



Société Canadienne
du Sommeil



CSS/CSCN Trainee Task Force Call for Projects 2021

The Canadian Sleep Society (CSS) and Canadian Sleep and Circadian Network (CSCN) are excited to release a Call for Projects.

Every year, the World Sleep Society encourages events for World Sleep Day (WSD), which takes place this year on March 19th, 2021. To advocate the importance of sleep, the [CSS/CSCN Trainee Task Force](#) is hosting the “[Move for Sleep](#)” fundraising challenge from March 19th to March 26th, 2021. The goal of this fundraising event is to raise awareness on the importance of healthy sleep while creating a global community to champion sleep-health promotion. Proceeds from the “[Move for Sleep](#)” challenge will contribute to the *WSD CSS/CSCN Trainee Project 2021 Grant*, which aims to support ongoing or proposed efforts that promote sleep awareness.

Who Can Apply?

Applicants must be students (*i.e.*, Bachelor’s, Master’s, or Doctoral) or post-doctoral fellows enrolled full-time at a Canadian University and must have an ongoing or proposed project with a focus on sleep health promotion and/or awareness locally or internationally.

What is the Amount?

The grant will be up to \$2500. The exact amount and number of grants will depend on the funds raised from the CSS/CSCN’s WSD fundraiser “[Move for Sleep](#)” challenge.

When is the Deadline to Apply?

The deadline to submit your duly **completed** application is **April 30th, 2021, at 11:59PM EST.**

Where Do I Apply?

Send your completed application as a **single pdf document** to srstudent@css-scs.ca with the subject title *CSS/CSCN Trainee Project 2021 Grant Submission*. Confirmation of receipt will be provided.

What Do I Need to Submit?

The application must consist of the following:

- **1) Abstract:** A one-page description of the project (10-12 Size Times New Roman Font, Single-Spaced, 1" or 2.54 cm margins), including the following sections: *Background, Methods, Results (or Expected Results), and Implications*. References must include the journal name (abbreviated or full), year of publication, and first listed author of the publication.
- **2) Proposed Funding Allocation:** A one-page description of how the funds will be used to promote sleep health (10-12 Size Times New Roman Font, Single-Spaced, 1" or 2.54 cm margins). Funds can only be used for project expenses related to knowledge translation (e.g., materials/equipment/software, travel required for knowledge translation or collaborative project development, payment for speakers/professionals, resources for community outreach related to sleep health, or other knowledge translation/science communication expenses). Funds are not to be used to supplement trainee salary.
Optional: A statement or proof of financial need for the project may be included. This optional proof of financial need can be on a separate page, if necessary.
- **3) Sponsor Letter:** Letter from the supervisor approving the project, or an approval letter from the host institution. This letter can be submitted as part of the application from the student, or directly to the above email address from the supervisor or institution.
- **4) Enrollment Verification:** Proof of enrollment from the institution (e.g., Unofficial transcript, course timetable, or letter of confirmation from the institution).
- **5) Applicant Information:** The last page of the application must include the fillable PDF *Applicant Information/Checklist* form, provided by the [CSS/CSCN Trainee Task Force](#).

Only complete applications will be considered. Applications that do not follow the above instructions may be considered ineligible.

Who will review my application?

A student evaluation committee will review all submitted applications, and the elected recipient(s) will be approved by the CSS/CSCN executive board.

When will I be informed of the committee's decision?

Applicants will be notified of the decision by email before August 31st, 2021.

How will my application be evaluated?

Applications will be reviewed and graded by independent student evaluators. Components of the application will be weighted as follows:

Submission	Weight /15	Comments, Assets
Abstract	7	<ul style="list-style-type: none">● Quality of abstract; instructions followed● Project feasibility/timeline<ul style="list-style-type: none">○ Estimated amount of time to complete specified endpoints (total project duration)○ Anticipated progress within one year (deadline for progress report)● Implications<ul style="list-style-type: none">○ Relevance of project to world sleep health, community outreach, and/or knowledge translation○ Potential for international collaboration
Proposed Funding Allocation	4	<ul style="list-style-type: none">● Detailed description of how funds will be used. See “What do I need to submit?”● If Applicable: Proof of financial need will be considered
Sponsor Letter	2	<ul style="list-style-type: none">● Letter must be included in the application● Letter may also advocate for the applicant
Enrollment Verification	1	<ul style="list-style-type: none">● The proof of enrollment must be included in the application
Applicant Information	1	<ul style="list-style-type: none">● Must include name, email, program, current degree, and university/institution

What action is required of me, if I receive the grant?

A brief progress report will be required within one year of receiving the grant. The report should include a summary of progress to date, expenses covered (with receipts), preliminary findings and implications (if applicable), next steps, and estimated date of completion. Recipients will provide a brief report on the outcomes of their project, which will be highlighted on the CSS and CSCN websites.

Where can I inquire for more information?

All other questions regarding the application or grant can be submitted to:

srstudent@css-scs.ca

To register to the “Move for Sleep” Challenge, click [here](#)