however, a literature review that is not tied to a larger research project will not be funded.

### **Research Environment (20%)**

The applicant must have a research environment supportive of completing the proposed research on time and with the highest quality. The supervisor must be committed to supporting the student for the duration of the project by ensuring that the student has the necessary resources (e.g., mentoring and expertise, desk, computer, phone and other necessary facilities and resources) to carry out the project. Research Environment is primarily assessed based on the supervisor's letter of support. Therefore, we request that the supervisor provide information about the availability of resources necessary to complete the proposed research, in his or her letter of support.

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<sup>1</sup> Further information about OTRU Investigator memberships can be found on our website at [www.otru.org/](http://www.otru.org/)

## **SELECTION PROCESS**

1. All applications received by the deadline (**February 15, 2012**) will be reviewed for eligibility and completion of requirements.
2. A committee established from the OTRU Investigator base will review applications using the above criteria.
3. Applicants will be notified whether they have been selected for a studentship by **March 31, 2012**.

## **REPORTING REQUIREMENTS**

Studentship recipients must submit a completed **Studentship Deliverable Form**, outlining their research results no later than **October 31, 2012**, if the start date chosen is May 1, or by **February 28, 2013** if the start-date chosen is September 1.

## **ETHICS**

Students and their supervisors should consult with the ethics board at their university to ensure that their work complies with ethical requirements.

## **ADMINISTRATION OF FUNDS**

The studentship will be administered by the student's university, in accordance with their university's administrative procedures.<sup>2</sup> The supervisor will have signing authority. At least 50% must be used as personal support for the student. If necessary, up to 50% may be used for research costs directly related to the student's project (e.g., fieldwork expenses and special equipment). The Ashley Studentship program does not restrict recipients from holding other awards concurrently.

## **GRADUATE STUDENT MAILING LIST AND LISTSERV**

Applicants have the opportunity to be included on the OTRU mailing list and will receive OTRU Special Reports, Updates and Current Abstracts. They also have the opportunity to subscribe to OTRU-NET, an electronic forum for discussions in tobacco control research. If you are interested in being included on the mailing list, and/or would like subscription information about our listserv, please ensure that you check the appropriate boxes on the application form (Section IV).

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<sup>2</sup> Recipients' institutions may withhold taxes in keeping with government regulations.

## **ACKNOWLEDGEMENTS**

We expect acknowledgement in all scientific communications related to research funded by the studentship award, such as conference presentations, papers and other publications. An appropriate acknowledgment would be: *This research is supported by the Ontario Tobacco Research Unit (OTRU) through an Ashley Studentship for Research in Tobacco Control.*

## **SPECIAL REQUIREMENTS**

Grants awarded under this program require that the chair of the student's home department confirm that the department does not currently accept nor will accept any grants, contracts, contributions or anything else of fiduciary value from any tobacco manufacturer, distributor, or other tobacco-related company during the grant period.

Further, supervisors must confirm that they do not currently accept nor will accept any grants, contracts, salary, honoraria, contributions or anything else of fiduciary value from any tobacco manufacturer, distributor, or other tobacco-related company during the grant period.

In addition, students awarded under this program must confirm that they do not currently accept nor will accept any grants, contracts, salary, honoraria, contributions or anything else of fiduciary value from any tobacco manufacturer, distributor, or other tobacco-related company during the grant period.

Please ensure that the Special Requirements Form is signed by the Chair of the Student's department, the supervisor and the student applicant, and submitted along with the required application materials.

## **FOR FURTHER INFORMATION, PLEASE CONTACT:**

**Sandra Caswell**  
**Project Coordinator**  
**Ontario Tobacco Research Unit**  
**33 Russell Street**  
**Toronto, Ontario M5S 2S1**  
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## **TO APPLY**

Students must submit the following information in application for an Ashley Studentship for Research in Tobacco Control:

- a completed and signed Application Form (including a signature from your Supervisor)
- a completed and signed Special Requirements Form (including a signature from your Supervisor and the Chair of your department)
- a cover letter outlining your academic/professional background, and why you are applying
- a copy of your undergraduate and graduate school transcripts (official transcripts are not required)  
Please note: Students providing transcripts from a foreign institution, please include an accompanying interpretive document describing the marking scheme.
- a current curriculum vitae (which should include at the minimum the following categories: education, work experience, publications, awards and presentations)
- an abstract (500 words maximum) of your proposed research, including
  - Rationale/background
  - Objectives of the research (literature reviews should include how the review will lead to completion of the larger project)
  - Research approach/methodology (including methods of data collection and analysis; literature reviews should include databases used, inclusion and exclusion criteria, type of analysis, justification for sample size, etc.)
  - Implications/contributions of the research to tobacco control
  - References (not counted against the 500 maximum word count)

**Applicants who do not respect the word limit (500 words maximum) for abstracts will be eliminated from the competition prior to the review process.**

- a timeline, including milestones and deliverable(s) (studentship reporting requirements, scientific papers, presentations, proposals, etc.)
- a budget indicating the amount of funds that will be used for personal support, and the proposed use of funds for research costs directly related to the project
- a letter of support from your supervisor, including a statement of supervisory and environmental support. The letter should describe the availability of resources necessary to carry out your research, including the type of mentoring that your supervisor will be able to provide. Your supervisor should also explain how the proposed research fits in with his/her own program of research.

**Please note: If you have received a previous OTRU studentship award, a new application will not be considered until any outstanding reporting requirements have been submitted.**

**APPLICATION DEADLINE**

Application forms and accompanying materials must be received by 5:00 P.M. on **February 15, 2012**.

**Mailing Address:**

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