



Alliance against Violence and Adversity (AVA) Health Research Training Platform

AVA Community Agency Internship Guidelines

AVA's Objectives & Guiding Principles

- **Strengthen and build capacity** to transform population (community) health and social services to promote the health and wellness of girls, women, and gender-diverse people, at risk/affected by violence and adversity over the life cycle.
- **Use a collaborative, innovative**, cross-sectoral/disciplinary/jurisdictional training platform to train hundreds of Canadian service providers and academics in the social services/community health field working with this population.
- **Make intergenerational and population impacts**, and promote a positive lifespan for girls, women, and gender-diverse people.

AVA is also committed to addressing inequities and health disparities disproportionately impacting girls, women, and gender-diverse people with intersectional identities. This includes, but is not limited to, (dis)ability, race, and gender identity. AVA relies on Equity, Diversity, Inclusion and Accessibility (EDIA) initiatives, and Sex and Gender-Based Analysis (SGBA+) is at the core of reaching AVA's objective. See Appendix A (AVA Guiding Principles) and Appendix B (AVA's Equity, Diversity, Inclusion & Accessibility Principles) for more details.

Section 1: Internship Program Overview

Background

The purpose of the AVA Community Agency Internship program is to foster comfort and capacity for Implementation Science. This is characterized by community agency leader and scholar engaged partnerships that will advance AVA's objective, via experiential and reciprocal learning experiences.

The AVA Community Agency Internship program is available competitively to AVA scholars who want to engage in training in high-needs areas that relate to girls, women, and gender-diverse people. These "high-needs" areas (deemed as such, by the Canadian Institute for Health Research (CIHR) Girls' and Women's Health and Wellness Research Pool) include:

- **Youth and Family Wellness**, especially gender roles and identities, mental health and wellness (e.g. stress, anxiety, depression), physical and psychological abuse (e.g. gender-based violence, harassment, discrimination, racism and cyber abuse), justice system involvement (e.g. witness to/victim of crime) and substance misuse.

- **Sexual and Reproductive Health**, especially postpartum health, including depression, often an outcome of exposure to childhood adversity and violence and sexually transmitted infections including HIV.
- **Health Services and Population-Based Approaches to Wellness**, especially limited access to health services, health promotion and social determinants of health for non-communicable disease (e.g. mental health problems).

Benefits of participating in this internship program

As in all reciprocal learning environments such as this one, there are benefits for all those involved. Some of the benefits include, but are not limited to, the scholar-intern developing comfort, skills, and experience working with community organizations, and community agencies may benefit by having a high-caliber scholar work on a specific project, issue, or engage in service delivery that addresses the needs of the agency.

Scope of the internship

The internship program involves matching a scholar (i.e. graduate level student or higher) with a community agency that would like to host an AVA intern to work with/for the agency. Ideally, internships take place after a minimum of 4 months of being part of the AVA Triadic Mentorship Program to allow scholars to gain knowledge and network connections that will facilitate success in the internship, however this is no longer a requirement.

Internships will involve taking part in community agency programs and services, including (but not limited to):

- supporting service delivery (e.g. client facing-service),
- evidence-informed program innovation,
- evaluation,
- other activities relevant to the scholar’s individualized development plan (IDP) and career goals.

Please see Appendix C for examples of projects.

Internships can consist of a minimum of 10 hours of work/week, up to a maximum of 20 hours of work/week. This may be done virtually, in-person, or a combination of both. It is up to the community agency host and scholar-intern to determine the scope of the internship as described in this section.

Duration of the internship

The duration of an internship is 3 months, however it can be extended or “stacked” for longer experiences, up to 6 to 12 months total.

Important consideration: When deciding on the duration of the internship, consider the length of time it may take to orientate the intern to the agency, role, and expectations, and to move through the hiring paperwork (e.g. payroll, criminal record check). For example, a project alone may take 3 months to complete, however, the hiring/orientation process at the agency might add an additional month or two to the process (depending on the agency). If you are unsure of the duration to apply for, please reach out to the AVA Project Manager.

Internship pay

Interns selected to participate in the program will be funded by AVA and paid via the community agency, commensurate with their level of education and the typical rate of pay at the host agency. This will be coordinated between the AVA Project Manager, community agency, and intern. Below is an **example** of rates of intern pay as per the approved CIHR budget.

- **Master's students:** \$21/hour (before deductions) to support up to 20 hours per week for a 3-month (\$5,040), 6-month (\$10,080) or 12-month (\$20,160) internship period.
- **Doctoral students:** \$26/hour (before deductions) to support up to 20 hours per week for a 3-month (\$6,240), 6-month (\$12,480) or 12-month (\$24,960) internship period.
- **Post-Doctoral Fellows:** \$31/hour (before deductions) to support up to 20 hours per week for a 3-month (\$7,440), 6-month (\$14,880) or 12-month (\$29,760) internship period.

Monetary compensation for Community Agency Hosts

Host community agencies can also be provided monetary compensation from AVA to enable participation by offsetting various costs, e.g. agency reimbursement for community mentors' absence from regular work; administration costs. Please refer to the Guidelines for Funding Community Partner Agencies for Participation in AVA Activities document package for more details about this compensation that can be found at www.avatraining.ca.

Note: In order for the community agency to qualify for funding, the applying community partner agency must operate outside of a University.

How to Become Involved in the Program

There are various ways community agencies and scholars can become involved in the AVA Community Agency Internship program. Some examples are (but are not limited to):

- 1) Community agency mentor and scholar-mentee apply together while **simultaneously** participating in the AVA Triadic Mentorship program;
- 2) Community agency mentor and scholar-mentee apply separately or together **after** completing the AVA Triadic Mentorship program;
- 3) Community agency applies to host a scholar-intern to work on a project/task based on the current needs of their agency;
- 4) After seeing an agency internship-project opportunity shared by AVA, a scholar applies to be an intern working on that particular project/task;
- 5) A community agency applies to host an intern because they would like to collaboratively design an internship project with a scholar-intern that will be mutually beneficial (AVA Leads will facilitate partnering);
- 6) A scholar submits an application with an **IDP** (*coming soon!*) attached, to participate in an internship with a community agency host and collaboratively design project that is mutually beneficial (AVA Leads will facilitate partnering).

Please see the tables in Section 2 of these guidelines for more detailed examples.

Section 2: Internship Program Participant Roles & Responsibilities

As with all AVA Training Centre programs, everyone plays a role in the training and learning that takes place. Below is an outline of some of the roles and responsibilities for each participant in the Community Agency Internship program.

AVA Leads

- Release a 'Call for Applicants' twice a year (plus reminders) for (a) Community Agencies who would like to host an AVA intern by participating in the AVA Community Agency Internship Program, and (b) Scholars who would like to participate in the AVA Community Internship Program, via the AVA Newsletter first, then via email to external networks (if necessary).
- Adjudication of applications will take place as per Section 3 of these guidelines.
- AVA Leads will collaborate with the community agencies whose applications were accepted, to facilitate selecting/'hiring' interns, and coordinate with them to obtain funds from the AVA Training Centre (c/o University of Calgary) to pay the intern(s) and receive monetary compensation for hosting an intern.
- AVA Leads will provide any other support to community agencies and interns on an as-needed basis.

Community Agency Hosts (Agency Partner Delegate)

- Offer intern(s) a community-based experiential placement that supports not only the agency's needs but the scholar's learning objectives and career goals as established in their Individual Development Plan (IDP).
- Community Agencies **must apply** to host an AVA intern and commit to the roles and responsibilities of internship hosts, regardless of whether they are participating in the AVA Triadic Mentorship program or not.
- Community Agencies must also wait until they are accepted to the program and have coordinated with the AVA Project Manager, before the agency can host an intern.
- Depending on your type of entry to the AVA Internship program, a community agency host may have different roles/responsibilities. Below is an outline of the differences.

AVA Leads recognize that sometimes there are unique situations/relationships which may not fall under the types outlined below. If you do not see your situation/relationship represented, please reach out to the AVA Project Manager to discuss other options for participating in the program.

Please see next page for a detailed table of types of entries to the Internship program for Community Partners.

Table 1: Types of Entry to AVA Internship Program for Community Partners

Community Partner Entry to Internship			
(A) Internship during the AVA Triadic Mentorship Program	(B) Internship after the AVA Triadic Mentorship Program	(C) Directly to Internship Program (No previous AVA Triadic Mentorship)	(D) All Types
<p>If your mentee’s goal as per their IDP is to engage in an internship at your agency and your agency would like to host an intern, you (and your mentee) must apply for the Internship program as per the process outlined in Section 3 of these guidelines.</p> <p>If you and your mentee will be applying to the Internship program as partners, you are responsible for collaboratively coming up with an internship that both meets the needs of your agency, and the learning/career goals your mentee has identified in their IDP.</p> <p>If everyone’s applications to the internship program are accepted, and you start the program while you are still in the Triadic Mentorship program, the roles</p>	<p>If it is a goal of your mentee, as per their IDP, to engage in an internship at YOUR agency once they have completed the Triadic Mentorship program, and your agency would like to host an intern, you (and your mentee) can apply for the Internship program as per the process outlined in section 3 below.</p> <p>If you and your mentee will be applying to the Internship program as partners, it is expected that you collaborate with one another to come up with an internship that both meets the needs of your agency, and the learning/career goals your mentee has identified in their IDP from their mentorship (unless they want to create a new IDP for the Internship program).</p>	<p>If you and your agency have determined you would like to host an AVA intern, you can submit your application following the process outlined in Section 3 of these guidelines.</p> <p>If you/your agency have a project/task in mind that you would like an intern to work on, you must advise us of this in your application. <i>Note: In order for you to be matched with an intern, an intern will have to identify the project/your agency, as one that aligns with their learning/career goals and that they would like to be partnered with your agency.</i></p> <p>If you/your agency would like to host an intern but would like to collaboratively determine a project/task with an intern’s learning/career goals</p>	<p>Provide the scholar-intern with an orientation to the community agency and expectations for what is required to work with the agency (e.g. criminal record check).</p> <p>Communicate roles and expectations associated with working at the community agency to the scholar.</p> <p>Coordinate with AVA Lead to set the intern up in your agency’s payroll system and to orientate the intern to the agency/project.</p> <p>Offer guidance, support, tools, and resources to the intern to complete the internship project.</p> <p>Discuss timelines and set up regular check-ins/supervision with one another.</p> <p>Have a plan in place if you are not available should the</p>

<p>and responsibilities you have in the Triadic Mentorship program as well as the mentorship activities, will continue.</p> <p>In addition to your Triadic Mentorship roles, responsibilities and activities (e.g. monthly meetings), you will also be expected to fulfill the roles and responsibilities that are listed in column "D" to the right.</p> <p>Continue to work collaboratively with the mentee and academic partner-mentor to support each other's learning and career development goals. Additionally, discuss how the mentee's internship aligns with AVA's objectives.</p>	<p>Since you and your mentee chose to wait until the Triadic Mentorship was complete before beginning the Internship program, you will not be required to continue meeting as a triad with your academic partner-mentor.</p> <p>With the Triadic Mentorship program being over, you can refer to column "D" to the right for information about your role and responsibilities when hosting an intern at your agency.</p>	<p>in mind, it is suggested that you and the intern utilize the AVA Internship IDP to do so.</p> <p>Use the intern's IDP as a tool to guide learning opportunities within the project/task(s) identified.</p>	<p>intern require direction.</p>
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Scholar-Interns (Graduate student/Post-doctoral Fellow)

- Scholar-interns participating in the Community Agency Internship program are responsible for working on and/or completing a community-based project/task that supports not only the agency's needs (related to AVA's objectives), but also their own learning objectives and career goals (related to AVA's objectives) as established in their Individual Development Plan (IDP). The aim is to gain experience and comfort conducting research-related tasks in a community setting.
- The work an intern will engage in can be determined by a number of factors. The plans for the work the intern will engage may have been conceived during the Triadic Mentorship during a collaborative process between mentee and mentors, or a community agency may have applied to host an intern with a specific specific project/task in mind when a 'Call for Agency Hosts' was sent out prior to the call for intern applications. In the later scenario, prospective scholar-interns will be provided with a list of possible project/task ideas submitted by interested agencies.

- Scholars **must apply** for an internship position and commit to the roles and responsibilities of interns, regardless of whether they are participating in the AVA Triadic Mentorship program or not. Scholars must also wait until they are accepted to the program and have coordinated with the AVA Project Manager, before they begin interning at an agency. Interns will also be required to understand and comply with the agency’s safeguarding policies (e.g. criminal record check).
- Depending on your type of entry to the AVA Internship program, an intern may have different roles/responsibilities. Below is an outline of the differences.

AVA Leads recognize that sometimes there are unique situations/relationships which may not fall under the types outlined below. If you do not see your situation/relationship represented, please reach out to the AVA Project Manager to discuss other options for participating in the program.

Table 2: Types of Entry to AVA Internship Program for Scholar-Interns

Scholar-Intern Entry to Internship			
(A) Internship during the AVA Triadic Mentorship Program	(B) Internship after the AVA Triadic Mentorship Program	(C) Directly to Internship Program (No previous AVA Triadic Mentorship)	(D) All Types
Scholars who are participating in the Triadic Mentorship program may apply for an internship after month 4 of the Triadic Mentorship program. If a scholar’s application to the internship program is accepted while participating in the Triadic Mentorship program , the roles responsibilities, and activities (e.g. monthly meetings) of the mentorship program will continue for the scholar with the addition of a field placement learning experience.	Scholars who wish to engage in an internship at their community mentor’s agency after they have completed the Triadic Mentorship program, may apply for the Internship program along with the community mentor as per Section 3 of these guidelines. In this scenario, scholars are expected to collaborate with their community mentors to establish a project/task that will meet the scholar’s learning goals as well as a need identified by the agency.	An intern may apply for the Community Agency Internship program without prior involvement in the Triadic Mentorship program. Potential interns can respond to the “call for internship applicants” and submit an application following the process outlined in Section 3 of these guidelines. A list of potential projects/tasks and agencies who may be interested in hosting an intern will accompany the call for intern applications. On the	Interns are expected to participate in an orientation to the community agency and fulfil any necessary requirements for engaging in work with the agency (e.g. criminal record check). Interns should facilitate open communication with mentors and agency staff to build positive, productive and mutually beneficial relationships. Interns should plan to attend regular check-in meetings with

<p>This may include a specific project or “business as usual” tasks for the agency. Scholars should discuss what they would like to gain from an internship, as well as what skills and knowledge they may bring to an internship placement, with their mentors prior to applying for the Community Agency Internship program.</p> <p>Scholar’s continue to meet with their academic and community mentors regularly.</p> <p>In addition to mentorship activities, scholar-interns are expected to fulfill the roles and responsibilities listed in column “D” to the right.</p>	<p>Scholars may choose to develop a new IDP (and related learning and career goals) for the internship.</p> <p>Please refer to column “D” to the right for more information regarding scholars’ roles and responsibilities during internship.</p>	<p>application form, potential interns will be asked to identify projects/tasks for agencies they may wish to be matched with. It is suggested that interns utilize the AVA Internship IDP to guide the projects/work they will engage in during the internship.</p>	<p>mentors to facilitate communication.</p> <p>Interns and mentors should regularly discuss and collaboratively establish timelines, roles and expectations related to the intern’s work with the agency.</p> <p>Interns are expected to engage with AVA Online courses and learning opportunities in accordance with their IDP and career goals.</p>
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Academic Mentors

Mentoring an intern in this program may be a continuation of the Triadic Mentorship and its activities, with the addition of mentoring an intern as they engage in their community agency placement experience. Please refer to the Triadic Mentorship Program Guidelines that can be found at <https://avatraining.ca/triadic-mentorship-program/> for an example of mentorship activities that can continue into the scholar’s internship. For scholars who enter the Community Agency Internship program after completing the Triadic Mentorship program or who go directly into the Internship program, the involvement of an academic mentor is not required but can be accommodated if desired by the scholar-intern and/or community agency host/mentor.

Section 2: Eligibility, Evaluation, and Intern Selection Criteria

Community Agency Host Criteria

- Committed to collaborating with AVA leads around the intern hiring and agency orientation process.
- Committed to hosting an intern for a minimum of 3 months.
- Committed to providing the intern with a safe work environment.
- Commitment to adhering to AVA's Guiding Principles.
- Committed to supporting the intern to meet their learning objective (aligned with AVA's objectives), and being able to provide the intern with the support and resources they require to complete the internship project/task.
- If the agency is proposing a particular project in their application, the project must be in alignment with the AVA objectives.

Scholar-Intern Eligibility Criteria

Scholars must meet the following criteria in order to apply for and be considered for the AVA Community Agency Internship program:

- Scholar-interns must be a graduate student (masters/doctoral) or post-doctoral fellow.
- If a scholar is currently participating in the Triadic Mentorship program, they must complete month 4 of the program prior to being accepted into the Community Agency Internship program.

Scholar-Intern Evaluation Criteria

Applications will be evaluated by an adjudication committee (see Section 3 below) based on the following criteria:

- Alignment of the proposed placementwork (as identified in the Triadic Mentorship) with the AVA Training Platform objective and H RTP high-priority areas as noted above.
- Proof of acceptance or participation in the work.
- Quality and feasibility of the applicant's individualized development plan (IDP) and alignment with AVA Training Platform objectives and proposed activities with the community agency. This will be as established in the Triadic Mentorship or as a newly created IDP for the Community Agency Internship program.
- Quality of anticipated outcomes (i.e. for the intern, agency, and AVA)
- EDIA considerations

Scholar-Intern Selection Criteria

In scenarios where an agency has applied to host an intern and they have a particular project/task they would like an intern to work on, scholar-interns will be selected based on the following criteria:

- Alignment of the agency's mission/objectives and scholar-intern's goals/interests
- Alignment of hours the scholar-intern is available to work and hours the agency is available/committed to host/support the intern.
- Alignment of duration the scholar-intern is available to engage in an internship, and duration an agency host is available/committed to hosting an intern.

Section 3: Application & Adjudication Processes

Regardless of the route of entry into the AVA Community Internship program, the application instructions are the same and are below. If you are unsure about whether you can become involved with this internship program at this time, please send us an email at avatraining@ucalgary.ca.

How to Apply

The preferred method of application to the Community Agency Internship program is by completing an online application.

Community Agency Host

Online applications can be submitted using this [agency host online application form](#). It can also be found at www.avatraining.ca. Access to the online application and other application accommodations can also be requested by contacting avatraining@ucalgary.ca.

Applications will be adjudicated following the below guidelines. If the agency host proposed a projects in their application and both the agency and the project meet the evaluation criteria, the project will be added to a list which prospective scholar-interns can apply for competitively.

Scholar-Intern

Online applications can be submitted using this [scholar-intern online application form](#). It can also be found at www.avatraining.ca. Access to the online application and other application accommodations can also be requested by contacting avatraining@ucalgary.ca.

If a scholar is currently participating in the Triadic Mentorship program:

Please provide a letter from your community agency mentor attesting to their support for your internship, feasibility of intern's proposed activity, and commitment to providing the intern with an orientation and alignment with AVA's Guiding Principles. Letters should be a maximum of one-page, single space spaced, Times Roman 12 or similar font, and can be attached in the online application.

If a scholar has competed the Triadic Mentorship program:

Applicants are asked to submit a new IDP (internship version). The internship IDP can be found [here](#) (coming soon!) and can be attached to the online internship application.

If a scholar intern has not participated in the Triadic Mentorship program:

Applicants will be asked to complete the internship IDP which can be found [here](#) (coming soon!), and attach it to the online internship application.

If you require assistance with completing the application process, please contact avatraining@ucalgary.ca.

Deadline for Applications

The agency host application deadline for this program is May 30, 2023, and for scholar-interns, June 30, 2023 to start the program in Fall 2023, and September 15, 2023 to start the program Winter 2024.

Adjudication Process

Applications will be reviewed within a month after the application deadline by a team of at least 3 reviewers -- AVA's Project Manager, AVA's Scientific Director, and another person from the

Triadic Mentorship & Internship and/or Community Engagement Working Groups. Guests may be invited to adjudicate, such as EDIA Champion. If there is a conflict of interest between any of the reviewers and the applicants, a different reviewer will take the place of the reviewer(s) with the conflict of interest.

We look forward to your interest and participation in the AVA Community Agency Internship program!

AVA Guiding Principles

The following Guiding Principles outline the AVA team's commitment to fair and equitable policies and practice in the context of our objectives.

AVA's Objectives

- **Strengthen and build capacity** to transform population (community) health and social services to promote the health and wellness of girls, women, and gender-diverse people, at risk/affected by violence and adversity over the life cycle.
- **Use a collaborative, innovative**, cross-sectoral/disciplinary/jurisdictional training platform to train hundreds of Canadian service providers and academics in the social services/community health field working with this population.
- **Make intergenerational and population impacts**, and promote a positive lifespan for girls, women, and gender-diverse people.

What are AVA's Guiding Principles?

- These guidelines detail AVA's overall working principles, expectations, and obligations of all partners.
- AVA is committed to addressing inequities and health disparities disproportionately impacting girls, women, and gender-diverse people with intersectional identities. This includes, but is not limited to, (dis)ability, race, and gender identity. AVA relies on Equity, Diversity, Inclusion and Accessibility (EDIA) initiatives, and Sex and Gender-Based Analysis (SGBA+) is at the core of reaching AVA's objectives.
- AVA seeks to ensure sensitivity to EDIA in all aspects of the AVA Training Platform by engaging with Patient Partners and AVA designated Champions who specialize in EDIA, Indigenous Knowledge, SGBA+ and Black and Other racialized people.¹
- AVA aims to strengthen and build capacity to address the intersections between sex, race, (dis)ability, social locations, gender-diversity and other identities, while acknowledging (to the degree possible) the impacts of colonialism, classism, racism, and Canadian culture (albeit recognizing that AVA may influence, but cannot itself change, these things).
- AVA recognizes that diverse voices from community experts, as well as Indigenous (First Nations, Inuit, and Metis), Black, and other racialized people, continue to be minimal and minimized in academic research; hence, our aim is to have academic, community, Indigenous, Black, and other racialized people, as partners, co-creating culturally safe, supportive, and reciprocal learning for all team members.
- All team members whether academic or community partners, or mentees, are considered trainees engaged in reciprocal learning.

- AVA also commits to principles of integrated knowledge translation (iKT) including:
 - true partnership, rather than simple engagement,
 - considering iKT is an approach to research rather than a methodology,
 - core values of co-creation, reciprocity, trust, fostering relationships, collaboration, respect, co-learning, active participation, democratisation of knowledge and shared decision-making in the generation and application of knowledge.²

AVA's EDIA Principles

1. Priority will be applied to Indigenous, Black and Other racialized people, as well as disabled, gender-diverse and other identities.
2. We will seek equity by removing systemic barriers and biases in recruitment, application and participation processes (see AVA's Guiding Principles for examples).
3. We will ensure diverse perspectives and lived experiences (e.g. races, places of origin, religions, immigrants and newcomers, etc.) are represented amongst the AVA team.
4. We will focus on inclusion by valuing and respecting all contributions, particularly eliminating hierarchies, by treating team members equally.
5. Seeking to address the 2 key objectives of the Government of Canada's EDI Tri-Agency Action Plan for 2018-2025 by ensuring fair access to Tri-Council resources and ensuring equitable participation in recruitment of trainees (i.e. Triadic Mentorship Program)
6. All AVA members shall participate in EDIA training and it will be part of the core AVA courses in AVA Online.

How will AVA do this?

- AVA seeks to ensure EDIA in all aspects of the AVA Training Platform by engaging with Patient Partners and AVA designated Champions who specialize in EDIA, Indigenous Knowledge, SGBA+ and Black and Other racialized people.
- EDIA will influence selection of participants to take part in AVA programs (e.g. Community Agency Internship; Early Career Researcher Teaching Release).
- All AVA team members will be asked to attend mandatory annual EDIA training.
- AVA Online includes courses specifically designed to enhance trainee and team members' knowledge and practice related to EDIA.
- SGBA+ and intersectionality are core AVA Online curriculum components. AVA team members, especially leadership, have training in SGBA+, intersectionality and research knowledge that address racialized people.
- AVA prioritizes the inclusion of Indigenous, Black, and other racialized people on the AVA team and in trainee recruitment.
- In all training activities, including experiential learning activities, internships, networking and/or other innovative training opportunities, attention will be paid to ensure that the Guiding Principles of AVA are upheld (e.g. by including EDIA assessments in meeting agendas)

- The EDIA, Indigenous Knowledge, and Black and Other racialized people Champions are represented at the highest level by being part of the Platform Advisory Committee (PAC). These Champions' opinions are sought frequently and as appropriate.
- The call for applicants will prioritize racialized, (dis)abled, gender-diverse and other identities.
- We will employ best practices in EDIA recruitment and application adjudication, with our EDIA, Indigenous Knowledge, and Black and Other racialized people Champions reviewing/providing input into the process and written materials in every form.
- We will seek equity by removing systemic barriers and biases to recruitment by ensuring all PAC members, who will approve calls for applicants and approve final adjudication of applications, have training on unconscious bias (individual) but also from a systems approach (systemic).
- The AVA training platform will develop a broad range of research skills and provide training on emerging approaches to advance rigorous and responsible research (e.g., sex- and gender-based analysis (SGBA+), research data management, research involving Indigenous Peoples, ethics, unconscious bias).
- AVA trainee recruitment efforts will aim to ensure that diverse perspectives and lived experiences (e.g. race, place of origin, religion, immigrants and newcomers, ethnic origin, ability, sex, sexual orientation, gender identity and expression, and age) are represented among AVA trainees. An example of how this will be done is by advertising training opportunities via community partners and academics that provide services and support to diverse people.
- AVA's mandatory core activities will address EDIA (including unconscious bias assessed with the Harvard Implicit Association Test and training with the Canadian Centre for Diversity and Inclusion, which includes unconscious/implicit bias recognition training), Sex and Gender-Based Analysis (SGBA+), and intersectionality, and Indigenous research methods.
- Team members who do not feel that either EDIA or iKT principles are adhered to, or who wish to report a conflict of interest (**whistle blow**) should report concern to a leader at AVA, who is not a subject of the concern. In order of consideration, reports can be made to AVA Team leader N. Letourneau, or Platform Advisory Committee Chair C. Donnelly, or Platform Advisory Committee members Vice-Presidents of the Universities of Manitoba and/or Calgary. If all of these persons are subject to the concern, reports should be made to the University of Calgary ethics review board.
- AVA Team Champions will review and edit these principles and definitions annually.

EDIA Definitions

Equity

Means fairness; people of all identities being treated fairly. It means ensuring that the processes for allocating resources and decision-making are fair to all and do not discriminate on the basis of identity. There is a need to put measures in place to

eliminate discrimination and inequalities which have been well described and reported and ensure, to the best degree possible, equal opportunities. Equity is needed to achieve equality. For example, treating people as equals in an environment in which historical and systemic disadvantages prevent people from operating as equals can be inequitable – it lacks the fairness of a truly equitable situation (NSERC, 2017)

Diversity

Consists of the conditions, expressions and experiences of different groups identified by age, education, sexual orientation, parental status/responsibility, immigration status, Indigenous status, religion, disability, language, race, place of origin, ethnicity, culture, socio-economic status and other attributes. Recognizing and valuing diversity must be accompanied by concerted efforts to ensure inclusion of diverse populations, meaning that individuals are and feel valued, respected and equally supported (NSERC, 2017).

Inclusion:

Requires creating an environment in which all people are respected equitably and have access to the same opportunities. Organizationally, inclusion requires the identification and removal of barriers (e.g., physical, procedural, visible, invisible, intentional, unintentional) that inhibit [applicants'] participation and contribution. Inclusion values and principles include fairness, justice, equity, and respect, by being open to different voices and perspectives, developing an understanding of different cultures, experiences and communities, and making a conscious effort to be welcoming, helpful and respectful to everyone (NSERC, 2017).

Accessibility:

“The provision of flexibility to accommodate needs and preferences, and refers to the design of products, devices, services, or environments for people who experience disabilities. It can also be understood as “a set of solutions that empower the greatest number of people to participate in the activities in question in the most effective ways possible”” (Baker & Vasseur, 2021).