2020/21

Research Fellowship
Submission Guidelines

(Fall 2019 Competition)

28 June 2019
# Junior Personnel Award Programs

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A. General Information

1) Research Fellowship

The Research Fellowship (RF) program provides support to new researchers who have completed their doctoral degree (PhD, MD, DVM or equivalent) and are beginning or continuing to pursue research training in cardiovascular and/or cerebrovascular fields. This support allows researchers to focus on research training and career development at what is considered a pivotal time in their careers. Training fellowships secure a supply of highly qualified personnel with leading edge research skills.

2) Application Submission Deadline

Applications for the Research Fellowship competition must be received by Heart & Stroke no later than 16:00 (EDT) on September 5, 2019.

Applications received after the deadline will be considered late even if they are courier-stamped on the deadline date. It is the responsibility of the applicant to ensure that application packages and items submitted separately are received by Heart & Stroke before the deadline.

Heart & Stroke will decline late or incomplete applications. There will be no appeal process.

3) Incomplete/Unacceptable Applications

Applicants are strongly cautioned to carefully read and follow the instructions and requirements outlined in this guideline document as well as the Checklist page of the application form.

In order to maintain the principle of fairness to all applicants, regulations must be adhered to in the preparation of the application. Any infraction of the rules will lead to the truncation or immediate rejection (without appeal) of the application. These regulations have the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

4) Re-Applying to the Research Fellowship Competition

If two (2) unsuccessful Research Fellowship applications have been made, a subsequent application will be considered only if there has been a change in supervisor and/or institution.

5) Competition Results

Official/final notifications will be sent to applicants by the end of March 2020.

6) Closing of Award

When work under an award is complete, or if for any reason the work cannot be continued, the award will be closed. Any remaining funds will be frozen and cannot be reallocated to other uses. The institution will prepare the final accounting and return outstanding funds to Heart & Stroke.

7) Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee relationship nor a partnership between the grantor and the grantee.

8) Public Information

Successful applicants need to be aware that the title of their research project and the lay summary will be placed into the public domain or included in Heart & Stroke publications without notification. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

Successful applicants may be asked to help us communicate the importance of research to Heart & Stroke donors and the general public. In this increasingly difficult economic climate, raising funds to support research is becoming progressively more difficult. More than ever, we need to let our donors and the public know that their donations are being used to support world class research. Applicants are well-positioned to explain the role of research in increasing heart health and reducing the burden of heart
disease and stroke and may be asked to serve as a spokesperson or to work with us to profile their research.

**9) Ethical Requirements**

By signing and submitting applications to Heart & Stroke, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the following guidelines and host institution research policies, as applicable:

Applicants must ensure all experiments comply with the following guidelines and host institution research policies, as applicable:

- Good Clinical Practice (GCP).
- Good Laboratory Practice (GLP).
- In the case of laboratory animal experimentation, the guiding principles and standards enunciated by the Canadian Council on Animal Care.
- Guidelines and standards for biological and chemical hazards as outlined in the Public Health Agency/Canadian Food Inspection Agency’s *Canadian Biosafety Standards and Guidelines*.
- Any research involving human pluripotent stem cells must adhere to the CIHR *Guidelines for Human Pluripotent Stem Cell Research*. The institution must notify Heart & Stroke as to the results of the review by the CIHR’s Stem Cell Oversight Committee.

**10) Sex and Gender-Based Analysis (SGBA)**

Applicants are required to integrate sex and gender-based analysis (SGBA) in their research design. Any application that does not incorporate SGBA must provide a rationale why it would not be relevant to the project. All applicants are strongly encouraged to complete CIHR’s Institute of Gender and Health training modules: [http://www.cihr-irsc.gc.ca/e/49347.html](http://www.cihr-irsc.gc.ca/e/49347.html).

**11) Indirect Costs**

The Heart & Stroke supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment); and generic institutional/departmental taxes/tithes related to services.

**12) Open Access to Research Outputs Policy**

Heart & Stroke requires that all researchers supported in whole or in part through Heart & Stroke make their research outputs publicly available as soon as possible but no later than twelve (12) months after the final publication or availability of results. In this policy, Heart & Stroke defines research outputs as peer-reviewed journal publications, research data, and the results of clinical trials that will not be published in peer-reviewed journals. Compliance with the *Open Access to Research Outputs* policy is a condition of acceptance of all Heart & Stroke research funding. Please see Heart & Stroke’s [Open Access to Research Outputs](http://www.cihr-irsc.gc.ca/e/15255.html) for details.

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13) Publications

Recipients of Personnel Awards must acknowledge the support of Heart & Stroke in all scientific communications and press releases related to their Award. To facilitate the implementation of Heart & Stroke’s program for knowledge transfer and exchange and to demonstrate accountability for use of research funding, Heart & Stroke must be notified in advance of the publication date of any major publications arising from research funded by Heart & Stroke by email at: research@heartandstroke.ca.

14) Four Themes of Health Research

Research Fellowship applicants must estimate what proportion of the proposed research falls under the four (4) health research themes.

The four (4) themes of health research as defined by the CIHR are:

**Basic Biomedical** (I)

Research with the goal of understanding normal and abnormal human function, at the molecular, cellular, organ system and whole body levels, including the development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

**Clinical** (II)

Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

**Health Services/Systems** (III)

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and ultimately our health and well-being.

**Social, Cultural, Environmental and Population Health** (IV)

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine health status.

15) Lay Reviewers

Heart & Stroke incorporates lay reviewers on Scientific Review Committee (SRC) panels in order to increase accountability and transparency of the Heart & Stroke review process and to ensure the research is aligned with its goals and mission. Heart & Stroke places a high priority on ensuring appropriate lay summaries are submitted as part of each application. If the application is accepted for funding and the lay summary is identified as unsatisfactory, funds will be encumbered pending receipt of a satisfactory lay summary.

16) Multiple Submissions

Multiple submissions from Personnel Award applicants are not permitted. Where partnership programs are in place, the applicant must contact Heart & Stroke for more information.
17) Transfer of Award
Personnel Awards are not transferable under any circumstances.

18) Status of Publications
Manuscripts may not be attached unless they have been submitted or accepted for publication. Any manuscript included with an application must be accompanied by documentation from a journal verifying that the manuscript has been submitted, is accepted for publication, or is in press. Only updates for up to seven (7) representative publications attached as part of section 12 of the application will be accepted. Heart & Stroke will not accept letters indicating confirmation of acceptance for publication of a paper after December 1, 2019.

19) Maximum Number of Personnel Awards per Supervisor/Mentor
Heart & Stroke will not fund more than three (3) Personnel Awards per supervisor/mentor at one time. This does not include persons supported by other granting agencies.

20) Partial Awards
Partial awards of less than one (1) year are not available to Personnel Award applicants.
B. Research Integrity Policy

The primary objective of Heart & Stroke’s Research Integrity Policy is to protect and defend the integrity of the research process and to deal with allegations of scientific misconduct in a timely and transparent fashion. Responsibilities of researchers, institutions and the Heart & Stroke with respect to research integrity are outlined in the Heart & Stroke Framework: Responsible Conduct of Research (http://www.hsf.ca/research/en/hsf-framework-responsible-conduct-research)\(^5\).

As a condition of funding, all Heart & Stroke grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

Heart & Stroke defines research misconduct to include actions that are inconsistent with “integrity” as defined by the Tri-Agency Framework, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.\(^5\)

Heart & Stroke will deal with allegations of scientific misconduct in the following manner:

- Any allegation of scientific misconduct will be initially reviewed by Heart & Stroke to determine whether an investigation is warranted. If it is felt that an investigation is required, Heart & Stroke may request that this be conducted by the host institution of the individual considered to have performed the alleged misconduct. In allegations specifically related to the peer review process, the investigation may be conducted jointly by the institution and Heart & Stroke.

- Heart & Stroke will not act on verbal allegations of misconduct. All allegations must be submitted in writing. Although the confidentiality of persons who submit an allegation of scientific misconduct will be protected as much as possible, it must be recognized that due process will often result in the identity of this person being released to the investigating institution.

- The institution will be required to submit a written report upon conclusion of the investigation. This report will summarize the findings of the investigation and any future actions that will be undertaken by the institute as a result of the findings.

- In cases where misconduct is concluded to have occurred, Heart & Stroke may apply sanctions against the individual(s) implicated. These sanctions will range from a reprimand letter to a ban from applying for or holding Heart & Stroke funds for a set period of time.

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C. Specific Program Information

1) Description

1.1 Research Fellowship

The Heart & Stroke Research Fellowship is an “in-training” award intended for individuals with a degree at a doctoral level (e.g., PhD, MD, BM, DDS, DVM, or equivalent degree). The objective of this award is to attract and foster young investigators to initiate and/or continue research training in the cardiovascular or cerebrovascular field. Each application, including the development of the research plan, is considered to be a joint submission by the applicant and the identified supervisor.

Research Fellowship awards are normally tenable in Canadian universities but may be awarded to Canadian citizens for study abroad. In these circumstances, detailed justification must be provided by the applicant and will be reviewed for eligibility. Non-Canadian citizens must conduct their training at a Canadian institution.

A Research Fellowship awardee may not be in receipt of another major Personnel award (i.e., from another national funding agency) at the same time as holding a Personnel Award from Heart & Stroke. However, an awardee may accept supplemental funding (no greater than 50% of the value of the Heart & Stroke award), if it is from a local or provincial funding source.

This award becomes tenable July 1 following the announcement of the competition results.

1.2 The 4th ICPC/HSF/CCS Fellowship in Preventive Cardiology

This special fellowship is intended for applicants who wish to undertake post-graduate training in preventive cardiology in a recognized institution in Canada or abroad. Preventive cardiology includes the study of the individual and population causes of cardiovascular (CVD), cerebrovascular (CBD) and peripheral vascular disease (PVD); the epidemiology of CVD, CBD and PVD; and the development and evaluation of primary, secondary and tertiary prevention measures for CVD, CBD and PVD at the individual or population level. Primary prevention refers to measures taken to prevent the appearance of disease; secondary prevention refers to the prevention of recurrences; and tertiary prevention deals with the prevention of complications of disease, the limitations of severity and includes rehabilitation. Economic analyses of preventive practices, studies of public policy, clinical epidemiology and studies of the social and behavioural determinants of risk factors and disease are also eligible. The object of study must be individual humans or human populations. For more information on this award see the Heart & Stroke Research website: http://www.hsf.ca/research/en/4th-icpchsfccs-fellowship-preventive-cardiology-0.

Applicants wishing to be considered for this award must check the Other program box and specify the program name in the Research Fellowship application form. Applicants applying for the 4th ICPC/HSF/CCS Fellowship in Preventive Cardiology award will also be considered in the regular pool of Research Fellowship applicants.

1.3 Sandra Rashed Bursary

Through a generous donation, the Sandra Rashed Bursary is available to the highest ranked Atlantic Canada researcher in the Personnel Award Program. The award is a one-time supplementary amount of $2,000, to be used towards furthering the purpose of the research project, including knowledge translation and exchange activities. (http://www.hsf.ca/research/en/sandra-rashed-bursary)
2) Eligibility Criteria

2.1 Specific – Research Training / Experience

For the purpose of this funding opportunity, interruptions, delays, or post-degree clinical training in your post-PhD or MD cumulative experience may be taken into account in determining eligibility if detailed information and documentation on the interruption, including specific dates, is provided. Please note that personal absences such as parental leave or medical issues are considered eligible interruptions. Personal career choices such as professional or independent work experience and certain elective leaves (e.g., vacation) are not considered eligible interruptions. Heart & Stroke uses the date of doctorate level degree completion to determine applicant eligibility and post-degree experience. This is the date on which all requirements of your degree have been met, including successful defense and submission of the corrected copy of your thesis.

a. **Applicants with a PhD degree** are eligible for this award; however at the time of submission they must not have completed more than four (4) years of post-PhD research experience.

b. **Applicants with a health professional degree at doctoral level** (e.g., MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals who have a PhD) **who hold a license to practice in a province or territory of Canada**, are eligible for this award, however at the time of submission, they must not have completed more than five (5) years of post-degree experience. Undergraduate and a standard length of residency training are not considered as post-degree experience. This eligibility also applies to applicants who hold a PhD degree **and** a health professional degree (with a license to practice).

c. **Applicants with a health professional degree at doctoral level** (e.g., MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals who have a PhD) **who do not hold a license to practice in a province or territory of Canada**, are eligible for this award, however at the time of submission they must not have completed more than four (4) years of post-doctoral degree experience. Undergraduate and a standard length of residency training are not considered as post-doctoral degree experience. This eligibility also applies to applicants who hold a PhD degree **and** a health professional degree (with no license to practice).

d. **Applicants with a medical degree** who hold a license to practice medicine in a province or territory of Canada are eligible for this award in support of their MSc or PhD degree studies.

2.2 Other Eligibility Criteria

a. Applicants with a foreign MD/PhD and enrolled in a doctoral program are not eligible for this award.

b. Applicants with a medical degree and enrolled in a doctoral program, but who do not hold a license to practice in a province or territory of Canada, are not eligible to apply for this award.

c. Clinical, non-research focused fellowships are not eligible.

d. Applicants training in clinical research will be considered only if it is clear from the application that at least 75% of the applicant's time and effort will be devoted to the research project(s) and clinical activities upon which the research project(s) is/are immediately dependent

e. Applicants may not hold or have held a prior or equivalent, faculty appointment (i.e., tenure track or full time faculty appointment).

f. Applicants who have held or hold a peer reviewed operating grant from a national or provincial funding agency as either Principal or co-Principal investigator at the time of submission are not eligible for this award.
g. Individuals who have held a Heart & Stroke Doctoral Research Award (pre-PhD) are eligible to apply for a Research Fellowship award.

h. Individuals are eligible to receive only one (1) Research Fellowship from Heart & Stroke during their research training.

3) Evaluation Criteria

All applications undergo peer review by the Scientific Review Committee (SRC).

The major criteria in evaluating the applications will be:

a. The quality of the applicant (documented publication(s), research experience and potential, and reference letters);

b. The proposed supervisor and research environment, including grant funding, mentorship and environment;

c. The quality of the research project; and

d. Inclusion of sex and gender based analysis in the project design.

Note: A significant portion of the evaluation will be based on the applicant's merit. Should any significant changes to an application occur from the time of submission to award notification, it will be withdrawn from the competition.

4) Tenure

a. The award commences on July 1 for a period of up to 36 months depending on the degree(s) held by the recipient (see Section 5 below). Previous awards from other granting agencies will be taken into consideration in calculating the number of years of Heart & Stroke support. The term of the award will include reasonable holiday time according to the arrangement with the supervisor.

b. The award may be terminated at any time for good cause by the recipient, the sponsoring institution, or Heart & Stroke.

c. Awardees may not hold a faculty appointment. The Research Fellowship award will be terminated upon receipt of a faculty appointment.

d. During tenure of this award, the recipient may not sit for a specialty qualifying examination without permission from Heart & Stroke.

e. The recipient must immediately notify Heart & Stroke should significant changes in research activities occur or if they are unable to continue their current research program during the tenure of this award.

f. The recipient must immediately notify Heart & Stroke should he/she relocates outside of Canada.

g. Awardees must dedicate at least 75% of their time to the proposed research.

5) Stipend and Allowances

a. The stipend and duration of support are indicated in the following table:

<table>
<thead>
<tr>
<th>Degree(s) Held by Recipient</th>
<th>Stipend (CDN $)</th>
<th>Maximum Duration of Support (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals, or</td>
<td>$50,000</td>
<td>3</td>
</tr>
</tbody>
</table>
paramedics who have a PhD), who hold a license to practice in the Canadian province or territory where they will conduct their research training.

<table>
<thead>
<tr>
<th>MD, BM, DDS, DVM, and PharmD; or other regulated accredited health professionals, or paramedics who have a PhD), who do not hold a license to practice in the Canadian province or territory where they will conduct their research training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,000</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,000</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

b. A research allowance in the amount of $5,000 is made available for travel to conferences and other academic meetings (by the applicant), research equipment, materials and supplies, relocation to and from the laboratory (where applicable) and other costs directly related to research with the approval of the supervisor.

c. The recipient may, with the approval of his/her supervisor, engage in and receive remuneration for departmental activities, including undergraduate teaching that contributes to his/her development as a researcher. These activities must not impinge upon the time dedicated to the proposed research training.

6) Application

Applications must be submitted to:
Heart & Stroke
Research Department
110-1525 Carling Avenue
Ottawa, Ontario K1Z 8R9

One (1) USB stick containing one (1) PDF copy of the complete application. Please refer to section 6.1 for the structure and format of the PDF copy of the application.

Each copy of the complete application must include:

a. A two (2) page detailed description of the proposed research, including the rationale, hypothesis, objective and experimental approach and the timeline.

b. A completed Supervisor Statement form which describes:
   - An overview of the research and academic training environment;
   - Details on resources, programs, technologies, etc. which will be made available to the applicant;
   - Specific knowledge and skills that will be acquired by the applicant; and,
   - Contribution of the applicant to the proposed research including the role of the applicant in relation to others carrying out the proposed research.

If applicable: the role of all co-supervisors and the estimated percentage of time spent supervising the applicant must be clearly stated in the Supervisor Statement form. Failure to
complete all supervisory information renders the application incomplete. Heart & Stroke will decline incomplete applications. There will be no appeal process.

c. A completed copy of the applicant's Common CV form (HSFC version only). This is a web-based form, which allows CV information to be entered online (refer to https://ccv-cvc.ca/indexresearcher-eng.frn for further instructions).

d. A completed copy of the supervisor's (and co-supervisor's, if applicable) Common CV form (HSFC version only). This is a web-based form, which allows CV information to be entered online (refer to https://ccv-cvc.ca/indexresearcher-eng.frn for further instructions).

e. Three (3) letters of recommendation and assessment forms in sealed envelopes with the signature of the referee across the seal. The letters, for which the forms are provided at the end of the application, must describe and evaluate the applicant's professional and academic capabilities for this award. One (1) letter may be from either the supervisor or co-supervisor. The other two (2) letters must be from individuals under whom the applicant has studied, but who will not be involved in the supervision or evaluation of the applicant's research program. The three (3) sealed envelopes (each containing one (1) letter and one (1) assessment form) must be attached and included in the application package.

*Note: If letters of recommendation arrive separately from the application package, it is the responsibility of the applicant to ensure that the documents arrive before the deadline, signed and sealed (including having a signature across the seal). Heart & Stroke will exclude letters of recommendations and assessment forms that either arrive late or without the signature of the referee across the seal. If these documents are received separately from the application, Heart & Stroke will not confirm receipt.

f. Sex (biological) and Gender (socio-cultural) considerations:
Applicants are required to integrate sex and gender-based analysis (SGBA) in their research design. Any application that does not incorporate SGBA must provide a rationale why it would not be relevant to the project.

All applicants are strongly encouraged to complete the Institute of Gender and Health training modules: http://www.cihr-irsc.gc.ca/e/49347.html.

g. Applicants wishing to undertake post-PhD training in the same department in which they received their doctoral training or with the same PhD supervisor must provide strong justification.
Details outlining these circumstances should be presented in Section 11a and will be reviewed for eligibility.

h. If applicable, a detailed justification for conducting research training outside of Canada, including anticipated plans of returning to Canada following the completion of the research training (see Section 11b of the application form).

i. Complete publication information (see Section 12 of the application form).

j. A one (1) page progress report describing previous research experience of the applicant (see section 13 of the application form). Applicants are encouraged to summarize their research experience and may discuss progress made on the proposed research project or experience from other research projects.

k. A complete structured lay summary with a clear explanation of how the proposed research is directly relevant to heart disease and/or stroke and what is the impact of the proposed research to heart disease and/or stroke. The lay summary must be written in everyday language (for a general audience) at a level no greater than Grade 8. The structured lay summary is a required section of the application form. Three (3) structured lay summary samples can be viewed on the Heart & Stroke Research website at:
I. Signature(s)

The Heart & Stroke will accept either original signatures, a scanned copy of the original signatures, or electronic signatures. Note: The expectation is that an electronic signature will hold the same weight as an original (wet) signature.

6.1 USB Submission of Application

The applicant must submit one (1) PDF copy of the full application on a USB stick. The PDF file name should be in the following format: Last nameFirst name-RF20 (e.g., SmithJohn-RF20). The label on the USB stick should contain the following information.

- Name:
- Program Type: RF 2020/2021
- Title of Research Proposal:
- Date:

The PDF must be organized in the same order as the paper application. Attachments should be inserted within the application where appropriate. Appendices (if applicable) should appear after page 13. Heart & Stroke will attach copies of the letters of recommendation and the referee assessment forms to the PDF prior to sending the application to reviewers.

In addition, the applicant is required to place bookmarks in the PDF for the following sections:

- Applicant’s publications
- Supervisor’s Statement
- Lay summary
- Research proposal
- Supervisor’s CV

7) Application Submission

Please send the completed application to:
Research Department
Heart & Stroke
110-1525 Carling Avenue
Ottawa, Ontario K1Z 8R9

8) Contact the Heart & Stroke at:

Research Department
Heart & Stroke
Tel: (613) 691-4042
Email: research@heartandstroke.ca
Website: www.hsf.ca/research