



**AMS Healthcare
Doctoral Completion Award – Submission Guide**

Submission Requirements

- A complete submission includes:
 1. The applicant's and Supervisor's CV. (5 page maximum)
 2. a completed Proposal.
 3. a completed Signature Page.
 4. Reference letters (3) and attachments.
- The submission deadline is **5:00 pm (eastern time) on Monday, June 28, 2021**
- The complete application must be sent by email as a single electronic file in PDF format to OSSU@OSSU.ca.

Important notes:

- 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 Proposal

1. The Proposal must be prepared using a non-condensed font (eg: Times New Roman regular 12 pts or similar) single-spaced, with no more than six lines per vertical inch. Print must be in black ink and be of letter quality. Paper size must be no larger than standard letter paper size (8 ½" x 11"). Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.
2. Ensure that the pages of your submission are consecutively numbered and that your name appears on the top right-hand side of each page. Applications that do not meet these presentation standards may be triaged or be at a disadvantage in comparison with those that are complete and respect the presentation standards.
3. Prepare your Proposal using the subheadings (in order) provided below.
 - a. **Project/Proposal Title** - Provide a descriptive title for the project/proposal. This title should clearly describe the project for which you are seeking support. It should not contain a company or trade name(s). Spell out symbols and acronyms.
 - b. **Six Key words** – Provide up to six key words that describe your dissertation project.
 - c. **Host Institution** - Indicate which institution will administer the funds. This institution listed is listed in the Signature Page and will be required to approve the application and agree to terms and conditions listed. It is recommended that applicants contact the

institution to determine internal institutional deadlines, requirements and potential support offered by the institution in advance of the project grant application deadline.

- d. **Plain Language Summary** - Provide a plain language summary of the dissertation project. (150 words maximum)
- e. **Objectives** - List the main objectives of your dissertation research. These objectives should align with the information in the **Outline of the Proposed Research and Work Plan** section of your application. Ensure that the listed objectives encompass all main activities you plan to undertake using your award funds. *Please note: Funded applicants will be required to report on progress related to the listed objectives.*
- f. **Outline of the Proposed Research** – Clearly and concisely describe the activities you propose to undertake during the term of this award. Provide background information to position your proposed research within the context of the current knowledge in the field. State the objectives and hypothesis (where relevant), and outline the approach to be taken (citing literature pertinent to the proposal), and the methods and procedures to be used – e.g. what kind of sources are being consulted, and what scholarly questions/themes/debates are being engaged. State the significance of the proposed research to a field or fields in the history of health care, disease and/or medicine. (2000 word maximum)
- g. **Work Plan** - Provide a detailed work plan and timeline that includes: Award start and end dates; Expected completion date of dissertation and defense/filing; activities and deadlines to meet project objectives; indicators of success; anticipated challenges and plans to address them; and, a detailed explanation for how the allotted research stipend will be spent. (500 word maximum)
- h. **Dissertation Supervisor** - Provide details of the Supervisor’s background as it relates to supervising doctoral students and on the history of medicine research field. Outline the plan for supervision of the applicant to ensure that the applicant receives maximal benefit from this award. The supervisor should be located at the institution where the applicant will be conducting the proposed work and/or registered while they complete their dissertation. The supervisor must provide a reference letter for the application. (500 word maximum)

Completing the Signature Page

Complete the Signature Page Template for the Applicant, Host Institution and Supervisor. All participants identified in the table must sign the Signature Page. Multiple Signature Pages may be included in your submission.

1. **Project Title** - Provide a descriptive title for the project/proposal. (Use the same title used for the Proposal)
2. **Applicant Details**
 - **Applicant details** – complete all fields provided.
 - **Eligibility questions** – answer the eligibility questions presented on the Signature Page by inserting “T” for True or “F” for False.
 - **Signature** – add your signature and date.

- 3. Host institution** – complete all fields for the appropriate representative of the host institution who has the authority to bind the institution (eg: VP Research or Dean). Obtain signature.
- 4. Supervisor** – complete all fields and signature of the dissertation Supervisor.

Completing the References and Attachments

- 1. References** - Applicants must provide three (3) reference letters to support their award applications. One of the letters must come from the dissertation supervisor attesting to feasibility and capability of the applicant to complete the dissertation in a 12-month period AND offering an assessment of the quality and contribution of the dissertation to the history of medicine/health care field. It is understood that defense will happen after the end of the funding period. Each letter must be up to one-page in length (maximum) and use discipline appropriate format. The other letters may attest to the suitability of the applicant and/or other aspects of the research (e.g., letter confirming access to data source or sample, community partner support, etc).
- 2. Other attachments** - If necessary, up to three (3) additional pages containing information related to the projects (e.g., manuscripts, questionnaires/surveys and/or graphics).
- 3. Bibliography** - Applicants may upload up to 10 pages of references cited in the application. Use discipline-appropriate formatting.

