

GUIDELINES

RESEARCH INSTITUTE AWARD PROGRAM

Studentship 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 Studentship Award is intended to support the development of research expertise in a scholarly setting leading to the successful completion of a graduate or post-graduate degree i.e. MSc or PhD.

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 Studentship Award Guideline and the 015-RSJ-H Research Institute Award Program policy.

Process

The Studentship Award competition is a 2-tiered process for eligible students: (i) Letter of Intent, and (ii) Full Application – by invitation only. The Award Review Committee (hereby referred to as the Committee) will review the Studentship Award Letter of Intent (LOI) 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.

1. Letter of Intent is an open competition
 - Applicant submission of Letter of Intent (LOI)
 - LOI is reviewed by the Award Review Committee (hereby referred to as 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 LOI results in March, and the FULL application results in June.

Funding

The value of the studentship award is \$18,000 per annum and may be held for up to 2 years if enrolled in a Masters program; or up to 3 years if enrolled in a Doctoral program. Funding would generally start in September. 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 through various means at St. Joseph's Healthcare Hamilton.

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 award term.

Eligibility

1. Available to registered graduate students undertaking full-time studies leading to a Masters or Doctoral degree of McMaster University, 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 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, and the applicant must have 75% of their time protected for research.
2. Support will be available for 2 years (Masters candidate) or 3 years (Doctoral candidate) with proof of enrollment in full-time studies at McMaster University.
3. Applicants must be within the first 2 years of their graduate program, and there should be at least 1 year of enrollment in the program from the time of start of award. Students enrolled in a Masters program who transfer to a Doctoral program during the tenure of the award must reapply for continuation of funding in the next available award competition.
4. 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 Awards Review Committee. Studentship Awards will be limited to one Student only per individual *Investigator. *Investigator as being defined under (1) above.

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 invited can submit a Full Application for consideration. The peer review process of the LOI will be conducted by the Award Review 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, abstracts, poster presentations and oral presentations
- Research Project – Background, Design, Feasibility, Impact
- Research resources and mentoring environment
- Grades
- Awards
- Supervisor letter of nomination

Notification of Awards

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

- The recommendations of the Award Review 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 LOI results in March, and the FULL application results in June

Preparation of Application

Please go to the St. Joseph's Healthcare Hamilton 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 (LOI)

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 Committee for relevance to this request for a research award. 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 must 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.

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 (Adobe Reader is not sufficient):

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 Student 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 project under the following four headings: Background, Design, Feasibility and Impact. State the relationship of the project to your previous work and to current knowledge in the field, the research objective(s), the methodology, and the expected scholarly significance. (Exclude references and appendices). Please explain what you hope to accomplish during this monetary award period.

Supervisor to complete a portion of the application where noted on the form for the following:

1. Supervisor to indicate the total number of students previously supervised within the last 5 years and specify their level (Master's, PhD's, Post-doctoral Fellows').
2. Supervisor to confirm the candidate will have 75% of their time protected for research.
3. Research Resources / Mentoring Environment - Supervisor to describe the resources available to the applicant (e.g. laboratory space, equipment, shared facilities, personnel support, structure of mentoring etc.)
4. Supervisor to provide a separate Letter of Nomination for their student in a sealed and signed envelope.

Curriculum Vitae (CV)

Applicant to include either their same Canadian Common 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 Letter of Nomination

The Letter of Nomination is requested from your supervisor. Your supervisor should place this letter in a sealed envelope with their signature across the seal, before providing it to you for your application package.

Transcripts

Provide up-to-date academic record transcript of post-secondary education including last semester completed for undergraduate and graduate degrees (graduate as applicable) - original or a copy notarized/authenticated by McMaster University, or the university attended.

Proof of Enrollment

Provide proof of enrollment in McMaster University Graduate or Post-graduate program.

Signature

Your signature, **and your supervisor's 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 (Adobe Reader is not sufficient):

1. Save your Full Application pdf, then send the pdf to your supervisor to complete his/her section of the form
2. Full Application to be printed and both the applicant and their supervisor need to sign the application form
3. Scan the completed and signed Full Application to a pdf
4. Insert your CV pdf at the end of your Full Application pdf
5. Save your final combined pdf as: *Last Name First Name 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. Nomination Letter from Supervisor
 - b. Transcripts
 - c. Proof of enrollment

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