



How to apply for Reliability Status for a CIHR/Health Canada Science Policy Fellowship

This document provides instructions to complete the Personnel Screening, Consent and Authorization form in order to obtain Reliability Status. Obtaining Reliability Status is required in order to undertake a Science Policy Fellowship at Health Canada.

Below you will find the link to download the required form along with some instructions.

<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>

Personnel Screening, Consent and Authorization Form (330-23):

PART A:

Please complete only the box entitled "Justification for security screening requirement" indicating:
Application for CIHR/Health Canada Science Policy Fellowships

PART B:

Please complete all questions.

- 1) Please ensure that you provide your address (es) for the last five years.
If an additional sheet is required, please use a blank sheet and initial it.
- 2) Entering a valid email address is very important in the event that we have to contact you.

PART C:

- 1) Please initial boxes 1 to 3 in the Applicant's column (electronic initials are not accepted).
- 2) Please sign and date.

SUPPORTING DOCUMENTATION:

Please provide a photocopy of:

- your driver's license or passport with proof of your current address
- your birth certificate *
- your most recent diploma
- your Canadian citizenship card or permanent resident card (if applicable)

*Exception:

If born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad.

Mailing Instructions:

Mailing in the original form is mandatory.

Please complete the form as soon as possible and **courier** it to the CIHR Personnel Security Officer.

Please **courier** the completed form in double envelopes as follows:

- 1) On the first envelope, please indicate the following:

To be opened by addressee only:
Personnel Security Officer

- 2) Insert your first envelope into a second envelope. Please address the second envelope to the Personnel Security section at the following address:

Re: Science Policy Fellowships
Canadian Institutes of Health Research
Personnel Security Section
160 Elgin Street.
Address Locator 4809A
Ottawa, Ontario
K1A 0W9

Please follow the instructions carefully.

For any questions about the Security forms, please contact a Personnel Security member by phone at 613-954-1942 or by email at security@cihr-irsc.gc.ca.

Thank you for your cooperation.
