



CANADIAN PEDIATRIC ENDOCRINOLOGY FELLOWSHIP APPLICATION PROCESS FOR 2020

Deadline for Submission: November 18, 2019

Awardees will be announced at the CPEG Annual Scientific Meeting in Winnipeg in February 2020.

Please note that applications for CPEG fellowships must now be made online through the CPEG website (<https://cpeg-gcep.net>). If you have not already joined CPEG and signed up for an online account as a fellow (there is no cost involved), you must do so prior to applying for a fellowship. Please allow yourself time to make sure that your online account is working.

The number of fellowship awarded depends on the availability of funds, which is donated by pharmaceutical companies. Recently, 1–2 fellowships are granted per year. Please note that projects primarily crafted by residents with solid scientific content are typically most highly rated. See below for some specific comments in the ‘application’ section. Additionally, trainees are strongly encouraged to apply to other salary support competitions given the competitive nature of CPEG Fellowships.

Prior to submitting an application, you must have the following information ready to fill in the online form, and the 3 documents mentioned below ready to upload:

The following information is required on the online form:

- Your name, year of training, institution name, university affiliation, and full contact information (business street address, city, province, postal code, country, phone and fax numbers, and email address).
- Your project’s supervisor’s name, institution name, university affiliation and full contact information. This is the person who will be supervising your research project.
- Your grant administrator’s name, institution, and full contact information. This is generally the administrative/clerical person in your department/division who looks after grant monies. Your program director should be able to help identify this person for you.
- The title of your project and 5 key words or phrases for the project.

In addition to the above information, you will be required to upload 3 **documents** (Word or PDF format only) with your CPEG fellowship application:

- A maximum 7-page document, in 12-point Arial font, single-spaced, 1-inch margins, using hard returns [Control-Enter] to make page breaks between the following 4 sections.
Information exceeding the suggested length for each section will not be accounted for!
- Page 1: **Project information:**

- name of the candidate and all contact information
 - name of the project supervisor and all contact information
 - name of the administrator (for handling of the fellowship) and all contact information
 - name of the project
 - five key words or phrases for the project, separated by commas
- Pages 2–4: **Summary of the project** including review of the literature, hypothesis, aims and objectives, methodology, statistics-including **sample size** (including detailed sample size calculations, typically based on primary objective and expected results). **References** may be added to an additional page — please mark as Page 4a)
- additional consideration is given to projects with solid scientific content
- Page 5: **Applicant's role in project**
- Page 6: **Applicant's career plans**
- Page 7: **Description of the training program** individualized for the fellow
- i.e. how will your time be spent during your continuing training?
 - examples: time allocated to project, attendance in clinics, in house scientific meetings, service meetings, on call, etc.
 - Note: No more than 15–20% of the work week should be spent on clinical activities
 - This would include up to ½ day clinic per week, no more than 1–2 weeks of service as a junior attending, and no more than 1–2 calls per 4-week rotation
- An updated copy of your CV (this should be limited to 4–5 pages)
- highlight in your presentation and publication sections, when during your training that you undertook these endeavours (e.g. medical student, resident, other postgraduate training, MSc)
- An updated copy of your Project Supervisor's CV (this should be limited to 4–5 pages)
- highlight the number of trainees that you have supervised in this time period, as well as the total number ever supervised
 - list the student's productivity (presentations and publications)
 - highlight your manuscripts when a trainee was involved in the last 5 years and provide the total ever supervised as well

A careful and critical review by colleagues prior to submission will help to increase the chance of funding.

Seeking additional external sources of funds for Fellowship projects is highly recommended

PLEASE refer to the [CPEG Fellowship Reviewer Assessment](#) scoring grid that is available on the CPEG website; this will help guide your submission.

To submit your application, once you have assembled all of this information and the required documentation, log on to the CPEG website (<https://cpeg-gcep.net>) and click on *Fellowship Application Submission* on the right, under *Navigation*, as seen below.



This will open an online form with a number of fill-in fields (most are required fields), and areas to upload the 3 documents discussed above.

The form will auto-save as you go, so that you don't inadvertently lose entered information. When you are finished and are certain everything is correct and complete, click on the **Submit** button at the bottom left of the form. You should receive a confirmatory email from webmaster@cpeg-gcep.net within a few seconds. **Note that once the form is submitted, you have the ability to edit the form until the submission deadline.** Take note of the web address of the screen that appears after you've submitted the application. This is your proof that the application is in the system, including the date and time of the submission. You can at any time review the application by going to this web address, and you can print out a copy by clicking the **Print-Friendly Version** button at the bottom of the screen.



Finally, you must submit 2 letters of reference. These are to be e-mailed directly by the referee to Dr. Carol Huang, Chair, CPEG Fellowship Committee, at carol.huang@albertahealthservices.ca. Please ensure that the referee clearly states the name of the applicant and that that the letter is in support of an application for a CPEG Fellowship. The deadline for these letters is the same as the rest of the application.

- Letter of Reference #1
- Letter of Reference #2

If you have any questions regarding the fellowship requirements, please contact [Dr. Carol Huang](mailto:Dr.Carol.Huang). If you have any technical problems with the website account or online application, please contact webmaster@cpeg-gcep.net.