

EXPERIENCE Knowledge Exchange Application

Duration of Knowledge Exchange

☐ 4 months ☐ 6 months

Proposed start and end date (YYYY/MM/DD)

From _____ to _____

Applicant Information

First Name

Last Name

Email

Phone Number

Home Institution

Indicate your currently enrolled academic institution

Current Position

☐ Master's Student

☐ PhD Student

☐ Postdoctoral Fellow

☐ Research Associate

☐ Lab Technician

Academic Institution

Principal Investigator(s) / Supervisor(s)

Faculty / Department / Program

Host Institution

Indicate the institution where the training will take place.

Host Principal Investigator(s)

Host Institution

Faculty / Department / Program

Mobility Award

The Mobility Award is intended for applicants who must relocate to participate in the Knowledge Exchange program. To apply, please fill out the [Mobility Award application form](#) and include it in the application package.

Are you applying for the Mobility Award?

☐ YES

☐ NO

PART1. Project Details

Project Title

Project Type

☐ Cross-disciplinary Collaboration Award

☐ New Skill Development Award

Project Keyword (*max. 5 keywords*)

Lay Summary (*max. 200 words*)

PART2. Project Proposal (*max. 2 pages*)

2.1 Background and Training Gap

Provide a background of the training project. Describe the training gap and how the Knowledge Exchange will address it. Include 1. Home lab/institution strength 2. Host lab/institution strength 3. How combining these will fill the gaps. Use examples in expertise, facilities, methods, skills, and technologies.

2.2 Training Goal and Proposed Training Activities

Provide a detailed description of your proposed training placement. Include: 1. Specific training goals and objectives 2. Timeline of activities to be completed before, during, and after the placement 3. Alignment with the biomanufacturing spectrum (e.g., upstream processing, downstream purification, analytics, process scale-up, synthetic biology, etc.)

2.3 Anticipated Impact on Research

Describe how this placement builds on or complements your current research project. Explain 1. Relevance to your research focus 2. Specific techniques or equipment access that will expand your research capabilities 3. Anticipated outcomes (e.g., new data, skillsets, methods to bring back and to share). Statement of how the acquisition of these new skills will be validated.

2.4 Personal Statement & Career Development

Provide a personal statement that outlines 1. Your career goals 2. Relevant training and research experiences to date 3. How this opportunity will contribute to the development of your skills and knowledge 4. Anticipated impact on your professional career trajectory.

PART 3. Reviewer Recommendation

3.1 Suggested Reviewers

Please provide the names and contact information for three recommended reviewers who are arm's-length (i.e., not directly involved in your supervision or collaboration). These reviewers may be contacted to evaluate the application.

Name: _____

Department/Faculty: _____

Institution: _____

Email: _____

Name: _____

Department/Faculty: _____

Institution: _____

Email: _____

Name: _____

Department/Faculty: _____

Institution: _____

Email: _____

PART 4: SIGNATURES

4.1 Applicant

By signing this, you acknowledge and consent to the terms and conditions of BioHubNet's EXPERIENCE program and agree to provide all information required by the funder.

Applicant

X _____

Print Name:

Date (YYYY/MM/DD):

4.2 Supervisor

Home Supervisor

X _____

Print Name:

Date (YYYY/MM/DD):

Host Supervisor

X _____

Print Name:

Date (YYYY/MM/DD):

APPENDIX A. SUPPORTING DOCUMENTS

1. Applicant CV (*max. 2 pages*)

An up-to-date CV highlighting relevant technical skills training

2. Letter of Support from Home PI/Supervisor

A letter from your current research supervisor confirming their support for your training placement. If a training collaboration already exists between your supervisor and the potential host, the letter should explain how this placement will further enhance the collaboration via specific skills development.

3. Letter of Invitation from Host PI

A letter from your potential host supervisor confirming their support for your training placement. The letter should outline the resources available to you (e.g., financial contributions, supervision time, equipment access, and other relevant support) to enable the planned training activities.

FINAL SUBMISSION CHECKLIST

- ☐ EXPERIENCE Knowledge Exchange Application Form
- ☐ Applicant CV (*max. 2 pages*)
- ☐ Letter of Support from Home PI/Supervisor
- ☐ Letter of Invitation from Host PI
- ☐ Mobility Award Application (if applicable)

INSTRUCTIONS

Please submit the application form and all supporting materials as a single, **combined PDF** document via email to EXPERIENCE@biohubnet.ca. PDF documents should follow the naming convention:

EXCHANGE_First name_Last Name.PDF

Include "**Knowledge Exchange Application**" in your email subject line when submitting your application.