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1. Who is eligible to apply for the Friedman Awards for Scholars in Health Program?
UBC graduate students at either the Point Grey or Kelowna Campus, and UBC Medical Resident Trainees are eligible to apply for the Friedman Scholars Program.

The program is open to scholars working in the “Health Sciences” field. Health Sciences is broadly interpreted to include any work on any health-related matter that promotes and disseminates health-related education or research. An example could be an economist working on a new funding model for health care or a botanist working on herbal remedies for specific ailments.

2. If I have already received an award from UBC or an external agency, am I still eligible to apply for this award?
Yes, provided that your application for the Friedman Scholars Program outlines a learning opportunity whose expenses have not already been funded through another UBC award or external agency.

3. Can multiple people apply on one application?
No. The scholarship will be awarded to individual scholars based on the strength of the individual’s application. This is not a research funding vehicle. Scholarship funds cannot be used to pay for the applicant’s supervisor to participate in the proposed learning opportunity.

4. I am partway through a project abroad – can I apply and use the scholarship to pay for this?
The Friedman Scholars Program funds cannot be used to pay off debt, so any previously incurred costs could not be covered by this scholarship. However, an application for an extension or continuation of a project where exposure to leading figures in the field is demonstrated, with none of the funds used retroactively, would be acceptable. Applicants would need to justify the benefits and reasons for extending an existing project, including new learning opportunities that would be possible if the project were to be extended.

5. What happens to the proposal if I am no longer a student or medical resident at UBC? (eg: If successful defense of a PhD thesis takes place while working on a Friedman Scholars project)
All successful applicants must be enrolled in one of the UBC programs (graduate programs, medical residencies, etc.) at the time that they are given an Offer of Award. Their student or resident status can change without consequence after that point (that is, they do not need to be a current student or resident at the time they begin their Friedman Scholars project).

6. Where can the proposed learning opportunity/project take place?
The proposed learning opportunity must take place outside of Western Canada (east of Manitoba or north of Yukon and the Northwest Territories) and be with a leading figure or group in a field of study related to that of the applicant. The purpose of this rule is to ensure that the learner is exposed to a difference perspective in his/her field.

7. Is there a minimum project length? Are summer projects acceptable?
All proposed projects must be a minimum of 6 months in duration.

8. When would funding begin?
To allow for unforeseen delays in the adjudication process, applicants should not anticipate receiving the scholarship funds any sooner than 6 months after the application deadline date.
9. How is the award paid out to successful applicants?
The scholarship funds will be paid out in 3-4 installments directly to the Friedman Scholar at regular intervals over the duration of his/her project. Once a successful applicant is notified, he/she will have the opportunity to refine the proposed budget and timing of the learning opportunity. Based on those documents, and in consultation with the Friedman Scholar, an individualized payment installment plan will be created. The purpose of the payment installment plan is to provide the Friedman Scholar with all of the necessary funds for start-up/upfront costs (e.g., visas needed before travel, first and last month’s rent) followed by regularly spaced payments. This allows UBC to avoid giving one lump sum payment to the Friedman Scholar.

10. When do successful applicants need to begin their proposed projects at the host site?
Projects must commence within one year of the scholarship being awarded.

11. When do successful applicants need to have finished their proposed projects?
Funds must be expended within one year of the commencement of the learning opportunity. Any residual funds not used should be returned to UBC for future disbursement through the Friedman Scholar Program.

12. What is the monetary value of these scholarships?
Scholarships will range from $25,000 to $50,000 annually. The amount of the scholarship will be at the discretion of the adjudication committee within the above stated range. Financial needs for the opportunity should be outlined in the application.

13. What can the award funds be used for?
Funds awarded by the Friedman Scholar Program are to be used to cover expenses incurred while undertaking the proposed learning opportunity. Acceptable expenses include (but are not limited to) airfare, rent, groceries, living expenses, travel-related costs (visas, health insurance), tuition at international institutions, and research/project-related costs. The Friedman Scholars Program is designed to provide an educational opportunity for a scholar to apprentice themselves to an expert in their field. It is not a granting vehicle for research projects.

14. Can some funds go towards a personal stipend? Can the funds be used to pay off student debt?
No. Funds are not to be used to pay down any student debt, nor as a personal stipend, but must be spent on expenses incurred. Funds may not be used to pay UBC tuition costs.

15. What happens if there are unused funds at the end of the project?
Any residual funds not used should be returned to UBC for future disbursement through the Friedman Scholar Program.

16. When will applicants learn whether or not their application was successful?
The length of the adjudication process is dependent on the number of applications received in each competition cycle. It is anticipated that applicants will be notified approximately 13-15 weeks after the application deadline date.

17. How are the winners chosen?
Applications will be adjudicated by a committee convened by the Faculty of Medicine, Assistant Dean, Graduate and Postdoctoral Education. The committee will include representatives from the Faculty of Graduate and Postdoctoral Studies, and from health and health-related disciplines across the university. Applicants should note that not all adjudicators will come from a scientific background; it is in the applicant’s best interest to ensure that their application uses relatively simple language that can be understood by people from multiple disciplines. Applications will be scored on the following factors in equal measure:

- The nature and quality of the learning opportunity, including the calibre of the mentor or experts with whom the applicant will apprentice. Preference will be given to applications where the mentor and/or host institution are widely recognized as being in the top of the field.

- The potential impact on the health sciences, including opportunities for new scientific discoveries through unusual collaborations or the development of new techniques, models or medical devices.

18. Are there any formatting requirements (such as margins, line spacing, font or word count)?

All documents, including the reference letters, should be submitted with 1” margins, and size 12 Times New Roman font, or equivalent. Please include page numbers and section titles.

For the “Concise outline of the educational opportunity” section including (i) details of the opportunity, (ii) details of where this opportunity will take place and the nature of the figure/learning group environment, and (iii) details on how this proposal will assist with your learning or career – please use 1.5 spacing throughout. The 3 page limit for this section must include sections i, ii and iii, but the applicant may choose how to divide the 3 pages amongst those 3 sections.

For the “Synopsis of your education to date” section – this section can be presented as a formal CV or written in paragraphs, but it must have 1” margins and use size 12 Times New Roman font or equivalent. If writing paragraphs, please use 1.5 spacing. Do not exceed the 1 page maximum.

For the “Simple budget on how the grant will be spent” section – Please use 1” margins, and size 12 Times New Roman font, or equivalent. This section is best presented as a table, with costs broken down into monthly and total expenses. Costs should be rounded to the nearest $100. Please state the currency and exchange rate you are using. It is in the applicant’s best interest to provide justification of each expense, particularly for larger expenses like monthly rent or airfare. Do not exceed the 1 page maximum.

For the “Timing of the activity” - Please use 1” margins, and size 12 Times New Roman font, or equivalent. This section can be written in paragraphs, or presented as a Gantt chart or table. If writing paragraphs, please use 1.5 spacing. Do not exceed the 1 page maximum.

Letters of support from the applicant’s UBC supervisor and proposed host supervisor must be submitted with 1” margins, and size 12 Times New Roman font, or equivalent.

19. Can references be on an additional sheet outside of the 3 page maximum?

Yes.

20. What should be included in the section titled “A synopsis of your education to date”? Should I submit my CV?
Please outline your relevant education to date and current position/project. Applicants can format this section to resemble a CV, but must stay within the 1 page maximum and follow the formatting guidelines (see previous question). Alternatively, applicants can present this section as written paragraphs. If writing paragraphs, please use 1.5 spacing.

21. How should I format my budget? What type of items should/should not be included on the budget?
Please use 1” margins, and size 12 Times New Roman font, or equivalent. This section is best presented as a table, with costs broken down into monthly and total expenses. Costs should be rounded to the nearest $100. Please state the currency and exchange rate you are using. It is in the applicant’s best interest to provide justification of each expense, particularly for larger expenses like monthly rent or airfare. Do not exceed the 1 page maximum.

The budget is a strong indicator of the overall organization of the proposed learning opportunity. All of the major costs need to be reasonable and accounted for. Keep in mind that projects must be at least 6 months in duration, and scholars are expected to be immersed in a new culture or perspective. It is expected that a substantial proportion of the budget will be related to travel and living expenses, like rent, food, and airfare. Applicants should not use the UBC Per Diem rates to estimate their food costs, as those rates are for conference/short-term travel only, when the traveller is staying in a hotel. Research and project-related costs are acceptable, however this scholarship is not meant to be a research grant-funding vehicle. In the past, the host supervisors of some Friedman Scholars have covered the research-related costs, but not all host supervisors have offered, or are able to offer this.

It is acceptable to have a “contingency” or “other” section in the budget in order to account for unexpected costs (currency fluctuation, unforeseen expenses, extra supplies, office supplies, etc.) however, this section should not account for more than 5-7% of your total requested award amount. This section can also be used to round up your total requested amount to a more even figure.

If you are planning to travel outside of Canada, you can see historical exchange rates over a specified time period at the following website: http://www.oanda.com/currency/historical-rates/

22. What should be included in the section titled “Timing of the activity”?
This section should be used to outline when and where your project will occur (eg: sample collection, data analysis, training, coursework). This section can be written in paragraphs, or presented as a Gantt chart or table. If writing paragraphs, please use 1.5 spacing. Do not exceed the 1 page maximum.

23. A letter of support from the supervisor at the host institution is needed. Must it be someone who works year-round at the host institution?
Each application will have its exceptions - the most important thing is to demonstrate that the host institution is amenable to your proposal and is looking forward to working with you. A letter of support is a good way to show this.

24. Can the signature on the application form be electronic?
Yes.
25. How do I save and submit my application?
Submit your application online. The portal can be accessed via the following link: http://grad-postdoc.med.ubc.ca/friedman-scholars-program/

The Declaration Form should be signed by yourself and your UBC supervisor. Electronic signatures are accepted. Please scan your completed form and upload it to your online application.

Letters of support can be emailed from the letter author (or their assistant) as a PDF directly to med.research@ubc.ca. The letters should be named using the following format:
Applicant last name_Applicant first name_LOS_Sponsor last name_Sponsor first name

Letters of support from the applicant’s UBC supervisor and proposed host supervisor must be submitted with 1” margins, and size 12 Times New Roman font, or equivalent.

26. Can my application be submitted electronically?
Yes. This is the preferred method of submission.

27. Can my letters of reference be submitted electronically?
Yes. Sponsors can email a PDF of their letter directly to med.research@ubc.ca. Letters should be saved using the following naming format:
Applicant last name_Applicant first name_LOS_Sponsor last name_Sponsor first name

Letters of support from the applicant’s UBC supervisor and proposed host supervisor must be submitted with 1” margins, and size 12 Times New Roman font, or equivalent.

28. Should the applicant collect all of the letters of reference and submit that directly to the Dean’s Office, or can the referees submit their letters of reference directly?
The applicant can collect one or both letters of reference to submit directly to the Dean’s Office. In that case, the letter(s) must be in a sealed envelope, with the sponsor’s signature across the seal. It is preferable to have the sponsor email their PDF letter directly to med.research@ubc.ca. Letters should be saved using the following naming format:
Applicant last name_Applicant first name_LOS_Sponsor last name_Sponsor first name

Letters of support from the applicant’s UBC supervisor and proposed host supervisor must be submitted with 1” margins, and size 12 Times New Roman font, or equivalent.

29. Must academic transcripts be hard copy or are secure electronic copies permitted?
You are not required to submit transcripts for this program. Your educational summary can be submitted as a narrative describing your educational background.