



**2025 CANCER RESEARCH TRAINING PROGRAM AWARD COMPETITION**

**TERMS OF REFERENCE**

***Application Deadline: APRIL 28, 2025, 4pm ADT***

**DESCRIPTION:** Trainees who are part of the Beatrice Hunter Cancer Research Institute [Cancer Research Training Program](#), undertaking cancer research at recognized institutions in Atlantic Canada, and who meet the eligibility requirements are invited to apply for the 2025 CRTP Award Competition.

**ELIGIBILITY REQUIREMENTS**

**Receipt of the [Intent to Apply Form](#) Must be Received by the BHCRI Office to Apply for the CRTP Award:**

- Postdoctoral fellows may receive funding if, on September 1, 2025, they have not completed more than 4 years of postdoctoral study.
- PhD candidates (including those that transferred from an MSc program) if, on September 1, 2025, they have not completed more than 5 years of graduate study.
  - PhD candidates may apply for postdoctoral funding but must have successfully defended their thesis prior to the start date.
- MSc students if, on September 1, 2025, they have not completed more than 2 years of graduate study.

Please note: A trainee may not receive more than two CRTP awards. A maximum of two trainees may be funded per supervisor to assist as many research locations as possible and ensure a breadth of trainees. In any competition, the number of applications from each supervisor is limited to four. A supervisor may not have more than two trainees funded at the same time.

**Monetary Value of the Traineeship Award: \$17,500.**

**Starting Date of Award: September 01, 2025. Tenable over 12 months.**

**OTHER AWARDS**

A supervisor may supplement the value of the traineeship award from their grant support, and/or trainees may receive support from other awards while receiving the CRTP stipend, but the total amount received from awards must adhere to the following guidelines:

- The total combined amount for all awards may not exceed \$40,000 for a graduate student (MSc or PhD).
- The total combined amount for all awards may not exceed \$70,000 for a post-doctoral fellow.

In all cases, the maximum amount paid by CRTP cannot exceed the original CRTP approved amount.

Important - If granting the full CRTP award of \$17,500 will cause the total combined amount of awards to exceed the thresholds of \$40,000 for a graduate student (MSc or PhD) or \$70,000 for a post-doctoral fellow, BHCRI will top up the total combined amount with the CRTP award amount until the respective thresholds of \$40,000 for graduate students (MSc or PhD) or \$70,000 for post-doctoral fellows are met.

## APPLICATION REVIEW PROCESS

Applications for CRTP Traineeship Awards will be reviewed by the Scientific Review Committee and ranked numerically. **Please note that reviewers span a broad range of research and applications should be written so they are understood by all reviewers.** The Chair of the Scientific Review Committee will present this ranked list, together with reviewers' comments, to the BHCRI Training Committee for funding consideration. Supervisors can expect to be asked to be members of future Scientific Review Committees.

**INSTRUCTIONS: A SINGLE PDF. FILE (UNSCANNED) OF THE CRTP AWARD APPLICATION {INCLUDING THE SUPERVISOR(S) AND CO-SUPERVISOR(S)} CV, MUST BE EMAILED to [admin@bhcri.ca](mailto:admin@bhcri.ca) BY APRIL 28, 2025, 4pm ADT**

## REFERENCE DOCUMENTS:

[Guidelines for Writing Lay Summaries](#)  
[Turning on Readability Statistics in Microsoft Word](#)

## VOLUNTARY SELF-IDENTIFICATION

**All BHCRI award applicants are invited to complete the optional [self-identification form](#).**

BHCRI encourages completion of the voluntary self-identification form to help determine whether our programs are reaching a broad range of applicants to create an inclusive environment and sense of belonging with a diverse community of contributors. Information provided is confidential and will only be used for statistical reporting on the representation of equity groups within the Beatrice Hunter Cancer Research Institute and will not be used for any aspect of the peer-review process. If you have submitted a form in the past, please do not submit another form.

## Award Recipients: Trainees of the BHCRI Cancer Research Training Program

[Click Here for Complete CRTP Trainee Responsibilities & Curriculum Components](#)

**TRAINEE RESPONSIBILITIES:** All trainees who are part of the CRTP program are required to attend at least 80% of CRTP curriculum activities. If attendance drops below 80%, the trainee and supervisor will be advised that the trainee is being placed on 3 months' probation. **Should attendance not increase to 80% or greater at the end of 3 months, funding will be cancelled.** Extenuating circumstances will be taken into consideration.

**SUPERVISOR RESPONSIBILITIES:** Supervisors of BHCRI trainees are required to attend at least two CRTP sessions per year, one of which should be the Work-in-Progress session where their BHCRI trainee is presenting.

**TEACHING & OTHER RESPONSIBILITIES:** Individuals supported by a traineeship award are expected to devote full-time to research and the CRTP curriculum during tenure of the award (excluding normal vacation time).

### **MATERNITY BENEFITS/PARENTAL LEAVE:**

Cancer Research Training Program (CRTP) funded trainees are eligible to apply for unpaid maternity or parental leave through the program. Payments through the CRTP will be suspended during the period of the leave (up to 12 months) and the end date of the award will be extended by the amount of leave taken.

**REPORTING OF RESEARCH ACTIVITIES & RENEWAL OF TRAINEESHIPS:** A detailed progress report that emphasizes the linkage to cancer must be submitted to the BHCRI Administrative Office two months prior to completion of twelve months of the award. Abstracts and publications should clearly show cancer relevance and where appropriate, be published in journals relevant to cancer. Following completion of the award term, trainees must submit a brief final report outlining research activities undertaken during the tenure of the traineeship. Failure of the trainee to meet these obligations will cause the supervisor to be ineligible to apply for CRTP funding for the next 12 months. Note: The CRTP and its funding partners are to be acknowledged in all published abstracts and articles in scientific journals, with appropriate wording as specified in the notice of the award, which will be forwarded to all successful applicants. It is extremely beneficial for the future research careers of applicants to obtain funding from national and/or international granting agencies. For this reason, CRTP-funded trainees are encouraged to seek alternative funding throughout their traineeship tenure and must include a list of applications submitted in the annual progress report.