

2022 Post-Doctoral Fellowships: Instructions

Application Instructions

1. Read all sections carefully.
2. The application is comprised of an application form and supporting documents detailed below.
3. Late or incomplete applications will not be reviewed.
4. All application materials must be submitted to HSPN by **July 15th 2022**.

Submit materials by mail to:

ADMISSIONS
Health System Performance Network
c/o Anne Fard
155 College Street, Suite 425
Toronto, Ontario M5T 3M6

Submit materials electronically to: hspn@utoronto.ca.

5. Notice of Award will be received after **September 2022**.

For further questions please contact HSPN Project Manager at 416-946-5023 or hspn@utoronto.ca

Required Documents

1. Application Form
2. One copy of all post-secondary transcripts (*photocopies acceptable*)
3. Curriculum Vitae
4. Research Statement
5. A. Two (2) Confidential Letters of Support from individuals familiar with your research/academic background and aptitude. These letters should be signed and submitted in sealed envelopes. Submit one original copy only (*see instructions below*).
B. Identify your proposed post-doctoral supervisor. This letter should be signed and submitted in a sealed envelope.
6. Two (2) samples of your academic writing, preferably published articles (*single space, 20 pages maximum each*).

Information for Required Documents

<p>1. Application Form</p>	<p>The application form can be found online on the HSPN website: https://hspn.ca/capacity-building/opportunities/</p>
<p>2. Transcripts from all post-secondary institutions</p>	<p><i>Electronic Copy</i></p> <p>Submit transcripts from each post-secondary institution attended. Be sure to include the transcript legend usually found at the back of the paper transcript. All non-English language documents must be officially translated into English and submitted together with the transcript.</p> <p>Transcripts with multiple pages must be scanned together into a single PDF document before sending. Be sure to scan both side of the page for double-sided transcripts.</p> <p><i>Official (Paper) Copy</i></p> <p>Photocopies of the paper transcript are acceptable. However, you must be ready to present the original sealed transcripts and language documents if requested.</p>
<p>3. Curriculum Vitae</p>	<p>Please prepare the document on MS Word. You can also use similar word processing software packages, but be sure to convert to pdf if sending by e-mail.</p>
<p>4. Research Statement</p>	<p>Complete this section carefully in the application form, adhering to the guidelines below (maximum 3 pages, Times New Roman and minimum 11 point font size). You must answer each of the three sections, separately numbering each section. Submit your research statement as an attachment. Indicate your name on each page in the top right hand corner.</p> <p>Section 1: the Research Problem/Issue – Maximum 1 page Identify the research problem/issue that you plan to address while holding an HSPN Fellowship, and how you plan to investigate it. Describe the background experiences that have prepared you to undertake this study.</p> <p>Section 2: Fit with HSPN Research Foci – Maximum 1 page HSPN fosters cross-sectoral collaborative research and produces new knowledge about the measurement and improvement of health system performance across the continuum of health care services.</p> <p>With this in mind, please address the questions under the headings below:</p> <p><i>HSPN</i> Demonstrate your interest in HSPN. Why do you want to be part of HSPN? How would an HSPN Fellowship benefit you as a scholar? How do you see HSPN potentially shaping your career trajectory? What would you bring to the HSPN network (e.g. disciplinary perspectives, skills and abilities, etc.)?</p> <p><i>Research Foci</i> Explain how your proposed research project fits within the HSPN quadruple aim framework, and how your project will contribute to HSPN's growing body of knowledge. You must also indicate which HSPN network member would be best suited to support/mentor your research and explain your rationale for the selection. Refer to the HSPN website: http://hspn.ca.</p>

	<p>Section 3: Knowledge Translation – Maximum 1 page Describe the implications of your research for the health and well-being of Ontarians, and what approaches you will use to ensure your research findings are meaningful to providers and decision-makers in the Ontario health system.</p>
<p>5. Letters of Support</p>	<p>Letters sent via e-mail (hspn@utoronto.ca) must be sent directly by the referee using their department letter head. Electronic signature or scanned signed documents are accepted. Letters mailed directly to HSPN must be submitted in sealed envelopes (with signatures across the seal). Reference Letters are comprised of two letters from individuals familiar with your research and academic background and aptitude and one letter from your proposed supervisor.</p> <p>You can send the Instructions to Referees to your referees for letter details and submission instructions.</p>
<p>6. Two Academic Writing Samples</p>	<p>Writing samples will help assess an applicant’s scholarly merit and aptitude to publish further. Include samples from current work. Samples of first author publications in high impact journals are ideal. Papers written for graduate courses are also acceptable.</p>