



Integrated Mentor Program in Addictions Research Training (IMPART)

Program Guidelines 2010-2011

British Columbia Centre of Excellence in Women's Health
E311 – 4500 Oak Street
Vancouver, British Columbia
Canada V6N 3N1

Phone: (604) 875-2424, ext. 6494 Fax: 604-875-3716

<http://www.addictionsresearchtraining.ca/>

Updated:

Sep 2010



A Strategic Training Initiative in Health Research Program (STIHR) funded by the Canadian Institutes of Health Research (CIHR) and hosted by the BC Centre of Excellence for Women's Health and the BC Women's Hospital and Health Centre.

Table of Contents

Table of Contents	i
About this Guide	iii
1. About IMPART	1
1.1 What is CIHR?	1
1.2 What is STIHR?	1
1.3 Goals of IMPART	1
1.4 Learning Outcomes	2
1.5 Collaborative and Integrated Learning	2
1.6 Mentors	3
1.7 Evaluation of IMPART	3
2. Training Fellowships	4
2.1 Description of Awards	4
2.2 Award Categories	4
2.3 Requirements, Amount and Duration of Awards	4
2.4 Travel Allowance	5
2.5 External Funding	5
3. Training Program	6
3.1 Learning Activities	6
3.2 Format	6
3.2.1 Learning Plans	6
3.2.2 Research Project	6
3.2.3 Online Core Course	7
3.2.4 Seminars	7
3.2.5 Annual Research Day	8
3.2.6 Student-Driven Collaborative Projects	8
3.3 Expectations of Trainees	8
3.4 Deliverables	8
3.4.1 Progress Reports	8
3.5 Participation	10
3.5 Resources	10
4. Application Procedures	11
4.1 Eligibility	11
4.2 Deadlines	11
4.3 Application Process	11
4.3.1 Components of an Application	11
4.3.2 Submitting an Application	13
4.3.3 Review Process	13

5. Renewal of Fellowships	14
5.1 Eligibility	14
5.2 Deadlines	14
5.3 Renewal Process	14
<i>5.3.1 Components of a Renewal Application.....</i>	<i>14</i>
<i>5.3.2 Submitting a Renewal Application.....</i>	<i>15</i>
<i>5.3.3 Review Process.....</i>	<i>15</i>
6 Administrative Details.....	16
6.1 Fellowship Payments	16
6.2 Travel Funding	16
6.3 Accessing WebCT.....	16
6.4 Obtaining a UBC Library Card (for Non-UBC Affiliated Individuals).....	16

About this Guide

This guide provides information about the Integrated Program in Addictions Research Training (IMPART). The Strategic Training Initiative in Health Research (STIHR) in the area of Gender, Women and Addictions is a program funded by the Canadian Institutes of Health Research (CIHR) from 2003 – 2015.

Every effort has been made to ensure that the information in this document is current. IMPART reserves the right to modify policies or make changes in the program, fees and requirements as required. The policies in this guide are consistent with the CIHR and the University of British Columbia (UBC) policies regarding graduate education, applications and requirements for study. People interested in training in the IMPART are advised to familiarize themselves with the current UBC *Calendar* and the CIHR funding guidelines.

The UBC Calendar is found online at <http://www.students.ubc.ca/calendar/>

The CIHR funding guidelines for trainees are found at <http://www.cihr-irsc.gc.ca/e/17948.html>



Welcome to IMPART

Welcome to IMPART, the Intersections of Mental Health Perspectives in Addictions Research Training program! We are pleased that you are considering studying with us or, for those of you who are already in the program, we are excited about the prospects of learning and working together with you to develop a cadre of health researchers who, over time, will become experts and leaders in research in the area of Gender, Women and Addictions, with a particular focus on intersections with mental health, violence and trauma.

We are a community of researchers, learners and scholars with diverse interests and expertise. As a group of mentors, trainees and alumni, we are internationally renowned with an extensive range of publications. IMPART includes many members in major international organizations and networks in addictions research. The IMPART Mentor-Researchers conduct and oversee extensive social and bench science research programs in addictions that provide opportunities for student involvement and learning. As a group of interdisciplinary researchers and learners, we have multiple perspectives and represent a range of disciplines including cellular and physiological sciences, health care and epidemiology, neuroscience, sociology, anthropology, education, applied psychology as well as nursing science. Thus the research agendas and expertise include basic science and applied research in the social sciences. Our students also represent multiple disciplines and must be working on a Masters, PhD or Postdoctoral Fellowship to participate in IMPART. We also attract Clinician Researchers who may have preparation in any of the disciplines named above.

Graduates of IMPART will be well-suited to advanced research in Gender, Women and Addictions, and it is anticipated that they will assume leadership roles in this important and dynamic area of research in either academic or applied settings.

The information in this Program Guide will help you to determine if you are eligible for IMPART funding, will assist you to prepare an application as well as renewing your application, if appropriate. You will find the application package online at the IMPART website at <http://www.addictionsresearchtraining.ca/>

We look forward to hearing from you!

Nominated Principal Investigator

Lorraine Greaves, PhD, DU
Executive Director, British Columbia Centre of Excellence for Women's Health



1. About IMPART

1.1 What is CIHR?

The Canadian Institutes of Health Research (CIHR) is the Government of Canada's health research funding agency. Their mandate is:

"To excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge and its translation into improved health for Canadians, more effective health services and products and a strengthened Canadian health care system."¹

Research and training funded by the CIHR encompasses four pillars - Biomedical, Clinical, Health Systems and Services and Population and Public Health and the CIHR is arranged into 13 Institutes. IMPART involves all four pillars, as well as health policy, and falls within the Institute on Gender and Health.



For more information, see the CIHR website: <http://www.cihr-irsc.gc.ca>

1.2 What is STIHR?

The **Strategic Training Initiative in Health Research (STIHR)** was implemented by CIHR to attract "new, bright, creative research talent and to ensure innovation and excellence in the next generation of Canadian health research training programs"². They are designed:

"to build capacity within Canada's health research community through the training and development of researchers, and foster the development and ongoing support of the careers of women and men in health research."³

IMPART is one of over 50 STIHRs across Canada.

More information on the STIHRs can be found at: <http://www.cihr-irsc.gc.ca/e/22174.html>

1.3 Goals of IMPART

¹ http://www.cihr-irsc.gc.ca/e/30240.html#slide1_e

² <http://www.cihr-irsc.gc.ca/e/22174.html>

³ <http://www.cihr-irsc.gc.ca/e/25170.html>

IMPART is intended to create an interdisciplinary community of health and clinician researchers who lead British Columbia and Canada in applying a transdisciplinary⁴ approach including the incorporation of gender and sex- based analyses in addictions research. By conducting research in this manner, new knowledge about the complexities of addiction will be discovered that can be applied nationally and internationally.

Specifically, **IMPART** aims to:

1. increase the numbers and capacity of health researchers specializing in addictions.
2. create a bridge between research, policy and practice through ongoing dialogue.
3. develop new knowledge and knowledge exchange activities applicable to this area of research activity.

1.4 Learning Outcomes

To enhance the capacity of health researchers in addictions, IMPART focuses on supporting trainees in the following seven areas of competence:

1. gender and sex-based analysis
2. knowledge exchange with diverse audiences
3. translation of research findings into policy and practice
4. the research process
5. written and oral communication
6. ethical and scholarly research
7. interpersonal, team and leadership development

All participants of IMPART can expect to deepen and strengthen their knowledge and skills in these areas of competence.

1.5 Collaborative and Integrated Learning

What are SEX and GENDER?

Sex:

- a multidimensional biological construct
- encompasses anatomy, physiology, genes and hormones that together create a human package that affects how we are labeled
- usually conceptualized on the female/male binary,
- in reality, an individual's sex characteristics exist on a continuum

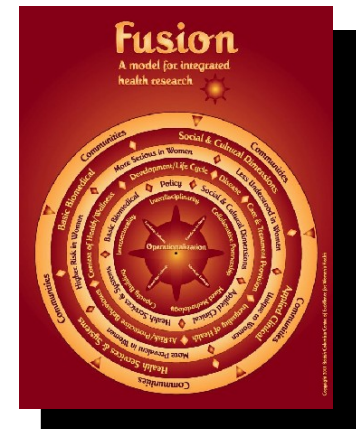
Gender:

- the socially prescribed and experienced dimensions of "femaleness" and "maleness"
- a social construct
- culturally based & historically specific
- always linked to the social world

Source: Johnson, J.L., Greaves, L., & Repta, R. (2007). *Better Science with Sex and Gender: A Primer for Health Research*. Vancouver: Women's Health Research Network.

⁴ "Transdisciplinary" collaboration involves the recognition that the problem being addressed cannot be perceived through the lens of a single discipline; researchers must make an effort to understand the other disciplinary perspectives that the problem calls for and collaborate through the development and implementation of the research project. (Source: Report on the First Annual Workshop of the STIHR, Nov 30-Dec 1, 2003.)

The learning model is one of collaboration where students, mentors and collaborators are active participants as colleagues and learners. IMPART acknowledges the importance of students and faculty as co-creators, co-facilitators and co-presenters of course content fostering a learning community. Students take a lead role in selected learning activities. This challenges conventional teaching where knowledge is simply transmitted by instructors to students. *Fusion*⁵, an integrated health research framework provides a useful heuristic for dialogue between clinical scientists, scholars, service providers and others involved in addictions research.



1.6 Mentors

Mentoring is a cornerstone of IMPART. Each IMPART trainee is assigned a primary mentor who guides the trainee’s learning, research and career development. The primary mentor may be a graduate student or postdoctoral fellow’s research supervisor, but in some cases trainees may have an IMPART mentor who is not their research supervisor. Mentors are expected to meet with students at the start of their program, and then every six months, to discuss and document progress, troubleshoot issues that emerge and provide general support. Mentors are expected to commit their time and energy to the relationship. In addition, trainees have access to the entire cadre of IMPART mentors for consultation as required.

IMPART assumes that trainees are self-directed, professional and will take responsibility for their own career development. Trainees are expected to:

- identify a mentor suitable for providing guidance and research career support
- establish and maintain regular communication regarding progress and emerging concerns
- be open to suggestions, advice and feedback regarding progress
- commit time and energy to the relationship.

A list of the current IMPART mentors can be found on the IMPART website at: <http://www.addictionsresearchtraining.ca/people/mentors.htm>.

1.7 Evaluation of IMPART

All trainees and faculty are expected to participate in the IMPART evaluation process, which includes an ongoing assessment and final program evaluation. *Follow-up on IMPART trainees after they graduate from the program is an important part of the program evaluation and thus trainees are required to keep IMPART apprised of their contact information after they graduate.*



⁵ Greaves, L. & Ballem, P. (2001). *Fusion: A model for integrated health research*. British Columbia Centre of Excellence for Women’s Health, Canada. Available online at: <http://www.cewh-cesf.ca/PDF/bcccewh/fusion.pdf>

2. Training Fellowships

2.1 Description of Awards

The IMPART research training program provides research training awards to highly qualified individuals pursuing a research career in addictions research with a particular focus on gender, women and addictions. Awards consist of a time-limited stipend and a research/travel allowance.

2.2 Award Categories

Following CIHR recommended guidelines, IMPART offers four research trainee awards:

- Masters level
- PhD level
- Postdoctoral Fellow
- Clinician Researcher

IMPART also has an Associate category for professionals currently working in addictions who wish to learn more about addictions research but who do not apply for and receive a training stipend from IMPART.

2.3 Requirements, Amount and Duration of Awards

The amount and duration of IMPART awards are:

Category	Requirements	Duration	Amount
Masters Students	enrolled in a Masters program in neuroscience, health, behavioural or a social science discipline at an accredited university	maximum of 1 year	\$18,000 per year
PhD Students	enrolled in the first or second year of a PhD program in neuroscience, health, behavioural or a social science discipline at an accredited university	maximum of 2 years	\$21,000 per year
Postdoctoral Fellows	have a PhD in neuroscience, health, behavioural or a social science discipline from an accredited university	maximum of 1 year	\$40,000 per year
Clinician Researchers	are currently affiliated with a health or social services agency or institution	maximum of 1 year	individual contracts are developed

All trainees who plan to renew must submit the required documentation and must attain satisfactory achievements in any given year. The IMPART Renewal Policy can be found in section 5 of this Guide .

Once a trainee has reached the maximum within his/her category, s/he may be eligible for ***affiliate trainee status***. This would not include a stipend, but it would include invitations to all IMPART events, programs and seminars and continued access to the online resources, and would also include the ability to use any remaining travel stipend funds. Conferral of affiliate status will be at the discretion of the program advisory committee. This status may continue for up to 2 years for a PhD student, 1 year for a Masters student, and 1 year for a PDF. Trainees in the affiliate category would be responsible for submitting progress reports on an annual basis and to respond to reporting requests as needed to fulfill CIHR requirements. Affiliate status is intended to continue to provide trainees with the academic support, collaborations and networking possibilities to be successful in their research projects, but to also allow the program to reach a greater number of trainees.

2.4 Travel Allowance



IMPART Fellowship holders are also eligible for a travel stipend. These funds provide financial support to a maximum of \$2,500 per fellowship trainee, regardless of how many years a trainee receives their IMPART fellowship, and can be used at any point during a trainee's time with the program.

The IMPART Travel Funding Policy can be found on the [IMPART website](#).

2.5 External Funding

Applicants with equivalent external funding must declare the sum total of these awards, as well as any conditions of the award, to IMPART. These applicants will be considered for "top-up" funding and in some cases an "incentive bonus." If the value of the external award is less than the value of the IMPART fellowship (and can be held in conjunction with IMPART funding), the trainee is eligible to receive a "**top-up**" to the value of the IMPART fellowship in their category. In addition, trainees who obtain external scholarships/fellowships of \$15,000 or more may be eligible to receive an **External Incentive Stipend** of **\$5,000**. Each applicant will be reviewed individually and decisions made accordingly.

Trainees are **required** to apply for external fellowship/scholarship support for which they are eligible (university, provincial, national) in their second and subsequent years with IMPART.



3. Training Program

3.1 Learning Activities

Each trainee:

1. works with their mentor to prepare an **individualized learning plan** that meets their own individual training needs.
2. develops and undertakes a **research project** related to gender and addictions.

In addition, trainees will have opportunities to learn collaboratively by participating in:

3. an **online course** in the core concepts of Women, Gender and Addictions,
4. research **seminars** (monthly, one Monday afternoon per month from September to May)
5. an **annual Research Day** (autumn)
6. **student-driven collaborative projects** (e.g., grant applications, manuscript preparation)

Trainees also engage in self- and peer-assessment to further their development as addictions researchers.

3.2 Format

3.2.1 Learning Plans

Each IMPART trainee develops, in conjunction with their Mentor, a **learning plan** to meet their own training needs based on individual goals and circumstances. The learning plan is used to both help guide the trainee's success and assess their progress. The learning plans are based on:

- research activities planned for the year
- the trainee's professional development goals
- IMPART program learning objectives

The IMPART Learning Plan template can be found on the [IMPART website](#).

3.2.2 Research Project



All Trainees will develop and undertake a **research project** in the area of gender, women/girls and addictions. For graduate student trainees, the research may constitute their thesis or dissertation. For clinical trainees, the research project will likely be relevant to their work. Standards for evaluating graduate student research will depend upon the host department's criteria. Clinical research projects will be assessed using similar criteria.



3.2.3 Online Core Course



The **online core course** is a WebCT-based, student-directed course that covers the core concepts of Women, Gender & Addictions. The modules for this course include:

1. What is Addiction?
2. History & Perspective on Gender, Women & Addictions Research
3. Sex and Gender-Based Analysis
4. The Epidemiology of Addictions
5. Mechanisms of Addiction
6. Consequences of Addiction for Individuals, Families and Society
7. Treatments & Strategies
8. Ethics & Scholarly Integrity
9. Knowledge Translation
10. Sociology of Substance Use

The modules are designed to be short (~30 minutes per module to complete) and online discussion groups within the WebCT site allow for trainees and mentors to engage in a transdisciplinary discussion of the issues raised within the modules.

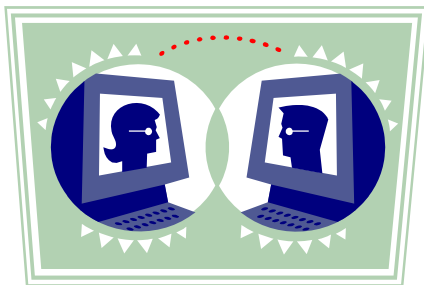
The IMPART Online Core Course is hosted through the UBC Faculty of Medicine. Non-UBC individuals are required to register for a **UBC Campus-Wide Login (CWL)** to access the WebCT site.

To register for a CWL:

1. Go to:
<https://www.cwl.ubc.ca/SignUp/cwls/subscribe/SelfSubscribeSelectAffiliation.do>
2. Sign up for a "Basic Account"
3. Email your CWL to the IMPART Program Coordinator

3.2.4 Seminars

IMPART **seminars** are interactive sessions which are co-led by trainees and mentors and are designed to allow trainees to extend beyond the core concepts learned in the online course. These sessions are focused on group discussion, lectures, presentations and other interactive activities that bring trainees and mentors together in a collaborative and active learning process. The topics for seminars are determined by the trainees and mentors at the IMPART Orientation held in September and/or during the January seminar. See <http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm> for a current list of seminar dates.



Seminars are usually held at the University of British Columbia (UBC) **Telestudios**, which provides state-of-the-art videoconferencing facilities to allow our mentors and trainees who are not located in Vancouver to participate. Depending on the availability of **Telestudios**, seminars may occasionally be held at BC Children's and Women's Hospital Ambulatory Care building at 4500 Oak Street, where Telehealth provides access to videoconferencing capabilities.

Attendance at all seminars is mandatory for all IMPART trainees!

3.2.5 Annual Research Day

The IMPART **Annual Research Day**, held in autumn in conjunction with the IMPART Orientation, provides an opportunity for trainees and mentors to learn more about each other's research and discuss ways to work together over the upcoming year. Guest speakers by policymakers, politicians, practitioners and/or community members involved in the addictions field provide a backdrop for transdisciplinary collaborations in the IMPART group. As Research Day is intended to be a community building event, trainees are **required to attend Research Day in person**; IMPART traveling funding may be used to attend this event.

3.2.6 Student-Driven Collaborative Projects



In the spirit of transdisciplinary collaboration, **student-driven collaborative projects** provide trainees the opportunity to share their expertise, learn from their peers and develop their skills. Past collaborative projects include the development of a new emerging team (NET) grant application⁶. Potential projects could include: grant applications; peer-review panel for each other's grant applications/papers; writing of a joint review paper, letter to the editor or short review of a recently-published paper.

3.3 Expectations of Trainees

Letters of agreement are individualized to reflect the training needs and circumstances of each trainee. The general expectations of IMPART trainees can be found in Appendix B.

3.4 Deliverables

IMPART trainees are expected to submit the following deliverables to the IMPART Program Coordinator by the deadlines set out in their letter of agreement:

- a research project pertinent to gender and addictions
- a learning plan, to be used as a tool for guiding their work and as a basis for progress reports, and which will be updated and revised for each year the trainee is involved in IMPART
- two (2) progress reports per year
- seminar presentations
- presentations and/or publications based on their research (copies of publications are to be forwarded to the IMPART Program Coordinator)
- a minimum of one product (e.g., manuscript, grant proposal) per year of IMPART involvement based on their participation in collaborative group projects

The general deadlines⁷ for deliverables are available on the [IMPART website](#).

3.4.1 Progress Reports

⁶ <http://www.cihr-irsc.gc.ca/e/4059.html>

⁷ Each individual trainee's deadlines are set out in their letter of agreement.

Trainees are required to submit two (2) progress reports per year. The purposes of the Progress Reports are (a) to inform each trainee's mentor about the progress they have made, and (b) to provide trainees with an opportunity to review their training to ensure that they are on track to meet their goals. In addition, it is essential that IMPART has up-to-date information about the development of each trainee in order to meet our reporting requirements to the Canadian Institutes of Health Research (CIHR); this will help to ensure the continuation of IMPART's funding.

IMPART Progress Reports are intended to:

- provide a narrative mechanism whereby trainees reflect upon and document how well they have been able to achieve their learning goals
- provide a vehicle for self-reflection, critical thinking and planning for future development
- demonstrate to mentors that trainees are making progress as planned
- provide mentors with ideas and areas where they may further enhance each trainee's development as an addictions researcher
- assist trainees to identify activities that may not be helping them to achieve their learning goals

In preparing their IMPART Progress Report, trainees may consider:

- describing progress made on learning goals (including specific activities in which they are involved)
- identifying new areas for development in their training as an addictions researcher (including specific activities that they would like to be involved in)
- identifying goals on which they have not made progress (and reflecting on their feasibility,)
- critical reflection on how they have changed their thinking or have been challenged by the activities they have undertaken to achieve their learning goals
- identifying challenges, problems or unforeseen circumstances that have impeded the achievement of their learning goals



Progress Report templates can be found at

<http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>.

3.4.2 Communication of Research Findings

In addition to sharing their research findings with the IMPART group, it is expected that trainees will be sharing their research findings with other audiences through a variety of manners (e.g., abstracts, poster presentations, oral presentations, journal articles, book chapters, workshops). Trainees should provide copies of any materials produced that are related to their IMPART work to the IMPART Program Coordinator. Copies of trainee publications are necessary for reporting on the program to CIHR. As well, trainees are required to acknowledge CIHR and IMPART in communicating research results and other materials and presentations produced as a result of their involvement with IMPART. IMPART and CIHR logos, for use in PowerPoint presentations and posters, can be downloaded from the IMPART website at

<http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>

3.5 Participation

All IMPART trainees are required to complete the online core course and to attend IMPART seminars and activities. Not doing so will impact their success and progress in the program.

All IMPART trainees are also asked to help create and foster the IMPART community of practice. There are many ways to do this, for example:

- finding ways to collaborate and network with fellow trainees and mentors
- helping to organize relevant activities such as visits to addiction facilities or arranging for guest speakers
- contributing to seminar discussions
- participating in online discussions
- voicing ideas for making IMPART more relevant and successful on a personal, seminar and program level

3.5 Resources

The IMPART website (<http://addictionsresearchtraining.ca>) and the IMPART [WebCT site](#) are regularly updated with new resources.



4. Application Procedures

4.1 Eligibility

Masters and PhD applicants are responsible for applying to both the IMPART Program and to their chosen graduate degree program in a Canadian university. Applicants are responsible for providing IMPART with evidence of their acceptance to an appropriate degree-granting program before they will be formally accepted to IMPART. Individuals who are in the first or second year of a Masters or PhD Program in a Canadian university may also apply for IMPART funding. Graduate students must be engaged in full-time research training in a graduate school to be eligible for support.

Postdoctoral fellows can apply to IMPART if they are in their first to fourth year of postdoctoral training.

Clinician Researcher working in a health or social services agency or institution may also apply for an IMPART Clinician Researcher fellowship.

4.2 Deadlines

IMPART accepts applications twice each year. Check the [IMPART website](#) for the next deadline.

4.3 Application Process

4.3.1 Components of an Application

The IMPART Application consists of the following documents:

1. Application form (see Appendix A)
2. Letter of Intent: 4 page maximum.
3. Curriculum Vitae (CV)
4. Transcripts: One official copy of each transcript from all post-secondary institutions attended, provided in a sealed and signed envelope.
5. Three (3) reference letters, provided in a sealed and signed envelope or emailed directly from the referee to the IMPART Program Coordinator.

4.3.1.1 Application for Training

The IMPART application form is available for download at <http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>.

4.3.1.2 Letter of Intent

Formatting

- Use white letter-size paper 8.5 X 11 inches (21.5 cm x 28 cm).
- Text should be single-spaced, Arial or Times New Roman font no smaller than 12 pt
- Enter your name at the top of every page.
- Maximum length is 4 pages. Additional pages will be removed.

Section A – Applicant’s statement

Section A is the most important part of your Letter of Intent, so please use your time and space allocation accordingly.

Please provide your comments under the following headings:

1. Basis for your interest in the IMPART Program
2. Proposed thesis/research topic, including its relationship to women, gender and addictions
3. Your research training needs in relation to gender, women and addiction
4. Plans for integrating IMPART training into your research career
5. Your research or professional experience

Section B – Scholarships, fellowships and other awards received

List the awards you have received in table format. Start with your most recent award, give the name of the award, its value, its type (institutional, provincial, national, or international), the location of tenure, and the period held. List only the awards received on the basis of academic and research excellence and/or in recognition of your leadership or communication abilities.

Section C – Contributions to research and development

List your publications and other contributions to research and development. Begin with your most recent, and list each entry on a new line. Use the following headings and order in your listing:

- Articles published or accepted for publication in refereed journals (Include all authors in the order that they appear in the publication; article title; journal title; year; volume of the publication; page range)
- Articles submitted to refereed journals (indicate the date of submission)
- Other refereed contributions (e.g., papers in refereed conference proceedings, posters, abstracts)
- Non-refereed contributions (e.g., specialized publications, technical reports).

4.3.1.3 Curriculum Vitae

Applicants are required to submit a current curriculum vitae.

4.3.1.4 Transcripts

Transcripts from all post-secondary institutions attended are required. Transcripts must be current, official or certified true copies and provided to the IMPART Program Coordinator in signed, sealed envelopes. All Postdoctoral fellows must provide evidence of completion of their doctoral degree (i.e., transcript or degree) before being formally accepted. Masters and PhD trainees must provide evidence of their acceptance in a relevant graduate program. Applicants are responsible for ensuring transcripts are received by the IMPART Admissions Committee with the remaining documentation required for your full application to IMPART.

4.3.1.5 Reference Letters

Three (3) reference letters are required. Reference letters should be provided in a sealed envelope with the referee's signature across the seal and can be mailed directly to the IMPART Program Coordinator or submitted by the applicant along with the rest of the application materials (alternatively, referees can email reference letters directly to the IMPART Program Coordinator). Applicants are responsible for ensuring transcripts are received by the IMPART Program Coordinator with the remaining documentation required for your full application to IMPART by the deadline⁸.

4.3.2 Submitting an Application

Application materials should be submitted to the address below:

IMPART Program Coordinator
British Columbia Centre of Excellence for Women's Health
E311-4500 Oak Street, Box #48
Vancouver, BC, V6H 3N1
Email: coordinator@addictionsresearchtraining.ca
Fax: (604) 875-3716

If submitting a hard copy of the application, applicants are asked to also email their application form, letter of intent and curriculum vitae to the Program Coordinator (coordinator@addictionsresearchtraining.ca).

Any questions about the application process should be directed to the Program Coordinator at (604) 875-2424 ext 6494 or by email: coordinator@addictionsresearchtraining.ca.

4.3.3 Review Process

The IMPART Admissions Committee consists of a minimum of three (3) IMPART mentors who review new applicants on a quarterly basis. The Admissions Committee makes recommendations for admission to the Program Advisory Committee (PAC). Final approval of the PAC is required for admission.



⁸ Deadline for applications to be included in a given application review period will be posted on the IMPART website.

5. Renewal of Fellowships

5.1 Eligibility

All funded IMPART trainees who demonstrate satisfactory achievement of learning goals and who successfully attain IMPART program standards are eligible to apply for a renewal of their training fellowship, in accordance with the following guidelines:

- **Postdoctoral Trainees** are eligible for up to 1 year of full funding and thus cannot apply for award renewal.
- **PhD Trainees** are eligible for up to 2 years of full funding and thus can apply for one renewal following an initial IMPART award.
- **Masters Trainees** are eligible for up to 1 year of full funding and thus cannot apply for award renewal.
- **Clinician Researchers** are not eligible to apply for renewal.
- **Affiliate Trainees** are not eligible to apply for renewal of that status but are eligible to submit a full application for IMPART funding if “laddering” into an appropriate academic category.

NOTE: If you have only received top-up and/or bonus funding from IMPART (i.e., less than half of full award amounts) to date, you **may be eligible to apply for renewal** beyond the stated maxima. Contact the program coordinator to confirm your eligibility.

NOTE: Trainees who are **changing academic category** (i.e., from a Masters student to a PhD student) and wish to continue in IMPART must submit a **full application** at an appropriate deadline. Renewal applications will not be considered for an IMPART award in a different award category. If you are accepted in a new category, you will not receive a new individual travel award; travel awards are one time only regardless of time in IMPART.

5.2 Deadlines

Renewal applications are accepted at the same deadlines⁹ as full applications. The current deadlines can be found at the [IMPART website](#).

5.3 Renewal Process

5.3.1 Components of a Renewal Application

The IMPART Application consists of the following documents:

1. Renewal Application form (see <http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>).
2. Progress Report #2.
3. Letter of Support from Primary IMPART Mentor.

⁹ These deadlines are tentative and subject to change. Each trainee's official deadlines will be the one set out in their letter of agreement.

5.3.1.1 Renewal Application Form

The IMPART application form is available at <http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>.

5.3.1.2 Progress Report #2

Progress Report #2, as described in section 3.4.1, is submitted along with the renewal application (see template at <http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>).

5.3.1.3 Letter of Support

Trainees are required to provide a letter of support for their renewal from their primary IMPART mentors. The letter of support should be provided in a sealed envelope with the referee's signature across the seal and can be mailed directly to the IMPART Program Coordinator or submitted by the applicant along with the rest of the application materials (alternatively, referees can email reference letters directly to the IMPART Program Coordinator).

5.3.2 Submitting a Renewal Application

IMPART Program Coordinator
British Columbia Centre of Excellence for Women's Health
E311-4500 Oak Street, Box #48
Vancouver, BC, V6H 3N1
Email: coordinator@addictionsresearchtraining.ca
Fax: (604) 875-3716

If submitting a hard copy of the application, applicants are asked to also email their application form, letter of intent and curriculum vitae to the Program Coordinator (coordinator@addictionsresearchtraining.ca).

Any questions about the application process should be directed to the Program Coordinator at (604) 875-2424 ext 6494 or by email: coordinator@addictionsresearchtraining.ca.

5.3.3 Review Process

The Program Advisory Committee (PAC) will review renewal applications and make the final decision on renewals.



6 Administrative Details

6.1 Fellowship Payments

IMPART Fellowship stipends will be set up as follows:

Graduate Students	through their institution's Faculty/Office of Graduate Studies
Postdoctoral Fellows	through their department
Clinician Researchers	through their employer

Award payments are paid to the institution/department, and payment schedules for the trainee are determined by the host institution/department.

6.2 Travel Funding

Trainees are eligible for IMPART Research Travel Funds to a maximum of \$2,500 per fellowship trainee. Note that this is a one-time award, regardless of how many years a trainee receives their IMPART fellowship, and can be used at any point during a trainee's time with the Program.

Trainees are required to apply to the travel funds prior to travel. The IMPART Travel Funding Policy and Application Forms can be found at <http://www.addictionsresearchtraining.ca/resources/forms-and-policies.htm>.

6.3 Accessing the Online course

Trainees and mentors should contact the Program coordinator to get access to a signup page for the online course. Once you have chosen a username and password, you can log in to the online course here: <http://addictionsresearchtraining.ca/course/>

6.4 Obtaining a UBC Library Card (for Non-UBC Affiliated Individuals)

IMPART trainees who are not registered graduate students at UBC are eligible for access to a UBC Library card by entering into an agreement with the British Columbia Centre of Excellence for Women's Health (BCCEWH). This can be arranged by emailing the [IMPART Program Coordinator](#).