TERMS OF REFERENCE FOR AN ANNUAL FUND

NAME OF ANNUAL FUND

UOTTAWA / CHEO RESEARCH INSTITUTE JOINT PHYSICAL ACTIVITY AND HEALTH INITIATIVE

PURPOSE OF FUND
To support research across the lifespan on the impact of physical activity on health outcomes, using one or more approaches (e.g., biophysical sciences, psychosocial sciences), and on designing interventions to optimize health status and quality of life.

The fund at the University of Ottawa will support two specific initiatives:

A. Doctoral and postdoctoral fellowships for research across the lifespan on the impact of physical activity on health outcomes, using one or more approaches (e.g., biophysical sciences, psychosocial sciences), and on designing interventions to optimize health status and quality of life.

B. An annual research forum on selected themes related to physical activity and health across the lifespan.

A. DOCTORAL AND POSTDOCTORAL FELLOWSHIPS FOR RESEARCH ON PHYSICAL ACTIVITY INTERVENTIONS TO OPTIMIZE HEALTH ACROSS THE LIFESPAN

PURPOSE
This fund is to provide support for doctoral students and postdoctoral fellows studying or working under the supervision of Faculty of Health Sciences tenure-track professors. The research must focus on the impact of physical activity on health outcomes, using one or more approaches (e.g., biophysical sciences, psychosocial sciences), and on designing interventions to optimize health status and quality of life, both across the lifespan.

A1. DOCTORAL FELLOWSHIP DETAILS

Eligibility Criteria
The applicant must:

1. be a Canadian citizen, a permanent resident, a person with the protected/refugee status or an international student;
2. be registered as an entering doctoral student at the Faculty of Health Sciences of the University of Ottawa;
3. demonstrate strong academic and research potential as per undergraduate and master’s level academic records and research experience; and
4. be contributing to research work related to the impact of physical activity on health outcomes, using one or more approaches (e.g., biophysical sciences, psychosocial sciences), and on designing interventions to optimize health status and quality of life, both across the lifespan.

Value of award: $25,000 per year for two years
Number of awards: One
Frequency of the award: Annual
Level or program of study: Doctoral
Application contact: Financial Aid and Awards
Application deadline: April 30

APPLICATION PROCEDURE
Applications must be made through Online Scholarships and Bursaries, which can be accessed through the uoZone portal, and should include:
1. a curriculum vitae;
2. a non-official copy of the applicant’s academic transcripts;
3. a cover letter from the applicant describing how the research program will be conducted to meet the purpose of the doctoral fellowship, including a statement of how principles of equity, diversity and inclusion are reflected in the project (max. one page);
4. a detailed description of the applicant’s research plans, including specific research hypotheses and objectives and a description of the applicant’s role in the project (max. three pages);
5. a statement of support by the professor acting as main doctoral supervisor confirming the objectives and outcomes of the assigned research work; and
6. two letters of reference.

SELECTION COMMITTEE
The selection committee will comprise:
1. the Dean of the Faculty of Health Sciences or the Dean’s delegate as Chair;
2. the Vice-Dean, Undergraduate and Graduate Studies, Faculty of Health Sciences (if not delegated as acting Dean) or the Vice-Dean’s delegate;
3. two tenured members of the regular academic staff of the Faculty of Health Sciences; and
4. one member with a specific knowledge of the research area targeted by the award.

SELECTION PROCESS
The Faculty of Health Sciences will:
1. evaluate the applicants’ academic achievements;
2. evaluate the merits of the project in terms of the purpose of the doctoral fellowship;
3. ensure that principles of equity, diversity and inclusion are considered in awarding the fellowship.

AWARDING PROCEDURE
The Financial Aid and Awards Service will:
1. verify that the recipient currently meets its program requirements;
2. confirm in writing the granting of this award to the recipient and to the Faculty of Health Sciences;
3. arrange to have the amount credited to the recipient’s University account.

A2. POSTDOCTORAL FELLOWSHIP DETAILS
Eligibility Criteria
The applicant must:
1. be a Canadian citizen, a permanent resident, a person with the protected/refugee status or an international student;
2. be registered as a postdoctoral fellow at the Faculty of Health Sciences of the University of Ottawa; and
3. participate in a research program related to the impact of physical activity on health outcomes, using one or more approaches (e.g., biophysical sciences, psychosocial sciences), and on designing interventions to optimize health status and quality of life, both across the lifespan.

Value of award: $45,000 per year for two years
Number of awards: One
Frequency of the award: Annual
Level or program of study: Postdoctoral
Application contact: Office of Research, Faculty of Health Sciences
Application deadline: April 30

APPLICATION PROCEDURE
Application must be made to the Vice-Dean Research of the Faculty of Health Science and should include:
1. a completed postdoctoral fellowship application form available at the Faculty of Health Sciences;
2. a curriculum vitae;
3. a copy of the applicant’s past academic transcripts;
4. a cover letter from the applicant stating how the research program will be conducted to meet the objectives of the postdoctoral fellowship, including how principles of equity, diversity and inclusion are reflected in the project (max. one page);
5. a detailed description of the applicant’s research plans including specific hypotheses and objectives of the research and a description of the applicant’s role on the project (max. three pages);
6. a statement of support by the professor acting as postdoctoral supervisor confirming the objectives and outcomes of the assigned research work; and
7. two letters of reference.

SELECTION COMMITTEE
The selection committee will comprise:
1. the Dean of the Faculty of Health Sciences or the Dean’s delegate as Chair;
2. the Vice-Dean, Research, Faculty of Health Sciences (if not delegated as acting Dean) or the Vice-Dean’s delegate;
3. two tenured members of the regular academic staff of the Faculty of Health Sciences; and
4. one member with a specific knowledge for the research area targeted by the award.

SELECTION PROCESS
The Faculty of Health Sciences will:
1. evaluate the applicant’s academic achievements;
2. evaluate the merits of the project in terms of the purpose of the postdoctoral fellowship; and
3. ensure that principles of equity, diversity and inclusion are considered in awarding the fellowship;

AWARDING PROCEDURE
The Faculty of Health Sciences will:
1. verify that the recipient is in good standing;
2. confirm the granting of this award in writing to the recipient; and
3. arrange to have the amount credited to the recipient.

B. ANNUAL RESEARCH FORUM ON PHYSICAL ACTIVITY AND HEALTH

PURPOSE OF FUND
A research forum will be organized jointly by the Faculty of Health Sciences and the CHEO Research Institute, to bring together researchers, fellowship recipients, and graduate and undergraduate students for a full day of talks by leading local or visiting scholars, along with workshops and special topic seminars on issues related to physical activity and health across the lifespan. These meetings should lead to enhanced projects and funding opportunities, facilitate partnerships for new ideas to emerge and further the translation of knowledge into applications and practices.

FUND DETAILS
1. The research forum will be organized annually for an initial six consecutive years.
2. For these first six years, $20,000 per year will be earmarked to organize the forum.
3. The funds allocated to organize the forum will be managed by the Chief Administrative Officer of the Faculty of Health Sciences.

FINANCIAL ARRANGEMENTS
1. In the event of a shortfall due to lower than expected investment returns following the disendowment of the funds directed to this initiative, the parties agree to equally cover this shortfall.
2. All funds should be sent to the Development Office for credit to the appropriate account. Cheques must be made payable to the University of Ottawa.
3. The fiscal year of the fund runs from May 1 to April 30.

GENERAL
If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavour to contact the donor to explore other purposes. If the University is unable to locate the donor or if the donor is deceased, the University will use the fund in the way it deems most beneficial for the institution, adhering as closely as possible to the spirit of the fund and to the donor’s original intent.

ADMINISTRATIVE CONTACTS
CHEO Research Institute: CEO and Scientific Director
401 Smyth Road

Faculty of Health Sciences: Dean
3028B – 451 Smyth Road

Development Office: Director, Donor Relations and Gift Processing
190 Laurier Avenue East
Stewardship and Recognition Officer
190 Laurier Avenue East
APPROVED ON JULY 22, 2016 BY KELLY GRAY, DIRECTOR OF DONOR RELATIONS AND STEWARDSHIP

APPROVED ON APRIL 15, 2021 BY KELLY GRAY, DIRECTOR OF DONOR RELATIONS AND GIFT PROCESSING