



Manitoba
Health
Research
Council

2013 Awards Guide

MANITOBA HEALTH RESEARCH COUNCIL

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Table of Contents

Part 1 Grants and Awards Overview	3
Manitoba Health Research Council’s Mandate	3
Contact Information.....	3
A. Requirements for all awards / grants.....	3
B. Decision Process	6
C. Grants and Awards Management	7
Part 2 Grants and Awards	9
A. Postdoctoral Fellowships	9
B. Clinical Research Fellowships.....	12
C.. Graduate Studentships	15
D.. PhD Dissertation Awards	19
E. Operating Grants	21
F. Establishment Grants.....	23
G. Manitoba Research Chairs	25
H. Bridge Funding.....	28
I. Partnership Programs	30

Part 1 Grants and Awards Overview

Manitoba Health Research Council's Mandate

The mandate of the Manitoba Health Research Council is to promote the growth of and the coordination of the health research enterprise in Manitoba. To this end, the MHRC provides support for health related basic, clinical and applied health research in the Province of Manitoba. Applications for personnel awards, dissertation awards, operating grants, establishment grants, research chair awards and bridge funding will be considered.

Contact Information

Website	www.mhrc.mb.ca
Competition Procedures	helpdesk@mhrc.mb.ca
General information	info@mhrc.mb.ca
Mailing Address:	Manitoba Health Research Council 205-445 Ellice Avenue Winnipeg, MB R3B 3P5 Canada

A. Requirements for all awards / grants

NEW for the 2013 Competition

1. eGMS now [GMS](#)

MHRC's online application system has been redesigned. Returning users will notice the interface is more user friendly and the process has been streamlined.

2. Redeveloped [CCV](#)

ALL Trainees | Principle Investigators* and Co-Applicants* | AND trainee Supervisors must submit the Renewed version.

A new version of the [Canadian Common CV](#) (CCV) has been available since June 25, 2012.

We are requiring ALL CCVs attached to applications (either via the GMS or in hardcopy) to be the NEW CCV VERSION. Individuals who have CCVs from previous years will find that about 90% of their 'old' CCV has been migrated to their new CCV. Applicants and Supervisors are advised to plan for extra time to prepare their CV data and enter any additional information required to complete the MHRC funding version of the CCV.

For additional information, please see <https://ccv-cvc.ca/indexresearcher-eng.frm> , at the CCV site.

*except Bridge Funding applicants

1. General

Because there are differences in the application requirements for each grant or award program we recommend you review all the information about the requirements for your program **before** you begin your application.

If you are applying for a Trainee Award, you will need to review not only your particular program information, but also that pertaining to ALL Trainee Award Applications. Likewise for Independent Investigator Grants.

Review the clickable INDEX of this Guide now to ensure that you don't miss some or all of the requirements.

The Awards Guide IS ALSO AVAILABLE FROM WITHIN THE ONLINE APPLICATION SYSTEM, Grants Management System (GMS).

Checklists Available

A checklist of the required materials for each program application is available from each program's webpage (right menu, mhrc.mb.ca/funding/programs).

We **STRONGLY RECOMMEND** that you review the checklist at least one month before your application Deadline.

Applicants must provide all requested information and ensure their applications are concise, well-written and easy to follow. All abbreviations and acronyms should be explained and jargon kept to a minimum. For hardcopy applications, the required number of copies of the application form and all supporting material must be submitted to the MHRC by the stated deadline in order to be eligible.

2. Budgets

Budgets are reviewed very carefully and should include only those expenses allowed, as outlined in the funding program description and necessary for the proposed research. All purchases, reimbursements for services, travel costs and student support must follow guidelines and rates set by the applicant's host institution and must be undertaken according to the host institution's standard procedures. Equipment purchased with grant funds becomes the property of the host institution.

3. Ethics

All studies involving human subjects must be ethically acceptable to Council and to the sponsoring institution. Research funded by MHRC must also comply with the ethical conduct requirements expressed in the following guidelines:

- i. *Research Involving Humans - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* from the Panel on Research Ethics;
- ii. *Tri-Agency Framework: Responsible Conduct Of Research* (December, 2011);
- iii. *Guidelines on Laboratory Bio-safety* (3rd Edition 2004) from the Public Health Agency of Canada
- iv. *Stem Cell Policy Guidelines, Updated Guidelines for Human Pluripotent Stem Cell Research, June 30, 2010* from the Canadian Institutes of Health Research (CIHR)

The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

4. Handling of Animals

The handling of animals used in investigations supported by MHRC must be in accordance with the Guidelines of the *Canadian Council on Animal Care In Science* (CCAC). NOTE that these Guidelines are currently under review. The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

5 Research Involving Radioactive Materials

Information on the requirements for research involving radioactive materials is available from the Canadian Nuclear Safety Commission.

6. Disposal of Hazardous Materials

Researchers and institutions are responsible for compliance with federal, provincial and municipal requirements for disposal of hazardous materials and chemical and biological wastes, and for their use in the workplace.

7. Training programs outside Manitoba

In disciplines where training at the pre-doctoral and fellowship levels is not available within the Province, Council will consider funding elsewhere. However, consideration will be given only where documented evidence is provided confirming the absence of suitable training opportunities in Manitoba and a need for individuals trained in the discipline and where there is a firm commitment by the applicant to return to the Province after training.

B. Decision Process

1. Screening

MHRC reserves the right to declare ineligible applications that are incomplete or do not meet application requirements. For this reason, the MHRC encourages all applicants to review the appropriate application checklist prior to submitting their applications.

2. Peer Review

MHRC employs a competitive process and peer review to evaluate and select research funding proposals for the Board's approval. Peer review is undertaken by a committee of active health researchers and health professionals constituted appropriately to suit the nature of applications under review. Each committee is chaired by a respected researcher from a relevant field. Manitoba Research Chairs are evaluated by reviewers from outside Manitoba.

3. Criteria

The criteria used in the peer review process are specified in the following sections describing MHRC's funding award programs.

4. Rating Scale

MHRC reviewers use the following 5-point scale to rate proposals:

4.5 - 4.9	outstanding
4.0 - 4.4	excellent
3.5 - 3.9	very good
3.0 - 3.4	good
2.5 - 2.9	needs revision
2.0 - 2.9	needs major revision
1.0 - 1.9	below average
0 - 0.9	not acceptable

5. Approvals

The MHRC Board makes final approvals of all grants and awards, based on review committee recommendations, compliance with all requirements and budget considerations.

6. Notification

All applicants are electronically notified of the outcome. This electronic notification is sent using the applicant's GMS User Name email. Operating & Establishment grant applicants, and Manitoba Research Chair applicants, receive feedback from the peer-review process and personnel applicants may request feedback.

Successful applicants will receive notification informing them of the type of grant or award and the amount of the grant or award. Copies of the notifications will be sent to the business officer of the host institution. Successful applicants must accept in writing before the grant or award is activated.

7. No Appeal

The Manitoba Health Research Council does not have an appeal process for decisions made by review committees. The decisions of the review committees that are ratified by Council are always considered final.

C. Grants and Awards Management

1. Accounts

Upon receiving written acceptance, MHRC sends the funding information to the host institutions. The funds provided by the Council are administered by the business officer of the host institution.

Expenditures from each grant must be authorized by the grantee whose responsibility it is to see that funds are used only for expenditures directly related to the project approved for funding.

2. Accounting

Financial offices at host institutions are responsible for:

- Establishing a separate research account for each grant or award;
- Managing the research account and ensuring the timely flow of funds to researchers;
- Submitting to Council a statement of expenditures signed by the grantee as soon as practical after the close of the grant year; and
- Notifying Council immediately if the grantee is unable, for any reason, to carry out or to complete the research for which funds are provided.

3. Expenditures

All expenditures must meet the MHRC's policies on eligible expenses and student support. Research funds are to be spent according to budgets approved during the review and decision process.

Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grant holders need MHRC approval for such reallocation only if the change involved 25% or more of the grant's total.

MHRC grants and awards may be used only for expenses incurred during the term of the award. In particular, please note the following:

- The unspent balance of a grant at the close of the grant period may remain to the credit of the grantee for an additional three month period, provided it is used for the purpose for which the grant was made and in accordance with current MHRC guidelines.
- Should the research program under which the grant was awarded be permanently suspended prior to all grant funds being exhausted, all remaining funds must be returned to the MHRC no later than 90 days after the award was suspended.
- Grants are awarded for the support of research at the specified institution where the recipient is located. If the grantee moves from one institution to another the grant is normally terminated and the remaining funds returned to Council. With prior written permission of Council, however, it may be possible to transfer the unexpended balance of the grant to another institution within the Province of Manitoba.
- Equipment purchased through a Council grant is vested in the name of the sponsoring institution.
- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of Council.
- Individuals paid from funds awarded by Council are not Council employees. Employer contributions to benefit plans normally available to the employee are the responsibility of the institution but may be charged to the appropriate grant.

4. Leaves of Absence

The general policies of the institution relating to ordinary vacation, extended illness, maternity, parental, family or other types of leave of absence shall be applied to holders of a salary award or in the determination of eligibility for a grant or award. The head of the department, and the Dean of Faculty or Research Director, are required to notify the MHRC of any leave to be taken by an award holder, apart from ordinary vacation leave, in order that adjustments can be made to the dates of tenure of the salary award. The award is held in abeyance for the duration of all leaves taken. The term of the award will be extended by the duration of the leave, to a maximum of two years.

5. MHRC Acknowledgement

Awardees shall acknowledge the financial support provided by Council in any publications during the term of the award or that arise, in whole or in part, as a result of the award. In the case of partnership awards, awardees shall acknowledge the financial support provided by Council and the partner.

Part 2 Grants and Awards

A. Postdoctoral Fellowships

MHRC partners with other Health Research Funders and Institutions for a *coordinated competition* where a single peer review process (managed by MHRC) assesses applications for Award Funds from all partners and MHRC.

This year's Competition partners are:

- CancerCare Manitoba Foundation
- Manitoba Institute for Child Health supported by the Childrens' Hospital Foundation of Manitoba
- St. Boniface Hospital and Research Centre Foundation
- The Terry Fox Research Institute

1. Purpose

Postdoctoral Fellowships support highly qualified postdoctoral trainees to prepare for careers as independent health researchers. These exceptional trainees significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend and a travel allowance.

2. Eligibility

To be eligible, the applicant:

- Must hold, at the time of latest possible start date of September 1st, either a Ph.D degree in a health-related field or a health professional degree, such as an MD, DDS, DVM, BSc in Pharmacy, or equivalent;
- Must not have more than three years of post-PhD cumulative experience and/or research training by the competition deadline (this calculation is based on the first PhD degree obtained, regardless of discipline, either course-based or research-based). Interruptions, delays or post-degree clinical training in your post-PhD cumulative experience and/or research training may be taken into account in determining eligibility if information on the interruption is provided;
- Must not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes;
- Must apply with a supervisor who is a university faculty member;
- Must undertake the fellowship on a full-time basis in the Province of Manitoba; and
- Should undertake the fellowship in a research environment different from his/her doctoral or previous postdoctoral work OR clearly demonstrate that this postdoctoral training is complementary to their previous training.

Additional eligibility requirements for partner organizations:

CancerCare Manitoba

- The supervisor of the trainee has an appointment with CancerCare Manitoba or the Manitoba Institute of Cell Biology.

Manitoba Institute of Child Health

- The supervisor of the trainee is a member of the Manitoba Institute of Child Health.
- The project is related to child health and the application specifically explains the relationship.

St. Boniface Hospital and Research Foundation

- The supervisor of the trainee is a member of the St. Boniface Hospital Research Centre.

The Terry Fox Research Institute

- The supervisor of the trainee holds a faculty appointment with a research institute in Manitoba.
- The project is related to the fields of biomedical or clinical cancer research.

Note that this competition is open to ALL applicants whether or not they meet the specific eligibility requirements of these partner funders.

3. Funding

The fellowships:

- Are awarded on a competitive basis and are valued at \$36,750;
- Will normally begin July 1 at the earliest and September 1 at the latest;
- Are awarded for a 2-year period; and
- Are eligible for partnership funding from CancerCare Manitoba, the Manitoba Institute for Child Health, the St. Boniface Hospital & Research Foundation, and the Terry Fox Research Institute if the applicant meets the partners eligibility requirements as identified above.

Partnership funding is NOT a requirement of application.

During tenure of an award, postdoctoral fellows are not permitted to hold another major salary award. They may, with the approval of their supervisor, engage in and be remunerated for limited (up to 4 hours per week) non-research academic activities which contribute to their development as independent investigators.

The maximum period of support by Council at the postdoctoral level is three years but support beyond the first two years is conditional on a demonstration of the benefit and desirability of further training and requires reapplication and evaluation in competition with all other applicants.

Successful candidates will be eligible to request up to \$1,500 per annum for travel expenses for presentation of research results at national or international meetings. Travel to meetings where the candidate is not presenting his/her research results will be restricted to \$750 and will only be considered once in the term of the award.

4. Assessment Criteria

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- i. Potential of the applicant including their education, the training, experience, and academic achievement of the applicant (on the basis of transcripts, reference letters, publications and depending on where the candidate is in his/her program, etc.) and the ability of the applicant to successfully complete the project;
- ii. The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed

- iii. The quality of the applicant’s research environment including the suitability of the facility, strength of the supervisor’s research program and potential for candidate to develop research skills and expertise

5. Application Materials

- i. See the **CHECKLIST** for Postdoctoral submission requirements
- ii. For support completing the online parts of your submission see the *Trainee User Guide*
- iii. **PROJECT DESCRIPTION:** A detailed description of your proposed research project following these format requirements must be attached as a .pdf to your online application:

PAGE SETUP AND FORMAT FOR PROJECT DESCRIPTION ATTACHMENT

- Page Limit:** 3 page maximum (does not include references and/or figures)
- Margins:** ¼" (2 cm)
- Page:** 8.5" × 11" (21.5 X 28.0 cm) Font: 12 points
- Spacing:** No condensed type or spacing
- Line spacing:** Single-spaced

Materials provided in the appendices must be supplementary in nature. The appendices must not be used to as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description.

iv. **ASSESSOR LETTERS**

Each candidate must arrange to have three individuals send supporting letters to Council. These letters should speak to the applicant’s academic accomplishments and aptitude for research. Electronic copies of supporting letters are acceptable, **ONLY** if they are sent directly from the author (or designate), signed, and in pdf. format.

v. **TRANSCRIPTS**

These transcripts are required:

- o All studies (whether complete or in progress) at the doctoral (PhD) level and/or
- o Health Professional degree (or equivalent).

Transcripts must be up-to-date and official. Transcripts are considered Official when sent directly from the academic institution to MHRC or, if sent to the student, the transcript must be inside an envelope sealed by the institution.

Students with ‘International’ (outside Canada and the USA) degrees may submit certified true copies of their Official transcript(s), provided by their department and certified as true copies by their Department Head or delegate. ‘International’ transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

Transcripts printed by the student from their own online academic record will not be accepted.

6 Deadline

APPLICATION DEADLINE **FEBRUARY 1, 2013**
ASSESSOR LETTERS AND TRANSCRIPTS DEADLINE **FEBRUARY 15, 2013**

Funding decisions will be announced by June 14th. All decisions are final.

B. Clinical Research Fellowships

1. Purpose

The Clinical Research Fellowships Awards Program is intended to help remedy the shortage of clinician-scientists in Manitoba. It provides financial support, **on a matching basis**, for a period of research training for high-quality candidates with undergraduate medical degrees, or equivalent, who intend to pursue careers as clinician-researchers. Applicants must work with other institutions directly for the matching funding component of this program.

2. Eligibility

To be eligible, the applicant:

- i. Must hold, at the time of latest possible start date of September 1st, an MD, DDS, DVM, BSc in Pharmacy, or equivalent and have a valid licence to practice in Manitoba;
- ii. If a resident physician wishing to interrupt clinical training to undertake research training, are registered with the Manitoba's College of Physicians;
- iii. Must be enrolled in a research-based graduate level program leading to the attainment of a degree;
- iv. Must not simultaneously hold a university faculty appointment or equivalent;
- v. Must apply with a supervisor who is a university faculty member;
- vi. Must undertake the fellowship on a full-time basis in the Province of Manitoba;
- vii. Must be a Canadian citizen or permanent resident of Manitoba on the date the award becomes effective;
- viii. Must have written confirmation sent directly to the MHRC from the appropriate institution(s) indicating the required matching funding for the amount of the MHRC award **at the time of application**.

*The **Manitoba Institute for Child Health (MICH)** supported by the Children's Hospital Foundation of Manitoba has committed to partnering with MHRC on one Clinical Research Fellowship for a qualified applicant. Additional eligibility requirements for this MHRC/MICH award are:

- The supervisor of the trainee is a member of the Manitoba Institute of Child Health.
- The project is related to child health and the application specifically explains the relationship.

**Note that this competition is open to ALL applicants, whether they are affiliated with the Manitoba Institute for Child Health or not.

3. Funding

The fellowships:

- are awarded on a competitive basis;
- provide a stipend solely for the award holder's salary;
- require matching funding from one or more sources to equal the amount of the MHRC portion of the award;
- Successful candidates are eligible to request up to \$1,500 per annum for travel expenses for presentation of research results at national or international meetings.

- will normally begin July 1 at the earliest and September 1 at the latest; and
- are awarded for a 2-year period.

The award may be at one of two levels, determined by the applicant's post graduate academic experience, which includes internship, residency and specialty fellowships.

The two levels of MHRC support (**to be matched by another funding source(s), be it MICH or other**) are:

- Less than 2 years of postgraduate academic experience
 - Stipend: \$30,000 for up to 2 years which requires matching of \$30,000
 - Travel allowance: \$1,500 per year for up to two years
- Two years or more of postgraduate academic experience
 - Stipend: \$35,000 for up to 2 years which requires matching of \$35,000
 - Travel allowance: \$1,500 per year for up to two years

Travel to meetings where the candidate is not presenting his/her research results will be restricted to \$750 and will only be considered once in the term of the award.

During tenure of an award, clinical research fellows are not permitted to hold another major salary award. They may, with the approval of their supervisor, engage in and be remunerated for limited (up to 15% of the Trainee's work week) non-research academic activities which contribute to their development as independent investigators.

The maximum period of support by Council at the clinical research fellow level is three years but support beyond the first two years is conditional on a demonstration of the benefit and desirability of further training and requires reapplication and evaluation in competition with all other applicants.

4. Assessment Criteria

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- Potential of the applicant including their education, the training, experience, and academic achievement of the applicant (on the basis of transcripts, reference letters, publications and depending on where the candidate is in his/her program, etc.) and the ability of the applicant to successfully complete the project*
- The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed*
- The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop clinical research skills and expertise*

5. Application Materials

- See the CHECKLIST for Clinical Fellowship submission requirements
- For support completing the online parts of your submission see the *Trainee User Guide*
- PROJECT DESCRIPTION:** A detailed description of your proposed research project following these format requirements must be attached as a .pdf to your online application:

PAGE SETUP AND FORMAT FOR PROJECT DESCRIPTION ATTACHMENT

- Page Limit:** 3 page maximum (does not include references and/or figures)
- Margins:** ¾" (2 cm)
- Page:** 8.5" × 11" (21.5 X 28.0 cm) Font: 12 points

Spacing: No condensed type or spacing

Line spacing: Single-spaced

Materials provided in the appendices must be supplementary in nature. The appendices must not be used to as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description.

iv. **ASSESSOR LETTERS**

Each candidate must arrange to have three individuals send supporting letters to Council. These letters should speak to the applicant's academic accomplishments and aptitude for research. Electronic copies of supporting letters are acceptable, ONLY if they are sent directly from the author (or designate), signed, and in pdf. format to the MHRC (helpdesk@mhrc.mb.ca).

v. **TRANSCRIPTS**

These transcripts are required:

- All studies (whether complete or in progress) at the doctoral (PhD) level and/or
- Health Professional degree (or equivalent).

Transcripts must be up-to-date and official. Transcripts are considered Official when sent directly from the academic institution to MHRC or, if sent to the student, the transcript must be inside an envelope sealed by the institution.

Students with 'International' (outside Canada and the USA) degrees may submit certified true copies of their Official transcript(s), provided by their research department and certified as true copies by their Department Head or delegate. 'International' transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

Transcripts printed by the student from their own online academic record will not be accepted.

6. Deadline

APPLICATION DEADLINE

FEBRUARY 1, 2013

ASSESSOR LETTERS AND TRANSCRIPTS DEADLINE

FEBRUARY 15, 2013

Funding decisions will be announced by June 14th. All decisions are final.

C. Graduate Studentships

MHRC is holding a joint graduate studentship competition with the following partner institutions:

- Cancer Care Manitoba Foundation
- Manitoba Institute for Child Health supported by the Childrens' Hospital Foundation of Manitoba
- Health Sciences Centre Foundation
- St. Boniface Hospital & Research Centre Foundation
- University of Manitoba, Faculty of Graduate Studies
- The Lung Association, Manitoba
- Crohn's and Colitis Foundation of Canada
- The Terry Fox Research Institute

Note that this competition is open to ALL applicants, whether they are affiliated with an institution listed above or not.

1. Purpose

Graduate Studentships support highly qualified Master's and PhD trainees to prepare for careers as independent health researchers. These exceptional students significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend.

2. Eligibility

To be eligible, the applicant:

- i. Must be undertaking a full time Master's or Doctoral program in the Province of Manitoba;
- ii. Must not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes; and
- iii. Must apply with a supervisor who is a university faculty member.

In disciplines where graduate training is not available within the Province, Council will consider funding elsewhere if documented evidence is provided indicating the unavailability of provincial training opportunities and a need in Manitoba for individuals trained in the discipline. In addition, there must be a firm commitment by the applicant to return to Manitoba after training.

The following are eligibility requirements for partner organizations:

CancerCare Manitoba

- The supervisor of the trainee has an appointment with CancerCare Manitoba or the Manitoba Institute of Cell Biology.

Health Sciences Centre Foundation

- The supervisor of the trainee has an appointment within the area of Health Research, as defined by the Faculty of Graduate Studies, specifically including the Faculties of Dentistry, Medicine (including Clinical Health Psychology), Nursing and Pharmacy.
- The funding is for research or researchers at HSC. First priority will be given to proposals for research completed exclusively at HSC or JBRC 7 &/or 8. The applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc).

Manitoba Institute of Child Health

- The supervisor of the trainee is a member of the Manitoba Institute of Child Health.
- The project is related to child health and the application specifically explains the relationship.

St. Boniface Hospital and Research Foundation

- The supervisor of the trainee is a member of the St. Boniface Hospital Research Centre (which includes the Asper Clinical Research Institute).

The Lung Association, Manitoba

- The project is related to the field of respiratory health or disease.

University of Manitoba, Faculty of Graduate Studies (University of Manitoba Graduate Fellowship) for Faculty of Medicine Students

- The applicant is enrolled in a graduate program at the University of Manitoba, Faculty of Medicine
- The applicant has a minimum GPA of 3.75 (above B+) in the last 60 credit hours or equivalent prior to application for the award.
- Award terms are for the first 24 months of a student's Master's program and the first 48 months of a student's PhD program.

University of Manitoba, Faculty of Pharmacy

- The supervisor of the trainee is a member in the Faculty of Pharmacy (excluding nil salary appointment)

University of Manitoba, Faculty of Dentistry

- The supervisor of the trainee is a member in the Faculty of Dentistry (excluding nil salary appointment)

The Terry Fox Research Institute

- The supervisor of the trainee holds a faculty appointment with a research institution in Manitoba.
- The project is related to the fields of biomedical or clinical cancer research.

3. Funding**Studentships:**

- Are awarded on a competitive basis and are valued at \$17,850 annually;
- Will normally begin July 1 at the earliest and September 1 at the latest;
- Are awarded for a 2-year period. After the initial 2-year term, a subsequent application requires re-application and review in competition with all other applicants; and
- The maximum period of support by Council is six years. The maximum period of support for individuals enrolled in a Master's program is three years.
- Holders of studentships are not permitted to hold any other award that exceeds 50% of the stipend of the studentship.

Holders of studentships may be remunerated for a limited amount (usually not more than 12 hours per week) of instructing, demonstrating or other paid employment upon approval by their supervisor. **The supervisor must provide MHRC with assurance that the supplementary activity will not hinder the student's full-time Master's or Doctoral program.**

4. Assessment Criteria

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- i. Potential of the applicant including their education, the training, experience, and academic achievement of the applicant (on the basis of reference letters, publications and depending

- on where the candidate is in his/her program, etc.) and the ability of the applicant to successfully complete the project;
- ii. The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed
 - iii. The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise

5. Application Materials

- i. See the CHECKLIST for Graduate Studentship submission requirements
- ii. For support completing the online parts of your submission see the *Trainee User Guide*
- iii. **PROJECT DESCRIPTION:** A detailed description of your proposed research project following these format requirements must be attached as a .pdf to your online application:

PAGE SETUP AND FORMAT FOR PROJECT DESCRIPTION ATTACHMENT

- Page Limit:** 3 page maximum (does not include references and/or figures)
- Margins:** ¾" (2 cm)
- Page:** 8.5" × 11" (21.5 X 28.0 cm) Font: 12 points
- Spacing:** No condensed type or spacing
- Line spacing:** Single-spaced

Materials provided in the appendices must be supplementary in nature. The appendices must not be used to as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description.

iv. **ASSESSOR LETTERS**

Each candidate must arrange to have three individuals send supporting letters to Council. These letters should speak to the applicant's academic accomplishments and aptitude for research. Electronic copies of supporting letters are acceptable, ONLY if they are sent directly from the author (or designate), signed, and in pdf format to MHRC (helpdesk@mhrc.mb.ca).

v. **TRANSCRIPTS**

These transcripts are required:

- the candidate's complete academic record to date. This includes all undergraduate and graduate studies, and any studies that may be ongoing.

Transcripts must be up-to-date and official. Transcripts are considered Official when sent directly from the academic institution to MHRC or, if sent to the student, the transcript must be inside an envelope sealed by the institution.

Students with 'International' (outside Canada and the USA) degrees may submit certified true copies of their Official transcript(s), provided by their research department and certified as true copies by their Department Head or delegate. 'International' transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

Transcripts printed by the student from their own online academic record will not be accepted.

vi. **GRADE POINT AVERAGE (GPA)**

Masters and PhD Studentship applications submitted through the MHRC GMS require the identification of an applicant's Grade Point Average from the last 60 credit hours or the equivalent of two years of study. If an applicant needs to convert their GPA from an institution other than the University of Manitoba, please use the conversion tables linked from on the

Application Assessment Procedures page of the University of Manitoba Faculty of Graduate Studies website.

If your institution is not found in the listing, please contact the Faculty of Graduate Studies for assistance.

6. Deadline

APPLICATION DEADLINE **FEBRUARY 1, 2013**
ASSESSOR LETTERS AND TRANSCRIPTS DEADLINE **FEBRUARY 15, 2013**

Funding decisions will be announced by June 14th. All decisions are final.

D. PhD Dissertation Awards

1. Purpose

Graduate students in population and health related social sciences often work on projects that are not directly related to their supervisor's research program and, therefore, incur costs in conducting their dissertation research. In recognition of this fact and to encourage excellence in dissertation research, Council will fund a limited number of PhD Dissertation Awards of up to \$5,000.

2. Eligibility

Dissertation Awards, which are awarded on a competitive basis, are open to:

- i. any student enrolled in a population health or a health-related social sciences PhD program in Manitoba
- ii. who has completed all relevant course work, and
- iii. whose dissertation proposal has received approval from the appropriate PhD advisory committee

Council will accept concurrent applications for a Studentship Award and a Dissertation Award.

3. Funding

Applications must contain an **appropriately justified budget**, up to a maximum of \$5,000. Major departures (reallocation of 25% or more) from the submitted or approved budget are not permitted without prior approval by Council.

The grant may be used for a variety of purposes, such as printing, travel, honoraria, research assistants, equipment and supplies. All proposed expenditures must be fully justified and must relate directly to the research proposal.

Awards must be used within a two-year period from the start date namely July 1 at the earliest and September 1 at the latest.

4. Assessment Criteria

The criteria used to assess and rate the applications include:

- the academic record and research experience of the applicant
- the description of the actual or proposed thesis research project; and
- the environment where the applicant proposes to undertake his/her thesis research.

5. Application Materials

- i. CHECKLIST: see this document, attached to the PhD Dissertation webpage
- ii. APPLICATION FORM
- iii. RESEARCH PROPOSAL: the application must include a clear description of the project that has been approved by the applicant's advisory committee.
- iv. CANADIAN COMMON CV. The applicant's **CCV, in hardcopy**, should be attached to the application. **Applicants** must submit a New redeveloped [Canadian Common CV \(CCV\)](#), see instructions specific to PhD Dissertation applicants *PhD Dissertation Application Instructions.pdf*.
A Revised CCV was launched in the Summer, 2012. Approximately 90% of a pre-existing CCV from the old CCV system will have been migrated to the new system.

- v. LETTERS FROM THREE ASSESSORS (referees)
 - a) One from the **applicant's current supervisor**, and
 - b) the other two from advisory committee members.

The letters must speak directly to the quality of the research proposal and the research capabilities of the student as demonstrated in developing the proposal. Electronic copies of supporting letters are acceptable, ONLY if they are sent directly from the author (or designate), signed, and in pdf format to MHRC (helpdesk@mhrc.mb.ca).

6. Deadline

APPLICATION DEADLINE **FEBRUARY 1, 2013**
ASSESSOR LETTERS AND TRANSCRIPTS DEADLINE **FEBRUARY 15, 2013**

Funding decisions will be announced by June 14th. All decisions are final.

E. Operating Grants

1. Purpose

Grants-in-aid of research are designed to defray the normal direct costs of research including, among others, personnel costs, supplies and expendable materials, experimental animals, equipment, computer costs and publication costs. These competitive awards are intended to support the independent health research programs of new faculty who have typically recently completed their postdoctoral training.

2. Eligibility

- i. Investigators must be within the first FIVE YEARS of their **initial faculty appointment** at the Assistant Professor (or equivalent) level in Manitoba.

Exceptions:

a. *NEW FOR 2013*

Clinician scientists who have held an academic appointment at the Assistant Professor (or equivalent) rank in Manitoba for longer than five years, will be eligible if they are still within the first FIVE YEARS of the start of their **independent research career**. The *start of an independent research career* is defined as the date at which s/he received funding for a research project in which s/he was a principal investigator on a funded peer-review grant.

- b. Investigators who have held an academic appointment at the Assistant Professor (or equivalent) rank in the Manitoba for more than five years are eligible if they have been awarded a **PhD degree within the last three years**.

- ii. Each investigator is limited to one (individual or joint) operating grant application per competition.
- iii. Individuals holding a continuing operating grant from MHRC are NOT eligible to apply for another operating grant that would become effective during the tenure of their present grant.

3. Funding

The starting date for successful grants is July 1.

If concurrently applying for funding for the project from a national granting agency, applicants must provide details of the budget requested of the national granting agency. Where the application to MHRC is for a specific part or specific parts of the application to the national agency, the applicant must provide a clear explanation of the breakdown of the budget requested of the national granting agency.

Should the applications for funding be approved by both agencies, MHRC will, subject to availability of funds, consider requests for top-up funds should the approved funding by the national granting agency be less than the amount awarded by MHRC.

Stipends may be paid to research trainees (graduate students and postdoctoral fellows); these stipends shall be up to a maximum of \$16,850 and \$35,750 respectively.

Up to 5% of the operating grant to a maximum of \$2500 may be used for travel related to the investigator's research program. The use of operating grant funds for travel in excess of the amounts noted above is NOT permitted without the prior written approval of MHRC.

Research funds are to be spent according to budgets approved during the review and decision process. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or

circumstances of the research project have changed. Grant holders need MHRC approval for such reallocation only if the change involved 25% or more of the grant's total.

4. Assessment Criteria

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- i. Importance of the research problem and the information sought;
- ii. Adequacy of the research design;
- iii. Feasibility and promise of the methods proposed;
- iv. Novelty or originality of the application;
- v. Training experience, productivity and research competence of the investigator(s);
- vi. Suitability of facilities, including the availability of any special resources required; and
- vii. Appropriateness of the requested budget relative to the work proposed.

5. Application

- i. See the CHECKLIST for Operating Grant submission requirements
- ii. Complete the ONLINE PART OF YOUR SUBMISSION. For support completing the MHRC [GMS](#) Application and [CCV](#) see the *PI User Guide.pdf*
- iii. Prepare the PDF ATTACHMENTS needed for your online application:
 - o Your Budget, and Budget Justification (see "Budget page" instructions in your GMS application)
 - o Your Detailed Research Proposal (follow instructions on the "Research Proposal" page in your GMS application)
 - o A .pdf of all supporting letters (from collaborators or consultants) that you receive before your application is submitted (remaining letters may be forwarded to MHRC by the supporting letters deadline.)
- v. LETTERS FROM MAJOR COLLABORATORS AND/OR CONSULTANTS (who are not co-applicants)
 - o to substantiate their willingness to participate and
 - o describe their role in the programElectronic copies of these letters are acceptable if they are signed, in pdf format and emailed to MHRC (helpdesk@mhrc.mb.ca)
- iv. A signed HARDCOPY OF THE APPLICATION (including CCV and all attachments) must also be received at MHRC by the APPLICATION deadline

6. Deadline

APPLICATION DEADLINE both online and hardcopy
REFEREEE & SUPPORT LETTERS DEADLINE

MARCH 1, 2013

MARCH 15, 2013

Funding decisions will be announced by June 14th. All decisions are final.

F. Establishment Grants

1. Purpose

Establishment grants are intended to assist recently recruited faculty members to the Province of Manitoba to establish independent health research programs within the province and achieve the research productivity necessary for obtaining longer term and more substantial funding from national and other external agencies. The focus is on the development of a program of research extending over a period of 3 years and beyond.

2. Eligibility

To be eligible, the principal applicant:

- i. Must hold an academic appointment at the rank of Assistant Professor (or equivalent) or above in Manitoba, with appropriate salary that is secure for a minimum period of three years from the start date of the award.
- ii. Must have held the faculty appointment in Manitoba for no more than 4 years as of March 1st of the application year;

***NEW FOR 2013*, Exception:**

Clinician scientists who have held an academic appointment at the Assistant Professor (or equivalent) or above rank in Manitoba for longer than four years, will be eligible if they are still within the first FOUR YEARS of the start of their *independent research career*. The start of an *independent research career* is defined as the date at which s/he received funding for a research project in which s/he was a principal investigator on a funded peer-review grant.

- iii. Must devote at least 75% of their time to research;
- iv. Must have a doctorate and postdoctoral research experience, or equivalent research experience, or a professional degree (e.g. MD, DDS, DVM, BSc in Pharmacy) with research training and expertise equivalent to that of a PhD with postdoctoral research experience; and
- v. Must be recommended by the appropriate Department Head.

3. Funding

Each award provides up to \$100,000 to be used within a three-year period.

The starting date for successful awards will be July 1.

Although the award can be used for a variety of purposes, such as the purchase of equipment, buy-out of teaching time, salaries of research personnel (other than the applicant's salary), etc., establishment grants are not intended to be used to equip the applicant's laboratory. The latter is considered the responsibility of the applicant's employer or the institution where the laboratory is located.

Applicants who apply for an establishment grant are eligible to apply concurrently for an operating grant. A separate application form for the operating grant must be submitted. The operating grant will be awarded for either a one or two-year period and the normal rules and procedures for operating grants apply. As with the establishment grant, operating grants cannot be used for salary support for the investigator.

4. Assessment Criteria

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- i. Originality, feasibility, promise and clarity of research program;
- ii. Logistics of proposed research approach and accomplishments to date;
- iii. Suitability of facilities including availability of special resources required by applicant, collaborators and/or consultants;
- iv. Appropriateness of proposed budget in the establishment of the applicants research program;
- v. The applicant's education, research training and experience, productivity/publications and funding support;
- vi. The interest in and support of application and his/her proposed research program by the sponsoring department; and
- vii. The fit of the applicant's research program in the long term aims and objectives of the department and faculty.

5. Application

- i. See the CHECKLIST (pdf from [here](#)) for Establishment Grant submission requirements
- ii. Complete the ONLINE PART OF YOUR SUBMISSION. For support completing the MHRC [GMS](#) Application and [CCV](#) see the [PI User Guide.pdf](#)
- iii. Prepare the PDF ATTACHMENTS needed for your online application:
 - o Your Budget, and Budget Justification (see "Budget" page instructions in your GMS application)
 - o Your Detailed Research Program (follow instructions on the "Research Program" page in your GMS application)
 - o A .pdf of all supporting letters (from collaborators or consultants) that you receive before your application is submitted (remaining letters may be forwarded to MHRC by the supporting letters deadline.
- v. LETTERS from REFEREES
 - o One of these letters must be from the Head of the Department or the Director of the Institute in which the applicant proposes to carry out the research.

This letter should include a statement confirming commitment of the required 75% protection of research time for the applicant.
 - o At least one of the remaining letters must be from outside the Province.Electronic copies of referee letters are acceptable, ONLY if they are sent **directly from the author** (or designate), signed, and in pdf format to MHRC (helpdesk@mhrc.mb.ca). These letters must be received by the MHRC office by the document deadline.

Referee letters should not be attached to your GMS application.
- iv. A signed HARDCOPY OF THE APPLICATION (including CCV and all attachments) must also be received at MHRC by the application deadline.

6. Deadline

APPLICATION DEADLINE both online and hardcopy
REFEREE and SUPPORT LETTERS DEADLINE

MARCH 1, 2013
MARCH 15, 2013

Funding decisions will be announced by June 14th. All decisions are final.

G. Manitoba Research Chairs

1. Purpose

The Manitoba Research Chair Awards support internationally recognized mid-career researchers who work as independent investigators in health research. The Awards are five-year awards intended to increase the competitiveness of the individual investigator within a program of research.

2. Eligibility

To be eligible, the principal applicant:

- i. Must hold an academic appointment at the rank of Assistant Professor (or equivalent) **or above** in Manitoba when the award commences;
- ii. Must have between 5-10 years of independent research experience as of the application deadline;
- iii. ***NEW FOR 2013***
For clinician scientists, the eligibility period will begin at the point of the start of her/his independent research career. The applicant is considered to be independent from the time that s/he received funding for a research project in which s/he was a principal investigator on a funded peer-review grant.
- iv. Must devote at least 75% of their time to research;
- v. Must have a doctorate and postdoctoral research experience, or equivalent research experience, or a professional degree (e.g. MD, DDS, DVM, BSc in Pharmacy) with research training and expertise equivalent to that of a PhD with postdoctoral research experience;
- vi. Must hold peer-reviewed operating funds as a principal investigator at the time of application;
- vii. Must be a Canadian citizen or a permanent resident by start of award;
- viii. Must be recommended by the appropriate Department Head/Director and Dean; and
- ix. Must not simultaneously hold a Canada Research Chair or any other major salary award (greater than \$60,000/year).

3. Funding

Each award provides support up to \$100,000 per year for five years, inclusive of benefits. The awards are non-renewable.

The administration of the Manitoba Research Chair awards will be based on a submitted budget, developed by the researcher and signed off by the appropriate Department Head/Dean/Institutional equivalent, and is subject to compliance with the Institution's existing research funding policies.

Eligible costs under Manitoba Research Chair awards are aligned with those of Canada Research Chairs. A listing can be found on the MHRC Manitoba Research Chair webpage, as well as on the Canada Research Chairs website.

The Awards must be taken up within twelve (12) months of the date of offer, July 1, 2013.

4. Assessment Criteria

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- i. The applicant's education, research training and experience, productivity/ publications and funding support.
- ii. The awards and prizes received by the applicant and their scientific outreach including committee membership and leadership for recognized funding organizations
- iii. The applicants training and mentoring skills and experience.
- iv. The interest in and support of applicant by host institution.
- v. Proposed research program - clarity, originality, feasibility and promise, scientific value of methodology, validity of instruments and procedures.

5. Application

- i. See the CHECKLIST for Manitoba Research Chair Grant submission requirements
- ii. Complete the ONLINE PART OF YOUR SUBMISSION. For support completing the MHRC [GMS Application](#) and [CCV](#) see the *PI User Guide.pdf*
- iii. Prepare the PDF ATTACHMENTS needed for your online application, including:
 - o Your Budget, and Budget Justification (see "Budget" page instructions in your GMS application)
 - o Your Detailed Research Program (follow instructions on the "Research Program" page in your GMS application)
 - o A .pdf of all supporting letters (from collaborators or consultants) that you receive before your application is submitted (remaining letters may be forwarded to MHRC by the supporting letters deadline).

iv. LETTERS from REFEREES

One letter must be from each of the following:

- o An individual outside the applicant's current department and outside the department where the award will be held;
- o An individual with whom the applicant has never collaborated but is familiar with the applicant's research expertise
- o An individual outside Canada who can endorse the applicant's potential to achieve international stature.

Reference letters, in general, should:

- o Address the applicant's personal characteristics (intellectual curiosity, leadership qualities, demonstrated interests and resourcefulness, commitment to research career, etc)
- o Provide specific details about the recognized research experience and academic strengths (quality of education, scientific training, research experience, mentoring experience, collaborations, potential to carry out independent research, etc).

In addition, a letter from the Dean or Director of the research institute must be submitted. This letter should offer the following:

- o A statement confirming commitment of an additional five years of salary support after the completion of the award.
- o A statement confirming commitment of the required 75% protection of research time for the applicant.

Electronic copies of these referee letters are acceptable, ONLY if they are sent **directly from the author** (or designate), signed, and in .pdf format to MHRC (helpdesk@mhrc.mb.ca): These letters must be received by the MHRC office by the document deadline.

- v. The Manitoba Research Chairs application includes a section to be completed by the Head of the sponsoring department or Director of the host institution.
- vi. A signed hardcopy of the application must also be submitted to the MHRC before the Application Deadline

6. Deadline

APPLICATION DEADLINE both online and hardcopy

MARCH 1, 2013

REFEREED SUPPORT LETTERS DEADLINE

MARCH 15, 2013

Funding decisions will be announced by June 14th. All decisions are final.

H. Bridge Funding

1. Purpose

Bridge funding awards are intended to allow investigators who have recently lost funding, after a sustained period of support from a national funding agency, to maintain their research program for **up to one year** while attempting to regain their funding by re-application.

2. Eligibility

- The applicant recently lost national funding after a sustained period of support;
- The applicant has the support and the promise of matching funding from the appropriate institutional administrator (e.g., Dean, Department Head, Foundation Chair, etc.);
- The proposal scored 3.5 or higher in their recent application;
- The applicant is not receiving funding through the Manitoba-CIHR Regional Partnership Program; and
- The applicant has not been a recipient of a bridge funding award from the MHRC in the last six years.

3. Application

Six copies of the following documentation will constitute an application for bridge funding:

- A letter of support from the appropriate administrator indicating how the applicant's research program fits within the Unit's priorities and the amount of monetary support pledged by the appropriate institutional administrator (this letter can be forwarded directly to Council);
- A brief statement explaining the impact of the loss of funding on the applicant's research program, putting the loss of this particular grant in perspective with any other research funding available to the applicant;
- The scientific summary page of the failed grant application;
- The scientific reviews and rating for the failed grant application;
- The amount of bridge funding requested with a detailed description of how the funds will be used to make the applicant more competitive for the next application. The description should include an indication of how criticisms expressed in the scientific reviews will be addressed;
- A list of other funding that has been applied for or will be applied for in the next nine months by the applicant including the funding agency, amount requested, period covered, title and summary page; and
- The latest institutional ledger sheets showing fund balances for all grants and awards held by the applicant.

Submit completed Bridge Funding Application package, along with other required information to the MHRC. The two deadline dates are March 15, 2013, and August 23, 2013.

4. Assessment Criteria

Applications for bridge funding will be evaluated using the following criteria:

- the impact that the loss of the grant has on the applicant's overall research program;

- the likelihood that bridge funding will enable the applicant to regain funding from a major funding agency.

5. Decisions

Funding decisions will be announced within 60 days of the deadline.

I. Partnership Programs

1. REGIONAL PARTNERSHIP PROGRAM (RPP)

a. Purpose

Under the Regional Partnerships Program, research funding and personnel support applications that are judged to be of high scientific merit through peer review, but are below the funding capacity of CIHR's base budget in CIHR regular competitions, are eligible to receive funding if there is a partner to co-fund the proposal.

b. Eligibility

Recipients of operating grants and masters awards in the Canadian Institutes of Health Research Regional Partnerships Program (CIHR-RPP), who have received a CIHR rating of 3.5 or above, are eligible for consideration for matching funds provided by the Province through the Manitoba Health Research Council.

Applicants for operating grants who have previously received matching funds through the RPP program will only be eligible to receive funding again after a break in RPP support for a period of 12 months, and if they do not concurrently hold a Provincial RPP matching grant.

c. Funding

The Manitoba Research Advisory Committee establishes maximum terms of funding through RPP. The terms of Manitoba RPP awards are identified in the applicable funding announcements.

d. Application

In order to be eligible for RPP funding, **applicants must register their application with the Manitoba RPP Advisory Committee**, via the Manitoba Health Research Council, within two weeks prior to the CIHR application deadline. The application will be pre-screened for RPP eligibility.

e. Assessment Criteria

The CIHR, will provide MHRC with a list, in committee ranking, of the CIHR-RPP applicants that received a CIHR rating of 3.5 and above. The Manitoba Regional Partnerships Program Advisory Committee will make their recommendations based on the current Manitoba RPP policies and the funding available. The MHRC will then contact the RPP applicants with award notification.

2. CANADIAN INSTITUTE'S FOR HEALTH RESEARCH (CIHR) PARTNERSHIPS FOR HEALTH SYSTEM IMPROVEMENT (PHSI) PROGRAM

a. Purpose

CIHR's Partnerships for Health System Improvement supports teams of researchers and decision makers interested in conducting applied health research useful to health system managers and or policy makers over the next two-to-five years.

PHSI teams can now apply for up to \$500,000 per grant (including CIHR and partnership funding) for a maximum of three years. Partner support in Manitoba must be 20 per cent (up to \$100,000). In-kind contributions are recognized, especially where they reflect meaningful collaboration that will increase the likely success of the project.

b. Eligibility

The following eligibility criteria apply to MHRC support:

- i. A Manitoba researcher or decision maker must be the principal or co-principal investigator.
- ii. The funds provided by MHRC must be used in Manitoba or demonstratively benefit Manitobans.
- iii. Includes policy makers on the team
- iv. Has approval of at least one of the following people:
 - CEO of a Regional Health Authority, or designate
 - Deputy Minister of Manitoba Health, or designate

c. Funding

MHRC will consider PHSI support up to a maximum of \$100,000 over the life of a project (maximum 3 years).

d. Application

Researchers interested in being considered for MHRC support for a PHSI launch must submit a detailed letter of request, including all pertinent proposal information (e.g. summary, budget, other funding requests to be made, etc.), to the MHRC **six weeks prior to the application deadline** in order to receive the necessary documentation to include with their full application. Additional information will be available on the MHRC website regarding subsequent competitions.