

RESEARCH TRAINING CENTRE (RTC) TOP-UP AWARD FORM FOR SUPERVISOR

Please email your completed form to rtc@smh.ca or rtc@unityhealth.to

Instructions:

1. This form must be filled out by the LKSKI/KRC scientist, who is the primary supervisor of the trainee, and **should be emailed from the supervisor's email directly to rtc@smh.ca or rtc@unityhealth.to**
2. Please indicate in the subject of the email the name of your trainee applying for the top-up award using the naming convention **Firstname_Lastname_RTCTopUpAward**.

Trainee Information:

- Full name of Trainee: _____

Supervisor Information:

- Full Name:
- Email address:

Eligibility and conditions of receiving the RTC Top-up Award

1. The trainee must be a full-time graduate student at a verified university and be based at St. Michael's Hospital, Unity Health Toronto (UHT).
2. The supervisor must have a primary affiliation (appointment) at LKSKI/KRCBS as a Scientist or Investigator
3. The trainee's stipend must at least be in part paid through UHT payroll from an SMH account.
4. Trainees who hold external scholarships or fellowships \geq \$10,000 CAD/calendar year (e.g., CIHR) are NOT eligible.
5. Trainees who have an external scholarship application under review are eligible to apply. However, the RTC must be notified of any funding received by May 1, 2023. Priority will be given to applicants who have not received external funding.
6. Must have at least 3 months of graduate work completed prior to applying for this award.
7. Applicant must be registered with the RTC. Applicants who are regular participants at RTC and SRSA events will be favored during the evaluation process.

Supervisor Attestation:

- You confirm that the trainee meets the top-up award eligibility requirements.
- You confirm that this is a trainee RTC Top-up award and **NOT part of the trainee's base funding**
- You are committed to supervise and fund the trainee.
- You verify that the trainee is **currently being paid through SMH payroll**.
- You will ensure that in case of a successful application, the \$2000 will be used to top-up the trainee's stipend/salary and will comply with U of T policy for the top-up. Please review the department guidelines below.

Stipend Top-up Funding Policies for:

- | | |
|--------------------------------|-------------------------|
| ▪ IMS | ▪ IBBME |
| ▪ Physiology | ▪ DLSPH |
| ▪ Biochemistry | ▪ IHPME |
| ▪ LMP | ▪ RSI |

- Trainees doing Clinical (Dry bench) research are expected to present at the RTC seminars within a year of receiving the award.
- Supervisors whose trainees receive an RTC award are expected to actively participate in the work of the RTC (e.g. as a reviewer, research day judge, and by attending the seminars).

Please check off the following attestation and sign below (signature required)

- I hereby declare that all information given on this application is true and accurate representation to the best of my understanding.
- I have read the eligibility criteria listed above for the 2023 RTC Top-up Award and confirm my trainee is eligible to apply.

Supervisor Name (please print)

Supervisor Signature

Date