**Arthritis Society Canada Stars Career Development Award**

**Full Application Sample**

**Please read the following information carefully.**

Investigators are encouraged to create their applications in Apply early in order to familiarize themselves with the online system, allow time for a review of the completed application, and to upload attachments prior to the deadline. This application sample is provided for reference for applicants.

Please note that Apply requires completion of sections before being able to move to the next section. If you enter temporary text in any field, be sure to return to complete the section. Incomplete applications will not be accepted.

All applications should be started under the Apply account of the Principal Investigator. Grant administrators (and other team members) can be added as “collaborators” once the application has been created. Find out more about adding [collaborators here.](https://help.smapply.io/hc/en-us/articles/115001635474-Collaborators-Overview#h_a20449b8-b34d-42e1-bfcb-fc5fbd45a568)

Please note:

* Apply will not accept formatting or scientific symbols. If using this template to prepare your application, please clear formatting prior to copying into Apply.
* Required attachments are highlighted below in yellow.
* **Additional application sections not included in this sample:**
  + Disclaimer & Release Form (required)
  + Signatures Page & Award Administration (required)
  + Appendices PDF(s) must not exceed 5MB per document (optional)
  + Provide 3-5 suggested reviewers (required)
  + Provide up to 3 conflicted reviewers (required)
  + Request four letters of support (required)

Please double check the content of your application before submitting to ensure that the information you provide is complete and accurate. **If you require assistance with editing or completing your application, please review instructions** [here](https://bit.ly/2Tqbu2j)**.**

**Please contact** [research@arthritis.ca](mailto:research@arthritis.ca) **with any questions about the application.**

**GENERATIVE AI IN THE PREPARATION OF GRANT APPLICATIONS**

**Applicants** are required to state if and where application material has been generated using AI. Applicants should be aware that using AI may lead to the presentation of information without proper recognition of authorship. Please note that reviewers will see the responses to these questions and will consider the appropriateness of its use.

**Reviewers** must not use AI in the creation of their own reviews.

Has AI been used in the generation of the scientific proposal?

Yes

No

Has AI been used in the generation of any other part of this application?

Yes

No

(If yes) Please check all that apply

Teachings, Commitments, Benefits and Milestones

KTE Plan

Public Summary

**PRINCIPAL INVESTIGATOR (Page 1)**

Full Name:

Position/Title:

Host Institution:

Faculty (optional):

Department:

Current Position:

Host Intuition Address 1:

Hos Institution Address 2:

City:

Province:

Postal code:

Primary Email:

Secondary Email:

Phone #:

Affiliated Research Centre (optional):

## Biography

Max. 100 words. Write a short narrative bio about yourself. In a few sentences, describe your research interests/areas of research, why you are interested in pursuing arthritis research, and how you see your work contributing to arthritis research and impacting the lives of people living with arthritis. Please note that this may be shared on Arthritis Society Canada’s website, media releases, etc.

## CIHR Canadian Common CV (CCV) Biosketch version for PI (PDF)

File name: STAR-25-XXXX\_LastName\_CCV

Please note a CIHR PIN is required in your CCV account. You can register for a CIHR PIN through your [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) account. If you do not have a ResearchNet account, go to [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) and select "Register" from the sign-in box on the right-hand side of the page. Further information is available at the following [*link*](https://cihr-irsc.gc.ca/e/38201.html).

*Any career interruptions should be detailed in your CVV.*

**Max file size:** 200 MB  
**Upload file here**

**MENTORS INFORMATION (Page 2)**

**How many mentors do you have?** (Select 1 or 2)

**Primary Mentor**

Full Name:

Position/Title:

Host Institution:

Department:

Primary Email:

**Co-Mentor (if applicable)**

Full Name:

Position/Title:

Host Institution:

Department:

Primary Email:

**CIHR CCV (Biosketch version) for Primary Mentor**

*File Name: "STAR-25-XXXX\_LastName\_Mentor1\_CCV.pdf"*

*Please note a* [*CIHR issued PIN*](https://cihr-irsc.gc.ca/e/38201.html) *is required.*

Max file size: 200 MB

**Upload file here**

**CIHR CCV (Project version) for Co-Mentor**

*File Name: "STAR-25-XXXX\_LastName\_Mentor2\_CCV.pdf"*

*Please note a* [*CIHR issued PIN*](https://cihr-irsc.gc.ca/e/38201.html) *is required.*

Max file size: 200 MB

**Upload file here**

**RESEARCH PROGRAM INFORMATION (Page 3)**

[**CIHR Themes**](https://cihr-irsc.gc.ca/e/34190.html#r7)

*Select the CIHR Pillar (s) that will be relevant to your research*

* **Pillar I: Biomedical:** (Yes/No)
* **Pillar II: Clinical:** (Yes/No)
* **Pillar III: Health Services:** (Yes/No)
* **Pillar IV: Social, Cultural, Environmental & Population Health:** (Yes/No)

## 2027 Arthritis Society Canada Research Strategy

Select all Research Priority Areas are thatdirectlyrelevant to the proposed research:

* **Arthritis Pain:** (Yes/No)
* **OA:** (Yes/No)
* **IA:** (Yes/No)
* **Childhood:** (Yes/No)
* **Work:** (Yes/No)

## Provide 10 keywords to describe the research project, the techniques and the methodologies to be employed, and the diseases or conditions the research addresses.

[answered in abstract registration stage]

**Select your research program's direct relevance for each of the following areas of impact.**

* Molecular Mechanisms (Relevant/Not Relevant)
* Etiology / Risk Factors (Relevant/Not Relevant)
* Prevention (Relevant/Not Relevant)
* Diagnostic/Screening (Relevant/Not Relevant)
* Treatment (Relevant/Not Relevant)
* Disease Management / Quality of Life (e.g., rehabilitation & restoration of function) (Relevant/Not Relevant)
* Disease Impact / Burden of Disease (e.g., epidemiology, health economics and policy) (Relevant/Not Relevant)
* Knowledge Translation and Exchange (Relevant/Not Relevant)

**Rank your research program's direct relevance for each of the following disease focus areas.**

* Osteoarthritis (Relevant/Not Relevant)
* Rheumatoid Arthritis (Relevant/Not Relevant)
* Ankylosing Spondylitis and other Spondyloarthropathies (Relevant/Not Relevant)
* Reactive Arthritis (Relevant/Not Relevant)
* Psoriatic Arthritis (Relevant/Not Relevant)
* Lupus (SLE) (Relevant/Not Relevant)
* Connective tissue Disorders (Relevant/Not Relevant)
* Gout and Pseudo-Gout (Relevant/Not Relevant)
* Juvenile Inflammatory Arthritis (Relevant/Not Relevant)
* Other Adult MSK disease (Relevant/Not Relevant)
* General Unspecified Arthritis (Relevant/Not Relevant)

**RESEARCH PROGRAM (Page 4)**

## Research Program Title:

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| --- |
|  |

## Abstract

Max. 500 words. The abstract should include the following:

* A detailed overview of your research program as a whole
* An indication of the methodology used in your research
* The significance of your program to arthritis

Your original abstract may be edited (below).

## Beyond the salary support component, does this application include expansion of an existing project or a new project, etc.?

* Expansion of an existing project
* Support for a new project
* Both, expansion of an existing project and support for a new project
* Project support plus other items supporting overall research program
* Requesting salary support only

## Research Program Description

Max. 4000 words. Describe your research program as a whole, including:

* previous training, and/or research experience;
* rationale for this arthritis research program;
* summary of research methodologies employed
* rationale for selection of the mentor(s);
* a description of the research environment, including research facilities and dedicated research space, and
* research career education and training opportunities that will be accessed during the award.

## References

## List all references cited.  Your original References section may be edited (below).

## Relevance

Max. 250 words. Provide a brief summary describing how your research program relates to Arthritis Society Canada’s Research Priority Areas (i.e., Pain, OA, IA, Childhood, and/or Work).  
 1. How does your research program relate to Arthritis Society Canada’s research priority areas?  
 2. How will the outcome(s) from your research program contribute to better understanding arthritis?  
 3. Why should an Arthritis Society Canada donor consider your research program a priority to donate to?

 Your original Relevance section may be edited (below).

**Impact of Covid-19.**

Max 250 words. If applicable, please describe how Covid-19 has impacted your plans for this research proposal and how you plan to mitigate this impact. If Covid-19 has not impacted your plans for this research proposal, please respond "not applicable".

**CERTIFICATE REQUIREMENTS (Page 5)**

If new or expanded work on an existing project is proposed, certificates will be required prior to release of funding. Refer to the Certificates section on [Arthritis Society Canada’s Eligibility and Requirements webpage](https://arthritis.ca/researchers/administration-and-reporting/eligibility-and-requirements).

## Please indicate the required certificates for this project.

It is the applicant's and the Host Institution's responsibility to ensure that all necessary measures are taken to comply with all applicable Canadian laws governing the conduct of research in Canada.

Should your submission for funding be successful, fund disbursement will not occur until the Research Department receives a copy of all applicable project certificate(s).

* Involves Animals (Yes/No)
* Involves Biohazards (Yes/No)
* Involves Human Subjects (Yes/No)
* Involves Stem Cells (Yes/No)
* Involves Human Samples (Yes/No)

**Specify what type of stem cells will be used (if applicable)**

* Human embryonic stem cells
* Human adult stem cells or induced pluripotent stem cells
* Non-human stem cells (e.g., mouse stem cells, etc.)

**TEACHING COMMITMENTS, BENEFITS & MILESTONES (Page 6)**

**Describe your teaching and other institutional commitments**

*Max. 250 words. Provide the following details:*

1. *An explanation and percentage breakdown of your current and expected teaching load per year of the award and a description (including the percentage of time) on other institutional responsibilities (e.g., committee work per year);*
2. *Include a statement on the immediate benefits to be received as a direct result of the funding. Explicitly state the benefit of this award if the current protected time meets or exceeds the requirement of 80%; (e.g., relief from teaching; travel allowance; access to research staff or support; etc.);*
3. *If the funding will be used to offset existing salary commitments, the host institution must ensure that there is an incremental benefit of the award through other means. Include details of the benefit to the candidate;*
4. *Describe the impact of the award on your developing career in arthritis.*

## Outline you research interests, career development plan and goals, and your interest in arthritis research.

Max. 250 words. Describe why you have selected this research program and academic environment, and state how they fit into your overall career plans, as well as the potential impact this award may have on the burden of arthritis in Canada.

**Six-Year Timeline/Milestones (PDF)**

*Provide a one-page diagram/chart of a high-level timeline with milestones for your research program. This timeline should illustrate work and milestones to be completed while being funded by Arthritis Society Canada as well as the host institution.  
File name: "STAR-25-XXXX\_LastName\_Timeline.pdf"*

Max file size: 200 MB

**Upload file here**

**KNOWLEDGE TRANSLATION AND EXCHANGE (KTE) PLAN (Page 7)**

*The Knowledge Translation and Exchange (KTE) plan is a detailed account of how you plan to engage stakeholders in your research program and/or disseminate its outcomes to selected audiences. It is important to understand how you intend to share the results of your program and the outcomes you aim to achieve. Please address the following questions to outline your KTE plan.*

## Please indicate on the following table which stakeholders would be interested to learn about your research program and its outcome(s):

**Researchers:** (Primary Audience, Secondary Audience, Not Applicable)

**Industry:** (Primary Audience, Secondary Audience, Not Applicable)

**Policy Makers:** (Primary Audience, Secondary Audience, Not Applicable)

**Patient Groups:** (Primary Audience, Secondary Audience, Not Applicable)

**Healthcare Professionals :**(Primary Audience, Secondary Audience, Not Applicable)

**Patients:** (Primary Audience, Secondary Audience, Not Applicable)

**Media:** (Primary Audience, Secondary Audience, Not Applicable)

**Other (Select an option. You can specify below):** (Primary Audience, Secondary Audience, Not Applicable)

## If other was selected, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_

**The following questions are intended to provide clarity on how you intended to engage your audiences with your research and disseminate its outcomes. Please use plain language and define all scientific terms and acronyms**

**Briefly outline your overall KTE plan.**

*Max. 250 words. You do not need to detail a step-by-step process but should allow reviewers to identify how you intend to engage stakeholders during your study (i.e., integrated KTE) if applicable, and how you will raise awareness of the key messages that result from your research (i.e., end-of-grant KTE).*

## How will you tailor your KTE activities to effectively reach different audiences?

Max. 250 words. Consider the use of Arthritis Society Canada, media, professional associations, community organizations, and other champions who could help translate your research into relevant information for the audience.

## What do you hope to achieve through your KTE plan and how will you monitor success?

Max. 250 words. Specifically state how your KTE plan will impact your audiences in a meaningful way. For instance, KTE activities targeting researchers after a pilot study could lead to the formation of a multidisciplinary research team to examine a new concept, or KTE activities directed at patients could support the recruitment of new consumer collaborators for ongoing research. How will you learn if you have successfully impacted your audiences?

**PUBLIC SUMMARY (Page 8)**

The following section is intended for a general public audience. This summary is also often shared with potential or existing donors. Please keep in mind that your lay summary will be evaluated by a consumer reviewer on the panel (i.e., a person living with arthritis).

Please use clear, plain language and ensure all scientific concepts, acronyms, and terms are defined or substituted when possible. Also, be sure to provide appropriate context and tangible examples of how the research can impact arthritis.

A tool to assess how difficult your text is to read is the Flesch-Kinkaid grade-level calculation. The grade level should ideally be between grade 7-8 for a non-scientific audience, however, we urge you to use this tool to think specifically about the length of words and sentences in your writing and caution oversimplifying your text.

To use the Flesch-Kinkaid tool, please follow the instructions below:

* Open a Word document
* Select the “Home” tab
* Choose “Editor”, and then go to "Document stats" under "Insights"
* A dialog box will appear letting you know Word is calculating your document stats, choose "OK"
* Word will open a window that shows you information about the statistics and reading level of your document, the Flesch Kincaid grade level will be the second level listed under “Readability”. *Please do not include any confidential information as this summary or an adaptation of it will be shared publicly.*

**Public title**

Write a title for your research program similar to a newspaper headline.

## Write a concise summary – a plain language abstract – that clearly describes your proposed research

Max. 200 words. This summary must be in plain language and describe the problem(s) you plan to address, why the audience should care, how you will conduct your research and the impact your work will have if successful.

**Public Summary of Research Program and Rationale**

*Max 150 words. Describe why your research program is important and needed. Explain the issue or gap in knowledge that you will address, how the issue impacts arthritis care, and how many people could be impacted by addressing this gap.*

## Public Summary of Research Approach

Max 150 words. Describe how the approaches your research program will answer the above question. Explain why these are appropriate approaches and how it will lead to the expected outcomes.

## Public Summary of Outcomes and Impacts

Max 150 words. Describe the expected outcomes and what their potential impact(s) would be. Explain why these outcomes are essential to moving research forward and what the next step would be (more basic research, change of practice, clinical trial, etc.). Include both short- and long-term impacts tangible to people living with arthritis.

**PROPOSED BUDGET (Page 9)**

*Round to the nearest dollar. Do not enter symbols (e.g., $) or cents.*  
  
*Requests for budgets, up to 3 years will be considered. The maximum limit is $125,000 per year, to a maximum of $375,000.  
  
This award is primarily intended to provide salary support for the individual. Therefore, at least $50,000 per year must support the salary of the applicant but cannot exceed the institution salary scale. The remaining amount is to be used for research and support to the candidate (i.e., research expenses including pilot study* *data collection, research personnel, supplies, travel to scientific conferences, etc). Equipment requests of up to $10,000 can be included with appropriate justification. All research costs must be aligned with the research program described and be well described in terms of the requirements for a specific project, if included. Note that indirect costs, salaries for mentors, secretarial or administrative assistants or tuition fees are not eligible expenses.*

*The budget section is a mandatory requirement of this application.*

*As budget requirements vary greatly from one application to the next, we have provided plenty of line items to cover each unique project but understand they may not be needed by every applicant.*

*Note that you will not be prompted by the system to fill out the budget section before submitting.****Please ensure your budget is complete by the submission deadline.***

**Salary Support for PI**

Min. $50,000 per year must support the salary of the applicant

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|  | **Year 1 Request ($)** | **Year 2 Request ($)** | **Year 3 Request ($)** |
| **Amount Requested** | 50,000 | 50,000 | 50,000 |
| **Total** |  |  |  |

## Research Staff

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|  | **Research Staff (excluding trainees)** | **Position** | **Year 1 Request ($)** | **Year 2 Request ($)** | **Year 3 Request ($)** |
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**Research Trainees**

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|  | **Research Trainees** | **Level**  (undergrad, masters, PHD, post-doc, HCP, etc.) | **Year 1 Request ($)** | **Year 2 Request ($)** | **Year 3 Request ($)** |
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**Materials, Equipment, Supplies, and/or Services**

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|  | **Not Used** | **Materials, Supplies, and/or Services** | **Quantity** | **Year 1 Request ($)** | **Year 2 Request ($)** | **Year 3 Request ($)** |
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**Proposed Annual Budget**

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|  | **Year 1 Request ($)** | **Year 2 Request ($)** | **Year 3 Request ($)** |
| **Annual Budget** |  |  |  |

**Proposed Total Budget:**

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**Annual Budget Confirmation**

Have you confirmed that the budget for each year does not exceed the maximum value for this award (maximum $125,000/year)?

Yes

No

**BUDGET JUSTIFICATION (Page 10)**

**Budget Justification**

*Max. 1000 words. Provide a detailed justification for expenditures related to your overall research program, which includes: applicant salary (at least $50k), trainee/staff salaries, supplies for projects or to support the program of research, equipment, and costs associated with attendance at national or international scientific meetings. Requested items must be fully justified to allow evaluation. Any in-kind or other funds must be described.*

*If there is rationale for a different funding model (equal to the same level of support required by the host institution),* ***please contact Arthritis Society Canada before submitting your application.***

[***See our website for further information on Financial Administration.***](https://arthritis.ca/researchers/administration-and-reporting/financial-reporting)

## Other Funding

Max. 1000 words. Provide details of any pending or active grants, as well as those about to be submitted from all funding sources that would be effective as of January 1, 2026. Include the grant title, funding source, term, value per year (\*note below if included in full in CCV)

NOTE: *A PI can only hold* ***two Arthritis Society Canada-funded grants or awards*** *across all Arthritis Society Canada or partnered competitions as PI/Co-PI at any time. PI/Co-PIs can apply to only* ***two competitions per year.*** *Applications for subsequent funding can be submitted in the final year of Arthritis Society Canada funding of a current grant.*

You have reached the end of the application form.

When you select "next" you will be redirected to the top of the application form.

To continue editing the application once redirected to the first page of the form, select the ellipses on the top right of the form and select "edit" from the drop-down menu.

**Four Letters of Support**

Three letters of support, plus the host institution letter of support are required as part of the application, for a total of four (4) attachments. This includes:

1. **the applicant’s mentor(s)** outlining the career mentorship plan
2. **two** letters of support from **appropriate individuals** that can speak to the candidate’s research program, career path, strengths, potential, etc.
3. the **Faculty Dean or Research Director of the Host Institution** confirming:
   * The institutional support (suitable lab/research space, resources and support, etc.)
   * A minimum of 80% protected research time for the duration of the award
   * Details of the Host Institution’s offer of 3 additional years of equivalent research and salary support (at an appropriate rank and salary beyond the term of this award) for a total commitment of six (6) years of support. If there is rationale for a different funding model (equal to the same level of support required by the host institution) the candidate should have already [contact Arthritis Society Canada](mailto:research@arthritis.ca) before starting their application. The incremental benefit of the salary portion of the award must be clearly indicated in the application to ensure that there is a net impact for the funded investigator, rather than a budgetary offset to the Host Institution.

The submission of the form is required by the deadline date.

**To request your 4 letters of support, please follow the below instructions:**

**1. Applicant Completes the Request**

The Applicant fills in the details of the Recommender including the First Name, Last Name, Email, and a brief (optional) message to send the recommender. Please note the recommender will receive instructions on completing the form as part of the invitation.

Three letters of support, plus the host institution letter of support are required as part of the application, for a total of four (4) attachments. This includes:

1. **the applicant’s mentor(s)** outlining the career mentorship plan
2. **two** letters of support from **appropriate individuals** that can speak to the candidate’s research program, career path, strengths, potential, etc.
3. the **Faculty Dean or Research Director of the Host Institution** confirming:
   * The institutional support (suitable lab/research space, resources and support, etc.)
   * A minimum of 80% protected research time for the duration of the award
   * Details of the Host Institution’s offer of 3 additional years of equivalent research and salary support (at an appropriate rank and salary beyond the term of this award) for a total commitment of six (6) years of support. If there is rationale for a different funding model (equal to the same level of support required by the host institution) the candidate should have already [contact Arthritis Society Canada](mailto:research@arthritis.ca) before starting their application. The incremental benefit of the salary portion of the award must be clearly indicated in the application to ensure that there is a net impact for the funded investigator, rather than a budgetary offset to the Host Institution.

**2. The Recommender Completes the Recommendation**

The Recommender receives an email with an invite to complete the recommendation. This will allow the recommender to login to the site. When they click “Start” they will be asked if they wish to “Accept” or “Decline” the recommendation request from the applicant.

**NOTE TO APPLICANT: We suggest that you follow up with your recommenders to confirm that they have received the request email from Apply. They may have to search their 'spam' folder. If the request does not go through, and you are using an institutional email, please try a personal email address. Some institutional firewalls may prevent emails from Apply.**

**In the event the provided link does not work, recommenders** **who are existing users in Apply** **can upload their letter of support by following these steps:**

**1) Recommenders log in to their Apply account**  
**2) select the "recommender" role**  
**3) select "start" to upload letter.**

**If the recommender is not an existing user in Apply and you experience difficulty requesting the recommendation, please reach out to** [research@arthritis.ca](mailto:research@arthritis.ca)**.**

**3. The Applicant must confirm that the Recommendation has been received.**

Once the recommender has completed their recommendation, it will be marked as “Complete” to the recommender. However, on the applicant's side, within their application, the task will remain “In Progress”, until the applicant confirms that they have received the recommendation and clicks “Submit”.

Note: The letter of support will remain blinded to the applicant.