

This issue of the Communications Bulletin includes the following items:

1. [Hourly Pay Periods – Dec. 1-15 & Dec. 16-31](#) – timesheet deadlines: **Dec. 10 & Dec. 11, 2008**
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4. [Potential 2009 Summer Student Research Program \(SSRP\) Supervisors](#) – **Jan. 30, 2009**
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7. [Molly Towell Perinatal Research Foundation](#) – application deadline: **Jan. 15, 2009** (attachment)
8. [The Department Of Defense Ovarian Cancer Research Program \(OCRP\) – Consortium Development Awards](#) – deadline: **Jan. 13, 2009**
9. [The Matsumae International Foundation – 2010 Fellowship announcements](#) – application deadlines: **Mar. 31 & Aug. 31, 2009** (attachment)
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1. HOURLY PAY PERIODS – DEC. 1-15 & DEC. 16-31, 2008

Please read if you supervise hourly employees.

Hourly Timesheet Cut-Off Schedule for December 2008

Timesheets for December are to be submitted early to accommodate the holiday break. All timesheets received after the cut-off dates shown will result in late payments for those employees concerned.

2008 Hourly Pay Period:

Submit timesheets for the Dec. 1 - 15 period to Eniko in the Psychiatry admin office by 12 p.m. on Dec.10, 2008.

Submit timesheets for the Dec. 16 - 31 period to Eniko by 12 p.m. on Dec. 11, 2008 with approximate hours. These can be adjusted in January 2009 if necessary.

Note:

Archana Harit will be away on vacation from Dec. 4 to Dec. 21, 2008 inclusive, In her absence if you have questions about Payroll timesheets, please contact Eniko Wilkie 604-822-7314 or eniko.wilkie@ubc.ca.

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2. UBC CHRISTMAS LEAVE 2008

Please refer to [UBC's Christmas leave procedures](#) if you supervise any staff members.

Christmas Leave at UBC is defined as the period of leave that covers the three (3) normal working days between Boxing and New Year's Day.

There are provisions for this leave in six staff agreements:

- 1. BCGEU - UBC Okanagan Campus**
- 2. CUPE 2950**
- 3. CUPE 116**
- 4. CUPE 116 UBC Aquatic Centre**
- 5. IUOE 882**
- 6. AAPS**

Although there is no official policy in place for non-union staff, excluded management & professional staff and service unit directors, Human Resources has made recommendations regarding these groups to the campus community.

Note: We have other provisions around Christmas Leave eligibility for [Staff Finders staff](#).

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3. UPDATED GUIDE TO REAPPOINTMENT, TENURE AND PROMOTION AT UBC FOR 2008/09 – Message from Tammy Brimner (see attached)

I am pleased to forward you a copy of the new Guide to Reappointment, Tenure and Promotion Procedures at UBC for 2008/09. I want to take this opportunity to thank all of you for providing input on the earlier drafts. We hope that you will find the new Guide easier to use and more helpful to you and your faculty members.

Due to the substantial revisions, I will not be providing a document that details all of the changes made. However, I would like to highlight the following about the new Guide:

- It has been expanded to deal with reappointments, in addition to tenure and promotion.
- It now summarizes the provisions of the Collective Agreement in addition to providing supplemental guidance.
- SAC's guidelines for providing teaching evidence have been included.
- It now provides information for the candidate, including an annotated CV.
- A template letter of reference request has been provided.
- We have suggested a format for Head's letters.
- The SAC cover sheet has been streamlined.

We are pleased that our Provosts, David Farrar from UBC Vancouver and Alaa Abd-El-Aziz from UBC Okanagan, have added a joint introduction that states "Reappointments, tenure and promotion reviews are some of the most important decisions we make as an academic community at UBC...Our goal at UBC is to maintain high standards for reappointment, promotion and tenure and to apply these standards in a fair, deliberate and transparent way."

The new Guide is also available online at www.hr.ubc.ca/faculty_relations/tenure/faculty.html.

We ask that you distribute it widely within your Faculty or unit.

The Guide will be updated whenever it is appropriate to do so. In addition, the Guide will be reviewed annually by the Provosts and the Chair of SAC, who will consult with SAC and the Committee of Deans regarding any proposed changes. If you have suggestions for improvement or corrections, please send them directly to me.

Thank you!

Tammy

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Email: tammy.brimner@ubc.ca

Website: www.hr.ubc.ca/faculty_relations/

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4. POTENTIAL 2009 SUMMER STUDENT RESEARCH PROGRAM (SSRP) SUPERVISORS

Please be advised that the details for the **Summer Student Research Program (SSRP)** for 2009 have been posted on our website. The SSRP is a competition open to undergraduate and medical students registered at UBC for a summer research project supervised by a member of the Faculty of Medicine.

Deadline for a complete package, consisting of Student Application form and Project Registration form: Friday, January 30, 2009

For further details please visit the [Student Summer Research Program](#).

In addition, we have included a [Frequently Asked Questions](#) page for your convenience, and hope that you will find all the details required for the registration process. Should you, however, require further assistance please feel free to contact Kelly Haller, Research Secretary at tempresearch1@medd.med.ubc.ca.

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5. CALL FOR NOMINATIONS – 2009 FACULTY OF MEDICINE CLINICAL AWARDS

THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

317 –2194 Health Sciences Mall
Vancouver, B.C., Canada V6T 1Z3

Tel: (604) 822-2421

Fax: (604) 822-6061

Dean's Office

TO: Members of the Faculty of Medicine

FROM: Gavin C.E. Stuart, MD, FRCSC
Dean

RE: Call for Nominations - 2009 Faculty of Medicine - Clinical Awards

DATE: December 1, 2008

I am pleased to attach information and nomination forms for the 2009 Faculty of Medicine Clinical Awards:

(1) **2009 Career Award for Excellence in Clinical Teaching**

This award recognizes long-time members of the Faculty who, over their career, have a sustained record and reputation for excellence in clinical teaching. The award consists of a financial prize of \$2,500.

(2) **2009 Clinical Faculty Awards for Excellence in Teaching**

This award recognizes extraordinary members of the Faculty of Medicine who have had sustained distinguished careers at UBC in the areas of research, teaching and/or service. The award consists of a financial prize of \$1,000 and a membership in the Canadian Association for Medical Education.

(3) **2009 Significant Impact in Community Award**

This award recognizes a Clinical Faculty member who has sustained educational impact in a local community and demonstrates excellence in teaching, across the spectrum of education. The award consists of a financial prize of \$2000.

The deadline for submitting nominations of these awards is March 16, 2009. I anticipate that the recipients will be announced by late March and that the awards will be presented at the 2009 Faculty Awards Reception.

Questions regarding the nomination process or guidelines should be directed to the Chair of the Faculty of Medicine Awards Committee, Dr. Barbara McGillivray at 604 875-2157 or bmcgillivray@cw.bc.ca.

Following links are the packages for the awards above:

[2009 Career Award for Excellence in Clinical Teaching Package](#)

[2009 Clinical Faculty Awards for Excellence in Teaching Package](#)

[2009 Significant Impact in Community Award Package](#)

Please return completed nomination packages by **March 16, 2009 to:**

Gavin C. E. Stuart, MD, FRCSC
Dean, Faculty of Medicine
317 – 2194 Health Sciences Mall

Vancouver, BC V6T 1Z3

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6. CALL FOR NOMINATION – 2009 AWARDS FOR INITIATIVES IN HEALTH PROMOTION & SUSTAINABILITY

THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

317 –2194 Health Sciences Mall
Vancouver, B.C., Canada V6T 1Z3

Tel: (604) 822-2421

Fax: (604) 822-6061

Dean's Office

TO: Members of the Faculty of Medicine

FROM: Gavin C.E. Stuart, MD, FRCSC
Dean

RE: **Call for Nominations - 2009 Faculty of Medicine
Awards for Initiatives in Health Promotion and Sustainability**

DATE: December 1, 2008

I am pleased to attach information and nomination form for the 2009 Faculty of Medicine Awards for Initiatives in Health Promotion and Sustainability. Three (3) new awards are offered to recognize efforts made by individuals and groups within the Faculty who have shown leadership in creating programs or initiatives that support and promote health behaviours.

The “Award for Initiatives in Health Promotion and Sustainability” is intended to provide encouragement, recognition and a financial prize of \$750 to innovators in this area who are members of the provincial Faculty of Medicine (students, trainees, faculty and staff).

The deadline for submitting nominations is January 23, 2009. I will anticipate that winners will be announced in March and that the awards will be presented at the 2009 Faculty Awards Reception.

Questions regarding the nomination process or guidelines should be directed to the Chair of the Faculty of Medicine Awards Committee, Dr. Barbara McGillivray at 604 875-2157 or bmcgillivray@cw.bc.ca.

Following link is the package for the award above:

[2009 Health Promotion and Sustainability Package](#)

Please return completed nomination packages by **January 23, 2009 to:**

Gavin C. E. Stuart, MD, FRCSC
Dean, Faculty of Medicine
317 – 2194 Health Sciences Mall
Vancouver, BC V6T 1Z3

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7. MOLLY TOWELL PERINATAL RESEARCH FOUNDATION (see attached)

Call for applications

Application Deadline: January 15, 2009

The overall goal of the Molly Towell Perinatal Research Foundation is to encourage perinatal research in Canada. According to Dr. Towell's direction, the Foundation will support original and innovative research, which she defined as the pursuit of new information derived from basic or clinical research. High priority is given to projects that concern fetal growth or metabolism but any studies that involve original research in fetal or neonatal medicine will be considered. However, purely epidemiological research or clinical trials will not be considered.

Three types of grants will be considered on an annual basis:

1. Operating support for research projects;
2. Fellowships for candidates with special aptitude for research; and

3. Support for meetings or symposia that will promote research and disseminate new research information relevant to fetal and neonatal medicine.

For more details please see attached or visit <http://www.apog.ca/mtprf/>

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8. THE DEPARTMENT OF DEFENSE OVARIAN CANCER RESEARCH PROGRAM (OCRP)

Consortium Development Awards

Deadline: January 13, 2009

The Department of Defense Ovarian Cancer Research Program (OCRP) has released the “Consortium Development Awards” Program Announcement and is open for submissions. The following funding opportunity information may interest current ovarian cancer scientists and clinicians at University of British Columbia.

The quick reference table for the OCRP Consortium Development Awards is located on: <http://cdmrp.army.mil/funding/pdf/09ocrpreftable.pdf> .

The Program Announcement and application instructions are available on: <http://cdmrp.army.mil/funding/ocrp.htm> . The Program Announcement is also available on the Grants.Gov website: <http://www07.grants.gov/search/search.do?&mode=VIEW&flag2006=fa;se&oppId=43398>.

Below are a few details from the Program Announcement about the Consortia Development Awards, however full reading of the Program Announcement and Application Instructions are necessary for a successful submission.

The Consortium Development Award is an infrastructure development mechanism which provides support to create a research management Coordinating Center and establish the necessary collaborations at potential Research Sites for the development of a multi-institutional ovarian cancer research team. Participants in this consortium should be scientists and/or clinicians who have made significant contributions to the field of ovarian cancer or who have specific expertise related to the early changes associated with ovarian cancer progression. Infrastructure development includes (but is not limited to): building appropriate collaborations, outlining an administrative management plan, developing a research and communication plan, and devising an intellectual property plan. **The FY09 Consortium Development Award does not provide funding for research costs.**

Funding for the Consortium Development Award can be requested for a maximum of \$150,000 for direct costs (plus indirect costs, as appropriate) and up to a 1-year period of performance. Within the guidelines provided in the Application Instructions, funds can cover: salary, meetings and teleconferences among participating investigators to develop the consortium, including applicable travel costs; and other associated costs.

All pre-application components must be submitted electronically through the [CDMRP eReceipt system](#) by **5:00 p.m. Eastern time on January 13, 2008**. Refer to the Application Instructions for detailed information page 5. Pre-Application components include:

- Proposal Information
- Proposal Contacts
- Collaborators and Conflicts of Interest (COI)
- LOI Narrative

Proposals must be submitted electronically by the Authorized Organizational Representative through Grants.gov (www.grants.gov) by **11:59 p.m. Eastern time on January 27, 2008**.

Heads Up, since the CDMRP has received fiscal year 2009 funding for many programs. A brief news release on the funding mechanisms planned for the Department of Defense **Neurofibromatosis Research Program** and the **Tuberous Sclerosis Complex Research Program** are located on website, and **full Program Announcements with deadlines will be released in December**.

- Neurofibromatosis: <http://cdmrp.army.mil/pubs/press/2008/09nfrppreann.htm> .
- Tuberous Sclerosis: <http://cdmrp.army.mil/pubs/press/2008/09tscrppreann.htm>

For more information about the OCRP or other CDMRP-sponsored programs, please visit the CDMRP website; <http://cdmrp.army.mil>.

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9. THE MATSUMAE INTERNATIONAL FOUNDATION (MIF) (see attached)

2010 Fellowship Announcement

Every year the Matsumae Foundation invites about 20 foreign researchers to Japan under the Fellowship Program of MIF. Through this program, MIF has so far granted research fellowships to 618 foreign researchers (mostly post-doc) from 110 countries since 1980.

Program for 2009/10 for 6 months during a period from October 2009 to March 2010

Application Deadline: March 31, 2009

Program for 2010/11 for 6 months during a period from April 2010 to March 2011

Application Deadline: August 31, 2009

For more details please see attached or visit <http://www.matsumae-if.org>

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10. CANADIAN INSTITUTE OF HEALTH RESEARCH (CIHR)

Job Opportunities

a) Job Opportunity – Scientific Director, Institute of Neurosciences, Mental Health and Addiction

Canadian Institutes of Health Research (CIHR)

The CIHR Institute of Neurosciences, Mental Health and Addiction (INMHA) supports research to enhance mental health, neurological health, vision, hearing, and cognitive functioning and to reduce the burden of related disorders through prevention strategies, screening, diagnosis, treatment, support systems, and palliation. This research is critical to advancing our understanding of human thought, emotion, behaviour, sensation (sight, hearing, touch, taste, and smell), perception, learning and memory.

The INMHA is designed to address all aspects of research dealing with Brain-Mind relationships inclusive of biomedical, clinical, health services and population health research.

Scientific Director

As the leader of CIHR's INMHA, in collaboration with the Institute Advisory Board, the Scientific Director will foster:

- * innovation, integration and leadership for health research;
- * partnership, capacity building and community development;
- * knowledge creation through excellent health research; and
- * exchange and transfer of knowledge with those best positioned to apply the results of that research.

Your proven ability to develop and maintain effective and creative partnerships will contribute substantially to the success of the Institute and will increase support for research. Your enterprising efforts will build new bridges, accelerating the translation of research results into improved health for Canadians and the global community, and a strengthened Canadian health care system. Your commitment to health research will

ensure that you provide continuity in the management of strategic research initiatives including the evaluation of programs initiated in previous years.

In addition, as an integral part of CIHR's senior executive team, you will work closely with the President, fellow Scientific Directors and other CIHR executives, on all matters affecting the policies, functions and directions of CIHR, particularly as they relate to Canada's health research agenda.

Continuation of an independent research program is highly encouraged and recognized as a legitimate component of the Scientific Director Accountability Profile.

The successful candidate must be, or must become, affiliated with a recognized Canadian university.

It is expected that the Scientific Director will remain at his/her current location.

Arrangements will be negotiated with the host institution.

Application

The successful applicant will have, from a recognized university, a Ph.D., M.D. or equivalent in a discipline directly relevant to the Institute's mandate. (S)he will be recognized internationally as an outstanding health researcher. Experience in research team leadership, management, and partnership/collaboration development is required. The role of Scientific Director for the INMHA demands knowledge of the health research community, a broad understanding of, and experience addressing health research issues, relating to neurosciences, mental health and addiction. Knowledge of the strengths, gaps and opportunities in relevant Canadian and international health research communities is also important to this position. Preference will be given to Canadian citizens. Proficiency in both official languages is an asset.

Details on the accountability profile can be found at:

<http://www.cihr-irsc.gc.ca/e/37934.html>

Applications must be received by January 2, 2009.

The Canadian Institutes of Health Research (CIHR) is the Government of Canada's agency for health research. CIHR's mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened Canadian health-care system. Composed of 13 Institutes, CIHR provides leadership and support to nearly 12,000 health researchers and trainees across Canada.

<http://www.cihr-irsc.gc.ca>

Canadian Institutes of Health Research
Kim Leblanc, Manager, Human Resources
160 Elgin Street, 9th Floor
Address Locator 4809A
Ottawa, Ontario K1A 0W9
E-mail: hr-rh@cihr-irsc.gc.ca
Telephone: 613-941-0687

Fax: 613-954-1800
<http://www.cihr-irsc.gc.ca>

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b) Job Opportunity: Associate Director, Drug Safety and Effectiveness

Job Description:

The purpose of this position is to work in close collaboration with the Drug Safety and Effectiveness Network (DSEN) Executive Director (ED) by providing strategic support and expertise in the effective delivery of the DSEN's mandate, including the development and delivery of its research and knowledge translation priorities, and leading the establishment and maintenance of positive partnerships with relevant stakeholders in Canada and internationally. This position reports to the ED and the incumbent will represent and/or act on behalf of the ED as required.

Competition Reference Number: **CRI-08-357 (1714)**

Deadline Date for Application: December 10, 2008

Duration: Indeterminate Appointment

Location: Ottawa, Ontario

Organization: **Canadian Institutes of Health Research (CIHR)**

Salary range: \$87,231 to \$109,039 per annum with eligibility for performance pay

For more information, please refer to <http://www.cihr-irsc.gc.ca/e/37943.html>

Send your application via e-mail to: hr-rh@cihr-irsc.gc.ca and quote selection process number **CRI-08-357(1714)**.

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Funding Opportunities

a) Funding opportunities posted between October 24 and November 24, 2008 by CIHR and its partners

The following is a list of funding opportunities which CIHR and its partners posted on the CIHR website between October 24 and November 24, 2008.

To view these opportunities, please use the CIHR Funding Opportunity Database at <http://www.researchnet-recherchenet.ca/rnr16/search.do?fodAgency=CIHR&fodLanguage=E&all=1&search=true&org=CIHR&sort=program&masterList=true&view=currentOpps>

Simply select the opportunity from the list which is sorted alphabetically.

*** Doctoral Research Award: Physiotherapy and Mobility in Aging (2008-2009)**

*** Master's Award: Physiotherapy and Mobility in Aging (2008-2009)**

*** Operating Grant: Mobility in Aging**

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Links to Institute and Portfolio News

The following is a list of Institute and Portfolio news items.

a) CIHR Institute of Aboriginal Peoples' Health (CIHR-IAPH)

* IAPH 2000-2008 Commemorative Report is available online (<http://www.cihr-irsc.gc.ca/e/37854.html>)

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b) CIHR Institute of Infection and Immunity (CIHR-III)

* HIV/AIDS Research Initiative Strategic plan 2008-2013 (<http://www.cihr-irsc.gc.ca/e/37801.html>)

* Call for Nominations - CIHR HIV/AIDS Community-Based Research Steering Committee (<http://www.cihr-irsc.gc.ca/e/37876.html>)

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11. HAMPTON FUND

The Hampton Fund was endowed from the proceeds of UBC's real estate developments in the Strangway era. The annual amount of funding available for award by the Hampton Committee has been \$900K for many years. While in the early years of the endowment the income exceeded this amount, for the past six years the VP Research Office (VPRO) has been topping the income up to maintain funding at \$900k annually. The sum of these top ups now almost balances the excess proceeds from the endowment in the early years.

Very recently, we were told there was an imbalance between the assumed rate of return from the endowment and the actual net income, an imbalance that left the Hampton Endowment 'underwater' (overspent) by \$1.2M. We must repay this underwater amount, which we will amortize over ten years. Combined with the decrease in rate of return on all endowment accounts at UBC this has significantly reduced the amount available for distribution in the upcoming Hampton Fund competition, even with a significant top-up (\$150K) from the VPRO. The VPRO cannot afford a top-up greater than \$150K at the present time but we are looking for other funds to improve the Hampton Fund balance.

I regret to inform you that the Hampton Committee will only be able to award \$650K for the 2009/10 fiscal year. Moreover, as it will take some time for the income from this source to recover to anywhere near historic values, our projections suggest even lower amounts will be available for distribution in subsequent years.

John

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