

## GUIDELINES

### FORENSIC PSYCHIATRY RESEARCH & INNOVATION AWARDS PROGRAM

#### Forensic Psychiatry Conference Travel Bursary

##### Timelines

January 1	Launch of Research Award Competition
March 31	Full Application Submission Deadline
June	Announcement of Award Recipient(s)
September	Start of award funding (unless otherwise indicated)
October	Celebrate Research Event & Awards Ceremony

##### Award Description

Financial award presented to interdisciplinary team member in the SJHH forensic psychiatry program, who intends to attend a conference, in order to increase knowledge in the field of forensic psychiatry. The award will support costs associated with tuition, travel and accommodation. Applicant is required to submit in writing his/her interests, demonstrating how knowledge gained from conference participation will inform his/her interventions with patients in the forensic mental health system to improve clinical outcomes. Knowledge gained from conference participation needs to be aligned with the applicant's learning and professional development goals. The successful award recipient will disseminate new knowledge gained from research findings through a formal presentation to team members within the forensic psychiatry program, in an effort to share learnings regarding effective interventions that improve clinical outcome for this patient population. Written submission required (maximum 400 words).

##### 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. A fully completed submission is to be saved in pdf format, except where noted, and emailed [research@stjoes.ca](mailto:research@stjoes.ca). Adobe Acrobat version 8 or higher is required. Additionally, please review the O27-RSJ-H Research Institute Award Program policy.

##### Governance

This funding opportunity will comply with The Research Institute of St. Joe's Hamilton Forensic Psychiatry Conference Travel Bursary Award Guideline and the O27-RSJ-H Research Institute Award Program policy.

##### Process

The Forensic Psychiatry Conference Travel Bursary Award competition is a single-tiered process for eligible applicants. The Award Review Committee (hereby referred to as the "Committee") review the applications and then forward their recommendation to the Lead of the Forensic Psychiatry Awards Program who has final approval of the awarding of the funding.

All applicants will be notified via email of the application results in June, and will be recognized at the annual Celebrate Research Event in October.

##### Funding

The value of the McMaster Psychiatry Resident's Travel Bursary Award is a **one-time payment** of **\$1000.00** (CAD). Funding would generally start in September, unless otherwise indicated. The funds are for registration and travel expenses to support attendance at a relevant forensic psychiatry conference. 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. Proof of payment is required before funds will be dispersed.

##### Eligibility

Any staff member or clinician in the SJHH Forensic Psychiatry Program is eligible to apply to this award.

**Review Process**

Applications will be reviewed by the Committee struck by the Lead of the Forensic Psychiatry Program 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 Lead of the Forensic Psychiatry Program.

**\*Late or incomplete application packages will not be accepted.**

**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 Lead of the Forensic Psychiatry Program who is the final authority for approval
- The deliberations of the committee are confidential: results will be communicated only by the Lead of the Forensic Psychiatry Program
- The starting date, 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 in June

**Preparation of Application**

Please go to the St. Joseph's Healthcare Hamilton research website to access the application documentation and guidelines. 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.

**The application process:**

**All interested applicants must submit a completed application package by 11:59 pm. EST on March 31<sup>st</sup>.**

The application package for this award will consist of an application form, written proposal, and up-to-date, Curriculum Vitae, combined as one pdf document.

**Overview of Proposed Activity (Max 400 words)**

Provide a written description of the proposed conference, include the following:

- How the activity will contribute to the advancing knowledge in the field of forensic mental health
- How you will plan to disseminate the knowledge gained from your participation in the activity

**Curriculum Vitae (CV)**

Provide applicants up to date curriculum vitae in the submission package as indicated in the submission instructions below.

**Signature**

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

**Submission**

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 Application Form, sign it where noted, scan it to a pdf and save your completed application pdf
2. Insert your **Written submission** and **CV** pdf at the end of your application pdf
3. Save your final combined pdf as: *Last Name First Name Forensic Conference Travel Bursary Award\_2017*
4. E-mail the combined and final pdf application to [research@stjoes.ca](mailto:research@stjoes.ca)

**Contact Department:**

The Research Institute of St. Joe's Hamilton  
Research Administration  
50 Charlton Ave. East - H305 Martha Wing  
Hamilton ON L8N 4A6  
Tel: 905 521 6115  
E-mail: [research@stjoes.ca](mailto:research@stjoes.ca)