

GUIDELINES

RESEARCH INSTITUTE AWARD PROGRAM

Research Staff Recognition Award

Timelines

May 1	Launch of Research Staff Recognition Award Competition
July 31	Nominator's Nomination Letter Deadline (by 11:59 p.m.)
October	Announcement of Award Recipient and Payment of Funding

Award Description

This award is intended to recognize staff that consistently makes a positive contribution to the research success of their department. This includes providing outstanding service; fostering innovation; taking initiative; creating a positive influence and rapport in the workplace. Candidates must be nominated to be considered for this award. The award is open to all Research staff via nomination as described below under the "Process by Nomination" heading.

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 (SJHH) research website to access the nomination application form. Frequently asked questions (FAQ) are available within the website for your reference. A letter incorporating how the nominee meets the award criteria is to be sent to Research Administration by the nomination deadline. Additionally, please review the 015-RSJ-H Award Program Policy.

Governance

This funding opportunity will comply with the The Research Institute of St. Joe's Hamilton Research Staff Recognition Award Guidelines and the 015-RSJ-H Award Program Policy.

Funding

The award will consist of a one-time \$500.00 prize, which will be presented annually, dependent on funding. The award is limited to a one-time basis only per recipient. Availability of this award for any given year's competition is dependent upon funding availability and will be communicated on the SJHH research website.

Process by Nomination

The Research Staff Recognition Award competition consists of a single application process for eligible personnel. Candidates must be nominated to be considered for this award. A candidate may be nominated by any colleague working at St. Joseph's Healthcare Hamilton. The nominee must report to a researcher who is associated with Research St. Joseph's – Hamilton in an appropriate category (refer to the research institute policy *002-RSJ-H Research Affiliation with Research St. Joseph's – Hamilton*); in good standing. The Award Review Committee (hereby referred to as the Committee) will review the Research Staff Recognition 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 September. The award will be presented in October.

Nomination Letter

The nominator must write a letter of nomination on the nominee that addresses the criteria listed below. Be specific and provide examples of how the nominee meets the criteria. The letter should also include why you are nominating the staff member, and who the nominee's supervisor is.

Nominators must submit their nomination letter in application for consideration no later than 11:59pm EST on July 31. Late or incomplete submissions will not be accepted under any circumstance.

Criteria

Selection will be based primarily upon the following criteria:

1. **LIVING the MISSION** – how they uphold the Vision, Mission and Values of St. Joseph’s Healthcare Hamilton
2. **RELATIONSHIPS** – how they actively contribute to the creation of a positive environment and experience with their interaction with others
3. **INNOVATION and INITIATIVE** – how they introduce or enable new approaches to assist in facilitating research or other within their department
4. **QUALITY of WORK** – how they deliver high quality of service
5. **PROFESSIONAL GROWTH** – how they commit to continual education and maximize learning opportunities

Eligibility

1. The Research Institute offers the Staff Recognition Award to an individual working in research at one of the campuses of St. Joseph’s Healthcare Hamilton.
2. 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).
3. The nominee must work under the supervision of an active research investigator that is associated with Research St. Joseph’s – Hamilton in an appropriate category (refer to the research institute’s policy *001-RSJ-H Research Affiliation with Research St. Joseph’s – Hamilton*); in good standing.
4. Learners are ineligible for this award. Learners may apply for one of the academic awards in the Research Institute Award program.

Review Process

Nomination submissions will be reviewed by the Award Review Committee struck by the Scientific Director. The composition of the committee will be at the discretion of the Scientific Director.

Notification of Awards

The review process is done by the Award Review Committee. The committee’s results are forwarded to the Scientific Director who is the final authority for approval. The successful recipient and their nominator and/or supervisor will be notified in September of the competition year.

Submission

The Nomination Letter can be either dropped off at the research institute office noted below, or scanned to a pdf and emailed to research@stjoes.ca. **NB. Late or incomplete submissions will not be accepted under any circumstance.**

The Research Institute of St. Joe’s Hamilton
Research Administration
50 Charlton Ave. East – Room H315 Martha Wing
Hamilton ON L8N 4A6

Contact Information

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