

Research Institute Award Program Frequently Asked Questions (FAQ's) for the Research Staff Recognition Award

Question: Where can I find information regarding the Research Institute Award Program, and how do I apply?

Answer: Information regarding the Research Institute Award Program, its policy and guidelines can be found on the St. Joseph's Healthcare Hamilton research website.

Question: How do I nominate a colleague?

Answer: The nominator would write a letter of nomination and send via mail, drop it off, or email a pdf scan to Research Administration. Refer to the guidelines for criteria, deadline and office location.

Question: Who is eligible to be nominated for the Research Staff Recognition Award?

Answer: Some examples, *but not limited to*, of the types of positions and personnel who are eligible for nomination are Research Coordinators, Research Support Staff (including Research Administrative Staff), Research Laboratory Personnel, and Research Laboratory Technologists.

Students are ineligible for this award. Students may apply to the Research Institute Academic Awards.

Question: Am I eligible as a McMaster University or Hamilton Health Sciences employee?

Answer: Yes, Research Administration offers the Staff Recognition Award to an individual working in research at one of the campuses of St. Joseph's Healthcare Hamilton. Both full-time and part-time staff are eligible, regardless of employer (McMaster University, Hamilton Health Sciences, St. Joseph's Healthcare Hamilton, or The Research Institute of St. Joe's Hamilton).

Question: My nominator may not be able to provide the letter of nomination in time. Are there any extensions or extenuating circumstances to provide the nomination past the deadline date?

Answer: Late or incomplete nominations will not be accepted under any circumstance.

Question: What is the affiliate status, and research program area that my supervisor has to belong to?

Answer: Research St. Joseph's – Hamilton is the legal name of The Research Institute of St. Joe's Hamilton; the research institute with all of its endeavours that is performed at a research campus of St. Joseph's Healthcare Hamilton (Charlton, West 5th, and the King campus). The applicant's supervisor must be associated with Research St. Joseph's – Hamilton in an appropriate category (refer to the research institute's policy *002-RSJ-H Researcher Affiliation with Research St. Joseph's - Hamilton*; in good standing.

Research is divided into 4 research program areas within the research institute, and each researcher associated with the research institute, would belong to one of the following areas:

- Father Sean O'Sullivan Research Centre
 - *This research group is the largest at St. Joe's and includes clinical researchers and evaluative scientists not affiliated with the Firestone Institute for Respiratory Health, the Hamilton Centre for Kidney Research, or Mental Health research*
- Kidney and Urinary
- Mental Health and Addictions
- Respiratory Medicine and Thoracic Surgery

Question: Will nominated applicants be notified of their status?

Answer: Yes. Research Administration will notify all nominated applicants of the status of their nomination. After the deadline and subsequent review by the Award Review Committee, the committee's decision will be forwarded to the Scientific Director for final review and approval. Research Administration will first notify the successful applicant and then send notification to the unsuccessful nominations in September.

Question: If I am the successful recipient then how do I receive my award?

Answer: Research Administration will make arrangements with the recipient to provide the award at a celebratory event in October.