

GUIDELINES

RESEARCH INSTITUTE AWARD PROGRAM

MD/PhD Student Award

Timelines

January 1	Launch of Research Award Competition
March 31	Application Submission Deadline
June	Announcement of Award Recipient
September	Start of award funding

Award Description

The MD/PhD Student Award is intended to support the development of future clinical scientists who will train and work in research conducted at St. Joseph's Healthcare Hamilton. These highly trained individuals are an integral component of medical research in Canada and are key in directing basic research to answer important clinical questions, and in moving advances in basic biological research to the clinic.

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 to 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 MD/PhD Student Award Guidelines and the 015-RSJ-H Research Institute Award Program policy.

Process

The MD/PhD Student Award competition consists of a single application process for eligible students. The Award Review Committee (hereby referred to as the Committee) will review the MD/PhD Student Award applications and then forward 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 applications in June.

Funding

The McMaster MD/PhD Student is 7 years in duration. The earliest applicants can apply is during their first clinical training year and they must have at least 1 full year of PhD training time remaining. Funding would generally start in September when the successful recipient recommences their PhD training. The award is \$25,000 annually and would be available for up to 3 years or until they return to clinical training or clerkship, and based on ongoing demonstration of performance. Benefits are not included. This award is for personnel, and not operating funds. The number of awards on offer for any given year's competition is dependent upon funding availability and will be communicated on the SJHH research website.

Funding Continuance and Progress Reports

The initial award is available for a period of up to 3 years. Annually the recipient must complete a Progress Report and Renewal Application Form, plus provide the following 2 letters to Research Administration:

1. Letter from Supervisor providing details of:
 - a. Ongoing support of time and resources required to complete the project
 - b. Confirming 75% applicant's time is reserved for research
 - c. Applicants' overall performance and commitment to project
2. Letter from McMaster MD/PhD Program Director
 - a. Confirming ongoing enrollment and success in the program

The report package 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 their terms and conditions agreement. A Final Report will be due to Research Administration upon completion of award term.

Eligibility

1. Available to a student currently enrolled in the McMaster MD/PhD Program. The student must be within the first 4 years of starting the program and must be at least 1 year from a planned return to clinical clerkship training. The earliest applicants can apply is during their first clinical training year and they must have at least 1 full year of PhD time remaining.
2. The student must be 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 the research institute policy *002-RSJ-H Researcher Affiliation with Research St. Joseph's – Hamilton*); in good standing. The applicant and supervisor must be principally located at one of the St. Joseph's Healthcare campuses. The applicant must have 75% of their time protected for research.
3. Support will be available for one (1) year with the option to renew. Renewal will be based on ongoing enrollment in the McMaster MD/PhD program in good standing. A letter from the MD/PhD Program Director and the student's supervisor will be required for renewal. The student will complete a renewal application that will include an update on research progress.
4. The applicant is expected to apply for external funding, and if successful, will not be penalized from being a successful recipient of the MD/PhD Student Award for the duration of the external award.
5. Research Administration shall be informed in writing by the student if:
 - the student is successful in obtaining external funding
 - the student's status in the MD/PhD program changes
 - a date for the student's thesis defense is set, or a date is set for the student to return to clinical (clerkship) MD training
6. 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. **Late or incomplete submissions will not be accepted under any circumstance.**

The review criteria for the Application include:

- Publication activity
- Industry and Perseverance
- Originality
- Background preparation
- Research Project – Background, Design, Feasibility and Impact
- Career Plan
- Supervisor letter of support
- Research resources
- Mentoring Environment
- Supervisor's 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 applications 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 is a single application process:

Full Application

Applicants must submit their application no later than 11:59pm EST on March 31 of the award competition year. Late or incomplete submissions will not be accepted under any circumstance.

The full online application consists of:

Research Time

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

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.

Eligibility and Career Plan

Please include a letter from the McMaster MD/PhD Program Director confirming that you are currently enrolled in this program. Please outline your current position in the program and timeline for completion of your PhD.

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.

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.

Program Director Letter

Provide a McMaster MD/PhD Program Director Letter confirming enrollment in this program.

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:

1. 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;
 - i. Confirm 75% of the applicant's time is protected for research.
2. Record of successfully supervising advanced graduate students within the last 5 years; and
3. Applicant's research potential and enthusiasm.

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 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 and save your completed 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 MD/PhD Student 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) McMaster MD/PhD Program Director Letter confirming enrollment in this program
 - b) Supervisor's Letter of Support

Contact Department:

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