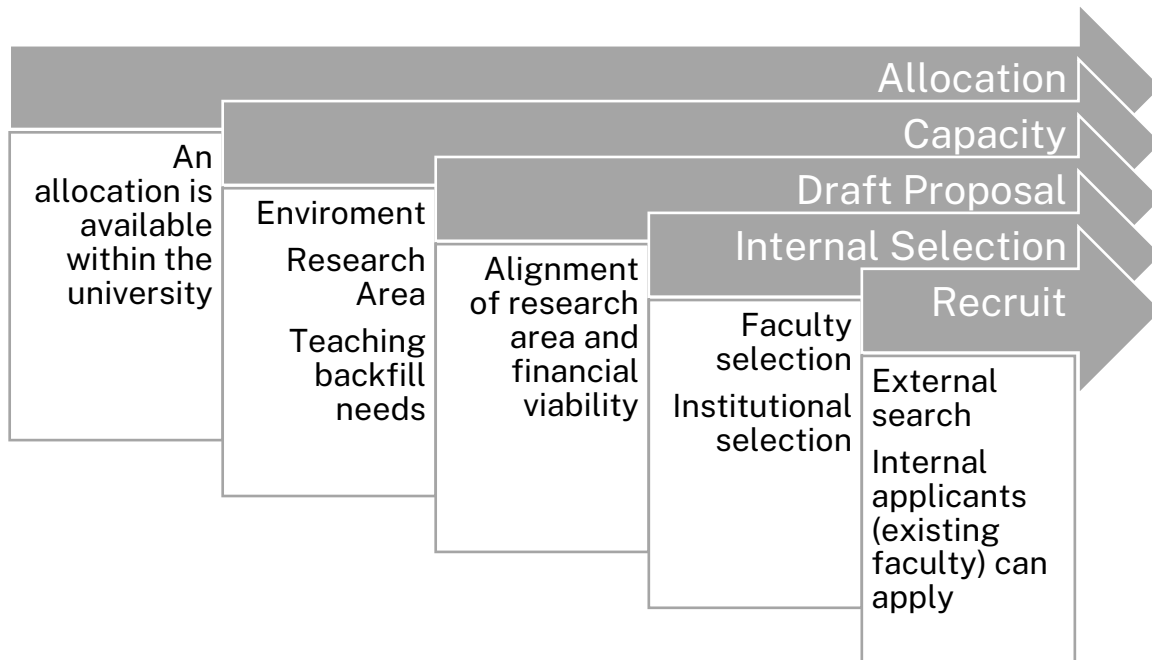


Overview of Faculty of Health Internal Process for Allocating Canada Research Chairs (CRCs)

This resource has been prepared to give a high-level overview of how a CRC is obtained in the Faculty of Health. For more information on the CRC program, visit [this page](#).



Stepwise process:

1. **An allocation is announced by the Office of the Vice-President, Research and Innovation (OVPRI) for assignment to a Faculty in the University.**
The information provided by OVPRI will include the research domain (NSERC, CIHR, SSHRC) and the level of the available Chair allocation(s) (Tier I or II). This competition is called to decide on the specific research topic for the available CRC allocation(s). There is no discussion of candidates at this stage. An application form is provided.
2. **Interested Faculties prepare an application for internal review and selection by OVPRI.**

To shortlist proposed CRCs within the Faculty of Health, the following occurs:

- a. **Internal, Faculty of Health Call for Proposals**
The Faculty communicates the above competition details and sets an internal, Faculty of Health deadline. Proposals are invited by research area; the proposal may be prepared by a Unit Director alone or by a collection of researchers (from within a Unit or spanning multiple Units). A home Unit for the proposed CRC must be identified and the Director of that Unit engaged (see next point).
- b. **Unit Level Capacity Considerations**
The Director of the School/College where the CRC would be based assesses the financial and workload viability of adding a CRC to their faculty compliment. This process is supported by the Dean's Office.
- c. **Chosen Research Area/Topic**

The OVPRI's application form is completed to outline the merit/need for a CRC in the proposed area of research. Those preparing the proposal are invited to discuss the file, if desired, with the Associate Dean, Research and Director, Research.

d. Submission to the Dean's Office.

The draft OVPRI application is submitted to the Dean's Office. Applications are assessed by the Associate Dean, Research and the Director, Research, and a recommendation is made to the Dean. Only one proposal, if any, is selected per available allocation.

3. The Dean's Office submits the chosen application to OVPRI.

A committee reviews all submissions from Faculties across campus and selects the top file for each allocation available.

4. The successful application/Faculty then begins advertising and recruiting for the CRC position via typical HR processes.

An external search is required, however, internal candidates (i.e., existing Dalhousie faculty) can apply.

5. The search concludes and a successful candidate is identified and notified.

At this stage, the successful candidate is not yet a CRC, but will proceed with an application to the CRC program. They may take up an appointment in the Faculty at this time.

6. With the support of the Office of Research Services and the Dean's Office, the successful candidate prepares an application to the CRC program.

The file is externally reviewed by content/research area experts and the CRC program selects recipients for available Chairs. There is no guarantee of a successful CRC application.

7. The University and prospective Chair is notified of the CRC program's decision.

If unsuccessful, the individual may be given the opportunity to reapply.