



## **AGE-WELL Graduate Student and Postdoctoral Awards in Technology and Aging**

### **Information Package**

#### **A. Instructions**

1. The application is comprised of an online application form and supporting documents detailed below.
2. Late or incomplete applications may not be reviewed.
3. Submit the online application and supporting materials via the AGE-WELL Forum Research Portal website by July 10, 2015 (details below). Letters of support must be sent directly to the AGE-WELL Network Management Office (details in Section C of this package).
4. Notice of Admissions will be received by August 10, 2015.
5. Expected start date of fellowship is September 2015. Trainees from programs with January start dates may defer the award until January 2016.

Contact Information:

AGE-WELL Education and Training Administrator  
[training@agewell-nce.ca](mailto:training@agewell-nce.ca)

Address:

AGE-WELL NCE  
Trainee Awards  
Toronto Rehab – UHN  
12<sup>th</sup> Floor, Research  
550 University Ave. Toronto ON M5G 2A2

#### **B. Background Information**

##### **About AGE-WELL**

AGE-WELL Graduate Student and Postdoctoral Awards in Technology and Aging provide partial funding to highly qualified master's, doctoral and postdoctoral candidates and provide them with access to training and mentorship opportunities through the AGE-WELL Network of Centres of Excellence. AGE-WELL aims to provide a unique training environment that exposes trainees to multi-disciplinary research environments and to its industry and community partners. AGE-WELL is committed to attracting, developing, and retaining outstanding Highly Qualified Personnel (HQP) in Canada.

AGE-WELL is a pan-Canadian network of industry, non-profit organizations, government, care providers, caregivers, end-users, and academic partners working together using high-quality research to drive innovation and create technologies and services that benefit older adults. Our vision is to harness and build upon the potential of

emerging and advanced technologies in areas such as artificial intelligence (AI), e-health, information communication technologies (ICTs), and mobile technologies to stimulate technological, social, and policy innovation.

### **Eligibility**

In order to be considered for AGE-WELL Awards, funding applicants must:

1. Receive at least some financial support from additional sources: home department, supervisor research grants, and/or through government and agency scholarships or awards.
2. Participate full-time in their respective program at a Canadian post-secondary institution.
3. Be engaged in academic study/research aligned with the mission and vision of AGE-WELL.

### **The Awards**

Awards are intended to enhance existing funding support awarded to promising new scholars. Matching funds will be considered as part of the review of each applicant. Awards are awarded in amounts up to the following maximums per academic year:

- \$14,000 for Masters students (1 year award)
- \$18,000 for PhD students (2 year award)
- \$40,000 for Postdoctoral fellows (1 year award)

The HQP Advisory Committee reserves the right to award additional funding to extraordinary candidates.

### **Program Requirements**

Funded trainees are expected to participate in AGE-WELL seminar series, professional development activities (e.g. workshops in commercialization or entrepreneurship), the AGE-WELL trainee-led network, as well as complete a report on their activities annually or at the end of their award.

AGE-WELL funded trainees will acknowledge the AGE-WELL Award program in their presentations, publications, and other knowledge translation activities related to research conducted during their funding period. Funded trainees are required to use the AGE-WELL logo on their posters and other materials related to research conducted during their funding period.

Written acknowledgement:

*"This research was (partially) funded by the AGE-WELL NCE Trainee Award Program."*

### **Renewal**

Funded doctoral and postdoctoral applicants may submit one-year renewal applications for a third year of doctoral funding and a second year of postdoctoral funding. Ongoing funding is dependent on performance and achieving milestones outlined in the original application. Funded trainees are expected to submit an annual report through the AGE-WELL Forum Research Portal reporting system each year. This report is required whether or not the trainee is applying for renewal of funding.

If successful, trainee funding will be held by the trainee's supervisor in an account that must be established at the supervisor's home institution.

## Admission Criteria

All applicants will be reviewed by the HQP Advisory Committee using the following criteria:

1. Scholarly Merit & Quality of Proposed Research (40%)
2. Fit with AGE-WELL Goals and Priorities (40%)
3. Quality of training environment (20%)

## Required Documents

Award applicants must submit the following:

1. Online Application Form;
2. Two Confidential Letters of Support (one must be from your proposed supervisor)
3. Formal evidence of enrolment in a Master's or Doctoral program or Post-Doctoral position;
4. Formal evidence of awarded funding for 2015-16;
5. Curriculum Vitae.

## Important Dates

Applications Due: July 10, 2015

Results Available: August 10, 2015

Funding Commences: September 1, 2015

## 2. Guidelines for completing the online application form

BACKGROUND INFORMATION	
<b>Applicant Name</b>	Last Name, First Name
<b>University/Program</b>	
<b>Supervisor Name</b>	
<b>Funding Category</b>	<input type="checkbox"/> Master's (up to \$14,000) <input type="checkbox"/> PhD (up to \$18,000) <input type="checkbox"/> Postdoctoral (up to \$40,000)
<b>Project Title</b>	
<b>Keywords (max. 6)</b>	
<b>Start Date</b>	___ September ___ January ___ Other (specify)___
SCHOLARLY MERIT AND QUALITY OF PROPOSED RESEARCH	
<b>Statement of research focus (1/2 page)</b>	AGE-WELL is inviting proposals in the broad area of technology and aging. The research project may be linked to one of AGE-WELL's eight <a href="#">Research Workpackages (WP)</a> , but does not need to be limited to these. Research should address at least one of our key research questions: <ol style="list-style-type: none"><li>1) What are the needs of older adults and caregivers?</li><li>2) What technology-based systems and services should be used to meet those needs?</li><li>3) How can we foster innovation in the technology and aging sector?</li></ol>

	<p>The project may also support one of AGE-WELL's four <a href="#">Crosscutting (CC) Activity areas</a> - Knowledge Mobilization, Commercialization, Transdisciplinarity and Training and Mentorship.</p> <p>In this section, applicants should describe:</p> <ol style="list-style-type: none"> <li>1) How does your research connect to research foci of the AGE-WELL NCE?</li> <li>2) Why is your project important?</li> <li>3) Who is your target user population(s)?</li> <li>4) What is the expected impact of your research?</li> </ol>
<b>Research objectives/aims (1/2 page)</b>	<p>In this section describe the following aspects of your research:</p> <ol style="list-style-type: none"> <li>1) Overall aim of the research</li> <li>2) Specific objectives - these should include both the research objectives AND the "non-academic" objectives, such as knowledge transfer etc. (these objectives should be related to the specific project activities that will be mapped out in "tasks/activities" in the next section)</li> <li>3) Specific research question(s) (if appropriate)</li> </ol>
<b>How will you achieve your project goals? (1/2 page)</b>	<p>In this section describe the following aspects of your research:</p> <ol style="list-style-type: none"> <li>1) Brief overview of the approach (design/methods) you will use to meet your project objectives</li> <li>2) Describe the type of research being undertaken e.g. technology development, review, feasibility study, pilot study, requirements analysis, prototype development, intervention study, evaluation study, etc.</li> <li>3) Describe the tasks and activities planned (provide detail on specific tasks to be carried out to meet the project objectives you identified above). "Activities" may include research activities, KT, innovation, commercialization, team-building and training, etc.</li> <li>4) Provide specific timing of the various tasks, activities and milestones, where milestones are critical points in the project (e.g. completion of a task)</li> </ol>
<b>FIT WITH AGE-WELL GOALS AND PRIORITIES</b>	
<b>Biography and career goals (1/2 page)</b>	<p>In this section briefly describe:</p> <ol style="list-style-type: none"> <li>1) Your current goals</li> <li>2) Where you see yourself in 5-10 years</li> <li>3) How you see AGE-WELL helping you to achieve your goals</li> </ol>
<b>Alignment to the mission and goals of</b>	<p>Successful applications will need to be aligned with the key strategic goals of AGE-WELL. Applicants are strongly</p>

<p><b>AGE-WELL (1/2 page)</b></p>	<p>encouraged to familiarize themselves with the document entitled <i>AGE-WELL Network Goals</i> available on the AGE-WELL website: <a href="http://www.agewell-nce.ca">www.agewell-nce.ca</a>.</p> <p>As well as scientific excellence, applicants will need to demonstrate that their research has potential for real world impact. In this section, describe how your research fits with AGE-WELL’s vision and strategic goals.</p>
<p><b>Potential for commercialization and/or knowledge mobilization (1/2 page)</b></p>	<p>AGE-WELL research is designed to produce social and economic impact. Success in either ultimately depends on the rate of uptake and meaningful application of knowledge or products by end users. Commercialization and knowledge mobilization are vital activities of AGE-WELL.</p> <p>Not every project is expected to be directly responsible for a commercial outcome or uptake of knowledge, but all projects should be actively contributing to these overall goals. In this section address the following:</p> <ol style="list-style-type: none"> <li>1) Are there new products/systems and services that may result from this research?</li> <li>2) How could your research support the commercialization of other products and services (e.g. user-based research)?</li> <li>3) What audiences/user groups might benefit from the knowledge produced by your research?</li> <li>4) How will these user groups be engaged in your research?</li> </ol>
<p><b>Potential for innovation (1/2 page)</b></p>	<p>Innovation is a critical outcome of the AGE-WELL Network. Innovation may come in various forms, including social innovation, scientific innovation, technological innovation, and policy-based innovation. In this section, as applicable, address the following:</p> <p><b><i>Social innovation</i></b></p> <ol style="list-style-type: none"> <li>i. What are practical benefits of your research to the wider community?</li> <li>ii. How will these benefits be achieved?</li> </ol> <p><b><i>Technological innovation</i></b></p> <ol style="list-style-type: none"> <li>i. What are the novel aspects and contributions of your research from a technical point of view?</li> <li>ii. How will these be achieved?</li> </ol> <p><b><i>Policy and practice innovation</i></b></p> <ol style="list-style-type: none"> <li>i. How might policies, services and care be transformed by your research?</li> <li>ii. How will these changes be achieved?</li> </ol>

	<p><b>Scientific innovation</b></p> <ol style="list-style-type: none"> <li>i. What are the key scientific outputs from this research?</li> <li>ii. How will these be communicated to the scientific and/or knowledge-using communities?</li> </ol>
<b>QUALITY OF TRAINING ENVIRONMENT</b>	
<p><b>Industry and/or community partners (if applicable) (1/2 page)</b></p>	<p>The AGE-WELL Network unites leading Canadian private and public companies, government bodies, care providers, end-users and academic partners to develop cohesive critical mass in the technology and aging sector. All AGE-WELL researchers and trainees have access to the AGE-WELL partner network. We expect that the majority of AGE-WELL research projects will be carried out in conjunction with a community or industrial partner, for example: a technology company, a service provider, or a government department or agency.</p> <ol style="list-style-type: none"> <li>1) Specify how your project is aligned with partner goals, their role and contribution in the project and how you will work directly with this partner(s).</li> <li>2) 2) If your research does not currently involve working with a partner organization, identify the type of partner that would be appropriate for your research and how your research might benefit from partner engagement (e.g. Co-.development of technology, knowledge mobilization, experiential learning). Where possible, AGE-WELL will attempt to link trainee projects with appropriate AGE-WELL partners.</li> </ol>
<p><b>In what ways will your project go beyond conventional disciplinary boundaries? (1/2 page)</b></p>	<p>Transdisciplinary working - that is working across and with other disciplines than your own – is an important aspect of AGE-WELL. In this section please address the following:</p> <ol style="list-style-type: none"> <li>1) Describe networking that may occur across disciplines and sites within AGE-WELL</li> <li>2) How does the project link with other projects/activities in the AGE-WELL Network?</li> </ol>
<p><b>Training context (1/2 page)</b></p>	<p>Describe resources available through your proposed supervisor and department/institute.</p> <ol style="list-style-type: none"> <li>1) Is this project part of a bigger program of research?</li> <li>2) How will these link to and support your specific project?</li> </ol>
<p><b>Other funding obtained/applied for</b></p>	<p>Provide the total amount of matching funds and support already received or applied for (including stipends from supervisor), and source of funding. See Section B Background Information</p>

## **C. Information for Required Documents**

### **1. Online Application Form**

The content of the online application form is listed above to help you prepare for the online submission.

#### **Once you are ready to submit an application online:**

1. You must register with the AGE-WELL Forum Research Portal at <https://forum.agewell-nce.ca/index.php/Special:HQPRegister> (the form will ask for your name and email).
2. After you submit the registration form, the system will create an account and send your credentials to the email address you provided.
3. Once you login, you will have to reset your temporary password.
4. Finally, you can proceed to fill out the application form; the HQP application link is in the top right of the page you will reach after resetting your password. Make sure to read the instructions on the first page of the application process carefully.

If you encounter any difficulties, please contact [support@forum.agewell-nce.ca](mailto:support@forum.agewell-nce.ca).

### **2. Two Confidential Letters of Support (one must be from your proposed supervisor)**

Letters mailed directly to AGE-WELL must be submitted in sealed envelopes (with signature across the seal). Letters sent via email ([training@agewell-nce.ca](mailto:training@agewell-nce.ca)) must be sent directly by the referee using their department letterhead. Electronic signature or scanned signed documents are accepted.

You need two confidential letters of support:

- a letter from an individual familiar with your research, academic background, and aptitude; and
- a letter from your proposed academic supervisor.

### **3. Formal evidence of admission to a Master's or Doctoral program or Postdoctoral position;**

Master's and Doctoral students can submit their acceptance letters as formal evidence of admission to a graduate program. Applicants can also submit their transcripts as evidence of registration to a graduate program.

Postdoctoral fellows can submit a copy of their engagement letters as formal evidence of admission to a post-doctoral position. In the event that engagement letters are not available, a letter from the applicant's supervisor is sufficient. Please ensure to include the Award period and funding amount in the letter.

### **4. Formal evidence of application or awarded funding for 2015-2016;**

AGE-WELL Awards are intended to enhance existing funding support to promising new scholars. Applicants must receive financial support from additional sources.

You can use any of the following as formal evidence of application or awarded funding;

- Award Offer Letter
- Email confirmation on submitted application for an award
- Email confirmation from your supervisor of committed funds
- Letter from funding agency
- Postdoctoral Award Engagement Letters
- Letter from Postdoctoral supervisor which outlines the Award period & funding amount

**5. Curriculum Vitae.**

Please prepare the document and submit as a PDF.