



Program of Support/Facilitation schedule

UBCO ORS offers the following facilitation support services for the Michael Smith Health Research BC (MSHRBC) 2025 Scholar and HP-I Competitions.

Contact joyceline.amoako@ubc.ca for more information about any of the programming listed below.

2025 Scholar and Health Professional-Investigator Programs.

Applicants are advised to pay close attention to all the deadlines and submit the required documents at each stage on time.

Important Dates – 2025 Scholar and Health Professional-Investigator Programs	
Applications Open	Week of October 21, 2024
Letter of Intent (LOI) Deadline	November 19, 2024, 4:30 p.m. PT
UBCO RPIF Deadline	January 16, 2025, 12:00 p.m. PT
UBCO e-submission deadline	January 22, 2025, 12:00 pm PT
Anticipated Start of Funding	July 1, 2025
Award Term	5 years
Award Amount	\$90,000/annum for salary support

LOI Stage

Applicants are required to submit the LOI in the [ApplyNet portal](#). Applicants' submission of LOI is final and institutional approval (RPIF) is not required. The LOI consists of the LOI form in Health Research BC ApplyNet.

LOI Criteria & Editorial review

Criteria Review

We provide a thorough review of your application, offering feedback to strengthen alignment with evaluation criteria and best practices for the program. Please submit your LOI form to joyceline.amoako@ubc.ca for criteria review no later than 5 days before the deadline.

Editorial Review

We offer a detailed review focused on flow, structure, syntax, and grammar to help polish your nearly complete application. Please submit your LOI form to joyceline.amoako@ubc.ca for editorial review at least 5 days before the deadline.

- Materials received after **November 14, 2024** will be reviewed based on availability.



Resources

- [Sample Grant Library](#) (CWL required)
 - [Scholar Sample Letter of Intent Form](#)
 - [HP-I Sample Letter of Intent Form](#)
 - MSHRBC [Scholar](#) and [Health Professional-Investigator](#) Programs
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Full Application Stage

Applications to the MSHRBC Scholar and HP-I grant programs must be electronically submitted using the [ApplyNet portal](#). Please read carefully and follow the Scholar and HP-I application [guidelines](#) before starting your grant application.

Applicants must use the UBC Research Project Information Form ([RPIF](#)) available on the Office of Research Services (ORS) [website](#) to obtain required signatures.

Note that these instructions are for applications going through UBC Okanagan only.

Full Application Criteria & Editorial review

- For guaranteed criteria and editorial review, send full application (program of research and the modules for full application in Microsoft Word or similar) to joyceline.amoako@ubc.ca by **January 2, 2025**.
- Materials received after **January 2, 2025** will be reviewed based on availability or given quick scan through for formatting issues and completeness.

One on one consultations

- Ask specific questions about the individual modules.
- Offer strategic advice on addressing evaluation criteria.
- Discuss proposal ideas/suggestions.

Email joyceline.amoako@ubc.ca to set up an appointment in person or on zoom.

Resources

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