



## **CLINICIAN INVESTIGATOR PROGRAM RESIDENT SELECTION AND ACCEPTANCE POLICY**

### **PREAMBLE**

Admission to the Clinician Investigator Program (CIP) is competitive. Successful admission is intended for residents displaying a track record of and/or potential for excellence in an academic clinical research career. Applicants to the program must also be admitted concurrently in a thesis-based graduate program at the University of Ottawa. Successful candidates are provided with a minimum two years of protected research time with close mentorship and research skills seminars through the CIP in addition to required courses and training provided by their graduate program. Residents in the program are expected to be highly self-motivated, responsible and diligent in directing their own learning, and ensure in collaboration with their research supervisor and the CIP Program Director that the appropriate objectives and timelines are met.

### **BEFORE APPLYING**

Before applying to the CIP, potential candidates should:

- consider their career goals and research interests.
- identify and meet with a potential research supervisor.
- meet with their clinical Program Director to discuss their interest in the CIP and, if accepted to the CIP, the potential for stepping out of clinical training for 2-4 years.
- meet with their division or department head, with the support of their Clinical Program Director, to discuss funding (salary + benefits) while in the CIP.

Mandatory Criteria for Application to the CIP:

- The resident's clinical division or department must be able and willing to provide 0.5 funding (salary + benefits) for each year that the resident is in the CIP including any leaves of absence.
- Satisfactory academic standing confirmed by the resident's Clinical Program Director
- Acceptance in a thesis-based graduate degree program at the University of Ottawa
- A research supervisor who (a) is permitted to supervise graduate students at uOttawa, (b) is willing to supervise the resident's graduate research and provide mentorship, and (c) has sufficient resources to support the resident's research to completion.
- Appropriate research proposal with realistic timelines and resources

### **APPLICATION TO THE CIP**

To be considered, an application to the CIP must contain the following:

- Completed application form (available at <https://cipottawa.com/applications/>)
- Structured Research Project Proposal (Max 2 pages). This must include background/rationale, hypothesis, overview of methods, anticipated impact.
- Letter of Support from the applicant's Clinical Program Director

- Letter of Support from the applicant's proposed Research Supervisor
- Letter of recommendation from a faculty member able to speak to the resident's motivation, prior experience in or potential for research, potential for self-directed learning, etc.
- Proof of acceptance to a thesis-based graduate program at the University of Ottawa.
- Curriculum Vitae
- Copies of publications (optional).

### **APPLICANT EVALUATION AND RANKING**

Evaluation and ranking of applicants to the CIP follows and aligns with the Best Practices in Applications and Selection (BPAS) Report and recommendations. All members of the Admissions Subcommittee must have completed the uOttawa module on mitigating unconscious bias.

Applicant evaluation will proceed as follows:

1. At or immediately following the application deadline, the Chair of the Admissions Subcommittee will ensure all applications are complete.
2. The Chair will circulate to all members of the Admissions Subcommittee by email the names of all applicants and their clinical training programs. The Chair will request all committee members declare any conflicts of interest.
3. The Chair will assign each application to 2 reviewers from the subcommittee avoiding conflicts of interest.
4. Each reviewer will assess each application using the CIP Applicant Evaluation Form.
5. At a time determined by the Chair, the Admissions Subcommittee will meet to review all applicants. Committee members must declare any conflicts of interest and may be recused from the discussion where conflicts exist and, at the discretion of the Chair, from ranking the candidates. For each candidate, one reviewer will present the application and both reviewers will give their score. Where significant differences occur, agreement will be reached by discussion and consensus building. Each candidate will be given a final score, generally the average of the scores from the two reviewers or a revised score based on discussion.
6. Candidates are ranked based on their final score, highest to lowest.
7. Conditional acceptances are given based on ranking and on CIP funding available for that academic year.
8. Conditional acceptance is communicated by the Program Director

For candidates who have received a conditional acceptance to the CIP, two additional steps must be completed:

1. The candidate, their clinical Program Director and research supervisor must meet with the CIP Program Director (in person or virtually) to review the expectations of the program. All four must sign the uOttawa CIP Agreement.
2. The candidate and the division or department head or financial delegate must meet with uOttawa PGME finance to review the division/department financial contribution (including potential leaves of absence) and flow of funds to PGME.

Only after both clinical and research support plans are in place and PGME Finance has approved the funding plan from the resident's home division/department will a position in the CIP be formally awarded.

### **CIP Applicant Evaluation Form** (see appendix)

Applicants to the CIP will be rated according to the following:

- Strength of the research proposal (20 points)
- Resident's track record in or potential for research based on CV and publications (4 points)
- Letters of reference (6 points)
- Any other points the Admissions Subcommittee deems relevant such as the strength of the research environment and/or potential for learning.