



**AMS Healthcare
Fellowships in Compassion and Artificial Intelligence
Letter of Intent – Submission Guide**

NOTICE

The content of this guide has been changed as of June 8, 2020. The changes are noted in **red font**.

Submission Requirements

- A complete application includes:
 1. completed LOI Submission Template (with signatures);
 2. an abbreviated curriculum vitae of no more than three (3) pages;
 3. letter of support from the Sponsoring Institution.
- The submission deadline is **5:00 pm (eastern time) on Monday, July 27, 2020**
- The complete application must be sent by email as a single electronic file in PDF format to OSSU@OSSU.ca.

Important notes:

- Applicants must not change the format of the LOI Submission Template in any way other than to bold, underline or italicize words for the purpose of emphasis.
- Applications that do not follow word limits or formatting instructions will be either truncated or triaged from the competition.
- Incomplete applications will be triaged from the competition.

Completing the Submission Template

1. Complete the contact table for the Applicant and Supervisor. If a Mentor has been identified at the time of the submission, complete the appropriate contact table.
2. Career Stage – the AMS Healthcare Fellowship in Compassion and Artificial Intelligence intends to engage fellows from a broad spectrum of backgrounds who can contribute to our understand of the impact of digital technologies and artificial intelligence on compassionate healthcare. Please indicate (**click the radio button**) this most appropriate description of your background.
 - a. Early or mid career. CIHR defines a [new/early career researcher](#) as someone who has assumed his/her first independent academic position (e.g., faculty appointment) within

the last 5 years. A [mid-career researcher](#) is defined as 5-15 years as an independent academic.

- b. A regulated healthcare professional or an academic in a field related to/focussed on healthcare (i.e. health ethics, health law, computer scientist with an interest in health applications) in an Ontario health care organization/provincial government, academic setting or a provincial/national health profession organization in Canada.
3. **Application Stream – of the ten (10) AMS Healthcare Fellowships in technology and compassionate care to be awarded, at least two (2) of them will consider equity for vulnerable populations as an additional dimension of the work. Please indicate (click the radio button) which stream you wish your proposal to be considered for.**
4. Background of the applicant
 - a. Describe how your previous knowledge and experience is ideally suited to developing expertise and leadership in the impact of digital technologies/artificial intelligence on the delivery of compassionate healthcare. Where possible, include specific references to professional/academic achievements, education, training and/or activities in your abbreviated curriculum vitae that support your description. (200 words maximum)
5. Description of the proposed activities
 - a. Describe the activities/projects you propose to undertake during the term of this award that will improve our understanding of the impact of digital technologies/artificial intelligence **(and health equity, if relevant)** on the delivery of compassionate healthcare and how the ensuing benefits and challenges can be leveraged and mitigated respectively. Include a clear description of the deliverables, feasibility and anticipate outcomes from each activity. (200 words maximum)
6. Sponsor organization/academic institution
 - a. Please describe the accommodations, supports and/or contributions being made by the sponsor organization/academic institution that will help to ensure your success during this fellowship. This may include the commitment to provide release time to the applicant to complete the fellowship and the provision of space, facilities, funding, special resources/expertise as needed. Ensure that the sponsor organization/academic institution's letter of support documents the details described in this section of the application. (200 words)
 - b. In the box provided, indicate the percentage of time (over the year) that will be devoted to the Fellowship.
7. Expectations of the Supervisor and Mentor
 - a. Provide details of the Supervisor's background as it relates to supervising Fellows and the impact of digital technologies/artificial intelligence on compassionate healthcare.
 - b. Provide details of the Mentor's background as it relates to mentoring Fellows and the impact of digital technologies/artificial intelligence on compassionate healthcare.
 - c. Outline the plan for supervision and mentoring of the applicant to ensure that the applicant receives maximal benefit from the fellowship.
 - d. (250 words maximum)
8. Preliminary budget
 - a. AMS Healthcare has allocated up to \$75,000 for each fellowship for one year. This amount can be split between salary/benefits costs and project/activity costs. In the column headed by "AMS Funding", indicate the anticipated breakdown of costs for this

fellowship. Additional budget items can be listed in the first column. The sum of these cost must be less than or equal to \$75,000.

- b. In the column headed by “Institutional contributions...”, indicate the value of the cash and in-kind contributions to this fellowship (eg: release time, infrastructure, travel and project/activity costs). Additional budget items can be listed in the first column.
 - c. In the space below the table, provide an explanation of the costs.
 - d. Ensure that the sponsor organization/academic institution’s letter of support documents the details described in this section of the application.
9. Signatures
- a. Complete the fields and obtain signatures for the Applicant, Supervisor and Sponsoring Institution. If a Mentor has been identified at the time of the submission, complete the fields and obtain the signature.

