

GUIDELINES

FORENSIC PSYCHIATRY RESEARCH & INNOVATION AWARDS PROGRAM

Research Poster Presentation Award Application

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 the successful interdisciplinary team member in the SJHH forensic psychiatry program, who develops a poster presentation reflecting a research project aimed at improving clinical outcomes for patients in the forensic mental health system. The successful award recipient will demonstrate high quality and innovative research, contributing to new knowledge in the field of forensic mental health. The poster presentation will clearly outline key research components, be well organized, clearly written and visually appealing. The poster presentation will be displayed during the annual Radical Collaborations Research Day and/or at the annual Risk & Recovery Forensic Conference.

Written submission is required (max 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. Adobe Acrobat version 8 or higher is required. Additionally, please review the 027-RSJ-H Research Institute Award Program policy.

Governance

This funding opportunity will comply with The Forensic Psychiatry Research and Innovation Awards Program Research Poster Presentation Award Guideline and the 027-RSJ-H Research Institute Award Program policy.

Process

The Poster Presentation 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 Chair 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 research poster presentation award is a **one-time payment of \$250.00** (CAD). Funding would generally start in September, unless otherwise indicated. The funds are for relevant conference registration fees, poster printing costs, and travel expenses. 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.

Eligibility

Any staff, clinician, trainee affiliated with the SJHH forensic psychiatry program is eligible to apply for 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 31st.

The written submission must consist of:

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 applicant's 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 letter of intent 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** pdfs at the end of your application pdf
3. Save your final combined pdf as: *Last Name First Name Forensic Poster Award_2017*
4. E-mail the combined and final pdf application to research@stjoes.ca

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