

GUIDELINES

RESEARCH INSTITUTE AWARD PROGRAM

Post-doctoral Fellowship Award

Timelines

January 1	Launch of Research Award Competition
January 31	Letter of Intent Submission Deadline
March 1	Invitation to Selected Applicants to Submit Full Application
March 31	Full Application Submission Deadline (<i>by invitation only</i>)
June	Announcement of Award Recipient(s)
September	Start of award funding

Award Description

The Post-doctoral Fellowship Award is intended to support the development of independent investigators.

General

This document governs the components of the online application process and provides a description of what is required in order to submit an online application. Please go to the St. Joseph's Healthcare Hamilton research website to access the application documents. Frequently asked questions (FAQ) are available within the website for your reference. A fully completed submission is to be saved in pdf format, except where noted, and emailed research@stjoes.ca. Adobe Acrobat version 8 or higher is required. Additionally, please review the 015-RSJ-H Research Institute Award Program policy.

Governance

This funding opportunity will comply with The Research Institute of St. Joe's Hamilton Research Post-doctoral Fellowship Award Guidelines and the 015-RSJ-H Research Institute Award Program policy.

Process

The Post-doctoral Fellowship Award competition is a 2-tiered process for eligible fellows: (i) Letter of Intent, and (ii) Full Application – by invitation only. The Award Review Committee (hereby referred to as the Committee) will review the Post-doctoral Fellowship Award Letter of Intent applications and select those who will be invited to submit a Full Application. The Committee will review the Full Applications and then forward their recommendation to the Scientific Director who has final approval of the awarding of the funding.

Process

The Post-doctoral Fellowship Award competition is a 2-tiered process:

1. Letter of Intent is an open competition
 - Applicant submission of Letter of Intent (LOI)
 - LOI is reviewed by the Committee to select list of candidate(s) to proceed to the next stage
2. Full Application by Invitation Only
 - Only those candidates selected by the Committee will be invited to submit a Full Application for consideration of the award
 - The Committee reviews the Full Application submissions and then forwards their recommendation to the Scientific Director who has final approval of the awarding of the funding

All applicants will be notified of the results of their Letter of Intents in March, and their FULL applications in June.

Funding

The value of the fellowship award is \$37,000 per annum and may be held for up to 2 years under the supervision of your supervisor. Funding would generally start in September. Benefits are not included. This award is for personnel, and not operating funds. There will be no option for renewal of a Post-doctoral Fellowship award. The number of awards on offer

for any given year's competition is dependent upon funding availability and will be communicated on the St. Joseph's Healthcare Hamilton research website.

Funding Continuance and Progress Reports

The initial award is available for a period of 1 year. Annually the recipient must complete a Progress Report and Renewal Application Form on the anniversary of their award funding. This report will be reviewed by the Scientific Director and the recipient will be notified accordingly whether their report is acceptable and funding will continue as listed in the their terms and conditions agreement. A Final Report will be due to Research Administration upon completion of the award term.

Eligibility

1. Available to post-doctoral researchers immediately upon completion of their professional or research training and working under the supervision of an active research investigator associated with The Research Institute of St. Joe's Hamilton in an appropriate category (refer to research institute *002-RSJ-H Researcher Affiliation with Research St. Joseph's – Hamilton* policy; in good standing. The applicant and supervisor must be principally located at one of the St. Joseph's Healthcare campuses, and the applicant must have 75% of their time protected for research.
2. Support will be available for up to 2 years under the supervision of your supervisor as noted under Item 1.
3. Eligible applicants should have completed their research education within five (5) years of the application deadline.
4. Applicants who are in their second post-doctoral position or who have experienced a delay in their career of more than one year will be required to submit a personal statement to allow the Committee to evaluate the likelihood of their progressing into the role of an independent researcher.
5. In the event of multiple applications from a single supervisor, the supervisor will be required to rank the candidates in a confidential letter to the Chair of the Committee.

Review Process

Applications will be reviewed by the Committee struck by the Scientific Director under the governance structure of The Research Institute of St. Joe's Hamilton. The composition of the committee will be at the discretion of the Scientific Director. A Letter of Intent (LOI) must be submitted for review and selection by the Committee, and only those candidates invited can submit the Full Application for consideration. The peer review process of the LOI will be conducted by the Committee.

The **review criteria for the Letter of Intent** include:

- Accurate and timely Letter of Intent submission
- Applicants fulfill eligibility requirements

Following the review of the LOI, those candidates selected by the committee will be invited to submit the Full Application for the next stage of the committee's review. This panel will initially review the applications for completeness and relevance. **Late or incomplete submissions will not be accepted under any circumstance.**

The **review criteria for the Full Application** include:

- Publication activity
- Other research activity i.e. abstracts, patents
- Industry / perseverance
- Originality
- Background preparation
- Research Project – Design, Feasibility, Impact
- Career Plan / Ability to become an independent researcher
- Research resources
- Supervisor and former supervisor's letter of support
- Supervisor CV

Notification of Awards

The following conditions will be observed when notifying candidates on the status of their application:

- The recommendations of the Committee will be forwarded to the Scientific Director who is the final authority for approval
- The deliberations of the Committee are confidential: results will be communicated only by the Scientific Director
- The starting date, length of the appointment and conditions of the award will be clearly stated in a terms and conditions agreement, which will be signed by the recipient before funding commences
- All applicants will be notified of the results of their Letter of Intent in March, and their FULL application in June.

Preparation of Application

Please go to the [Research website](#) to access the application documents. All applicants are required to submit a final combined application in pdf format. Research Administration will **NOT** accept paper-based applications, except for where specifically noted on the applicable application for some of the requirements.

There are 2 stages to the application process:

I. Letter of Intent

All interested applicants must submit a Letter of Intent (LOI) by 11:59 p.m. EST on January 31. The LOI will be assessed by the Award Review Committee for relevance to this request for a research award grant. Only selected applicants will be invited to submit a Full Application for consideration.

The online submission of the LOI consists of:

Research Summary

Provide a brief project description of the proposed research proposal.

Research Time

Candidate should have 75% of their time protected for research.

Supervision

Describe how involved your supervisor will be in your research project and the level of supervision required in order to perform expected research functions. *E.g., Latitude exists and is encouraged to develop new work methods to ensure effective and efficient operations of the research task.*

Curriculum Vitae (CV)

Provide applicant's fully completed and validated Canadian Common CV (CCV) prepared to the CIHR Academic template, which can be found at <https://ccv-cvc.ca/indexresearcher-eng.frm>. **Draft CV's are not acceptable.**

When logged in to the *CCV system, choose **CV: Funding, Funding Source: CIHR, CV Type: CIHR Academic.**

*Note: for new user's you require a Personal Identification Number (PIN), which can take up to 48 hours to acquire.

Personal Statement (only if applicable)

Applicants who are in their second post-doctoral position or who have experienced a delay in their career of more than one year will be required to submit a personal statement to allow the Committee to evaluate the likelihood of their progressing into the role of an independent researcher.

Signature

Your signature is required to confirm that all copy and documentation submitted with your letter of intent package is true.

Submission

The Letter of Intent is a pdf form. You must have Adobe Acrobat 8 or higher to save and manipulate the document as follows:

1. Print off the Letter of Intent, sign it where noted, scan it to a pdf and save your completed Letter of Intent pdf
2. Insert your CV pdf at the end of your Letter of Intent pdf
3. Save your final combined pdf as: *Last Name First Name Fellow Award LOI*
4. E-mail the combined and final pdf Letter of Intent application to research@stjoes.ca

II. Full Application - By Invitation Only (those selected by the Committee will be contacted by Research Administration)

On March 1, invitations will be issued to applicants to submit a full research proposal. **Applicants must submit their application no later than 11:59pm EST on March 31. Late or incomplete submissions will not be accepted under any circumstance.**

The full online application consists of:

Research Executive Summary

Describe your research. State the research objective(s), the methodology, the expected scholarly significance, and the relationship of the project to your previous work and to current knowledge in the field. (Exclude references and appendices). Please explain what you hope to accomplish during this monetary award period.

Career Plan

Provide an outline how this award will allow you to move into an independent researcher, and where you envisage your research career in 5 to 10 years time.

Originality

Describe how your research differs from your supervisor to allow you to begin as an independent researcher.

Industry / Perseverance

Describe problems you run into in your research career and describe how you overcame them.

Curriculum Vitae (CV)

Applicant to include either their same CV as submitted with the Letter of Intent (LOI), **or** this is an opportunity to submit an updated version (CV prepared to the CIHR Academic template).

Supervisor's Curriculum Vitae (CV)

Provide a copy of your supervisor's fully completed and validated Canadian Common CV prepared to the CIHR Academic template.

Supervisor's Letter of Support

The letter of support is requested from your supervisor and should be placed in a sealed envelope with the supervisor's signature across the seal. This letter should provide details on whether the applicant will be given the time and resources required to complete the project. For example: Is there a plan to back-fill time away from regular responsibilities, and will the department provide space, paper etc. required for the project.

It is preferred that the proposed supervisor of this Fellowship is different from the supervisor of the Masters/PhD studies of the student. If the supervisor is the same the Letter of Support should provide an explicit reason why the potential Fellow has not chosen a different laboratory for this additional training.

Former Research Supervisor's Letter of Assessment

The Letter of Assessment is requested from your former research supervisor regarding the candidate's research accomplishments and future potential, and should be placed in a sealed envelope with the supervisor's signature across the seal. The "Assessment" letter is based on whether or not the applicant has the knowledge, skills and experience to undertake the project. Will the current supervisor commit to mentoring through any missing skills etc.?

If the former and current supervisors are the same individual then one letter of support would be sufficient, but must address the department's support, as well as an assessment of the applicant's knowledge and skills, and the commitment to mentor the applicant through the process. If the supervisor is the same the Letter of Support should provide an explicit reason why the potential Fellow has not chosen a different laboratory for this additional training.

Submitted Papers

Copies of any submitted papers and/or proof of acceptance for papers listed as in-press.

Signature

Your signature is required to confirm that all copy and documentation submitted with your full application package is true.

Submission

The Full Application is a pdf form. You must have Adobe Acrobat 8 or higher to save and manipulate the document as follows:

1. Print off the Full Application, sign it where noted, scan it to a pdf, then save your Full Application pdf
2. Insert your CV pdf at the end of your Full Application pdf
3. Insert your supervisor's CV pdf at the end of your CV pdf
4. Scan to pdf any submitted papers and/or proof of acceptance for in press papers and insert after your supervisor's CV pdf
5. Save your final combined pdf as: *Last Name First Name Fellow Award APP*
6. E-mail the combined and final pdf Full Application to research@stjoes.ca
7. Mail in one package the following items to the address noted below:
 - a. Letter of Nomination from Supervisor
 - b. Letter of Assessment from Former Supervisor

Contact Department:

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