CIP Application Checklist

☐ CIP Royal College Registration form
☐ PGME Registration form
☐ Statement of career plans (approx 1 page)
☐ Research Proposal (approx 3-4 pages)
  • Title of project
  • Hypothesis to be tested or series of questions to be tested
  • Rationale
  • Experimental design or methods
  • Discussion
    o Outline potential challenges, pitfalls and alternative strategies on how to interpret data collected
  • Role of the student (including the benefits for the student)
  • Outline of events
  • References
☐ Student Biosketch (template provided by jesslyn.kinney@dal.ca)
☐ Transcripts:
  • transcripts should be sent to directly to CIP Office and must be in the original, sealed envelope. Notarized copies will not be accepted.
☐ 2/3 reference letters:
  • must submit original letters or reference form (provided by jesslyn.kinney@dal.ca) with an ink signature, on official letterhead, in a sealed envelope to CIP Office.
☐ Letter (must submit original letter with an ink signature, on official letterhead, in a sealed envelope) and Biosketch (template provided by jesslyn.kinney@dal.ca) from Supervisor(s) outlining the following:
  • Supervisor’s Statement of Support:
    o Source and duration of funding supporting the proposed project and applicant’s salary
    o Applicant’s role in the project
    o Research environment and personnel supporting the applicant (e.g. laboratory space, core facilities, technical stuff)
☐ Funding support letter (template provided by jesslyn.kinney@dal.ca)

NOTE: Royal College’s CIP Standards: the supervisory committees for MSc trainees must consist of the supervisor(s) plus 2 additional members; for PhD trainees the committee must consist of the supervisor(s) plus 3 additional members. For both MSc and PhD, at least one member must be a clinician in the discipline of the trainee who represents the specialty/subspecialty in which the resident is registered who can facilitate the integration of clinical and research experience. Trainee supervisors who have little to no supervisory experience must co-supervisor with a senior faculty. **Supervisory Committee members must be approved by the CIP-RPC.**

Please submit all documentation electronically as ONE pdf.

Jesslyn Kinney, CIP Manager
902-494-3886 / jesslyn.kinney@dal.ca
Website: [http://cip.medicine.dal.ca](http://cip.medicine.dal.ca)