Applying for a Clinical Trials Training Program
Graduate Studentship or Postdoctoral Fellowship Award
Step-By-Step

I.   Search for the award program that appeals to you

Before you launch into action, please review the guidelines for the Clinical Trial Training programs (CTTPs) to understand the programs, eligibilities, and the different part of the application.

II.   Prepare your application

The guidelines provide the details that can help you not only plan your submission, it will help you prepare your application that reflects you, your work and communicates your suitability for the award to the review committee.

III.   Navigating from Pre-Registration to Completion of the Application Process
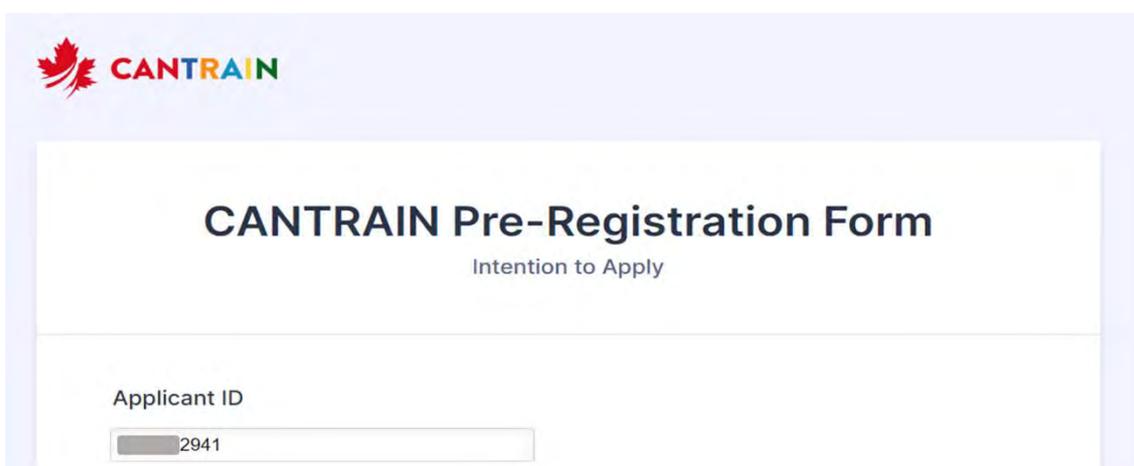
Step 1. The Pre-Registration Form

A. To start the application process, you need to **click on the Apply-button for the CTTP** you have selected.

Please Note that each CTTP has their respective Apply-button (i.e. "Apply to CANTRAIN", "Apply to CAN-TAP-TALENT", "Apply to CBITN", and "Apply to StrokeCog")

B. This will open the Pre-Registration/ Intention to Apply Form.


The Pre-Registration form contains fields for preliminary information such as your details, the award category you are applying to, name and email ID of the individuals who will provide the first and second letters of recommendation to support your application etc.

C. Complete the details and submit the form.

Step 2. Confirmation of Registration

A. **After submitting the Pre-Registration Form,** you will receive **TWO EMAILS** at your email ID indicated in your Pre-Registration Form.

   a. One Email is the **confirmation of submission**.

   CANTRAIN
   Confirmation of submission of Pre-registration form   Wed 4:06 AM
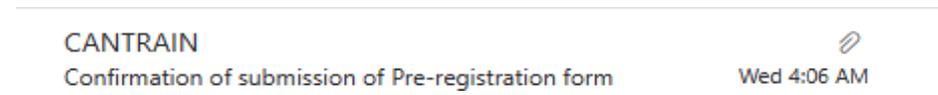
   b. A second Email will **confirm your Registration** based on the information submitted by you and will contain the **button** that will allow you to **continue to** your **Application Form**.

   CANTRAIN
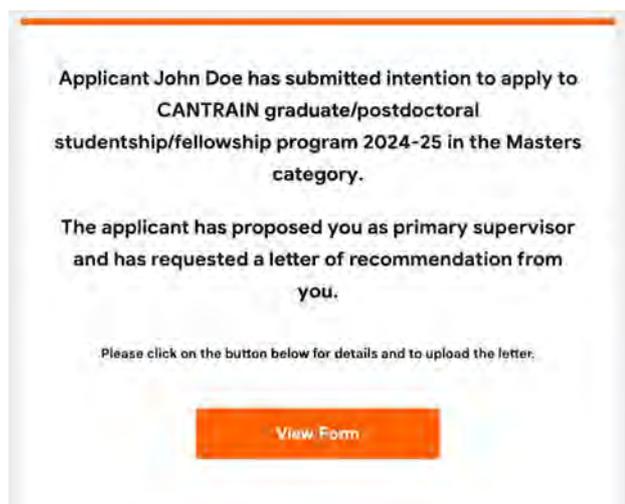   Applicant form is assigned to you.   Wed 4:06 AM

Step 3. Email to Invite Letters of Recommendation

A. The individuals you have proposed to provide letters of recommendation will **also receive emails at this time** from **"CANTRAIN <noreply@jotform.com>"** at the email IDs you have provided.

   ☐ ☆ ⊃ CANTRAIN   Email invitation to upload letter of recommendation

B. The email to each of these individuals will have a link to upload their respective letters of recommendation.

   Applicant John Doe has submitted intention to apply to CANTRAIN graduate/postdoctoral studentship/fellowship program 2024-25 in the Masters category.

   The applicant has proposed you as primary supervisor and has requested a letter of recommendation from you.

   Please click on the button below for details and to upload the letter.

   View Form

*For information on details expected in these letters, **please review the guidelines**.*
***You are responsible** for providing **correct email addresses**.*

C. Once completed, they can submit by clicking on **'submit'**.

D. They will receive **Email confirmation of their submission of the Letter of recommendation**.

Step 4. Working of your Application Form

E. When working on your Application Form, you can **'submit'** or **'save'** your entries to continue to work on it later.

F. You will receive **email confirmations when you save your work** to be able **to pick up from where you left off**.

G. Before you submit, you can **'Preview'** your submission and if you prefer, you may click **'Print'** in the preview window to save a **PDF copy of your 'Preview'**.

H. Once completed, you can submit by clicking on **'submit'**.

I. You will receive **Email confirmation of your submission**.

IMPORTANT:

A. If for any reason you need **to revise the name and/or email address** for **your letters of recommendation provider(s)**, this **can be done** as follows:

    a. **Return** to your **Pre-Registration/ Intention to Apply Form submission confirmation email**.

    b. Click the link to update the form.

    c. Make necessary updates to supervisor and/or recommender details and submit.

    d. **This submission of updates will be confirmed by an email to the applicant and email(s) will be sent out to the individual(s) identified.**

    e. This does not affect the Application Form you have already received, and you can continue to work on the form.

    f. **You cannot update category in this fashion.**

B. **Both letters and completed main form are needed** for an application to be **deemed complete and considered for evaluation**.

C. **Incomplete attempts** will be **discarded** and not considered for evaluation.