

GUIDELINES

THE FORENSIC PSYCHIATRY RESEARCH & INNOVATION AWARDS PROGRAM

St. Joseph's Healthcare Hamilton Forensic Psychiatry Program Research Award

Timelines

January 1	Launch of Research Award Program Competition
March 31	Application Submission Deadline
June	Announcement of Award Recipient(s)
September	Funding awarded
October	Celebrate Research event & awards ceremony

Award Description

Financial award presented to an interdisciplinary team member in the SJHH forensic psychiatry program (\$2000), affiliated with SJHH, McMaster University or Mohawk College, toward costs associated with the completion of a research project aimed at improving clinical outcomes for patients in the mental health forensic system. External applicants are welcome to apply for a dedicated research award in the amount of \$2500. Applicant is required to submit in writing an outline of his/her research project (maximum 1200 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. 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 027-RSJ-H Research Institute Award Program policy.

Governance

This funding opportunity will comply with the St. Joseph's Healthcare Hamilton Forensic Psychiatry Program Research Award Guidelines and the 027-RSJ-H Research Institute Award Program policy.

Process

The St. Joseph's Healthcare Hamilton Forensic Psychiatry Program Research Award competition consists of a single application process for eligible independent researchers. The Award Review Committee (hereby referred to as the Committee) will review the applications for the St. Joseph's Healthcare Hamilton Forensic Psychiatry Program Research Award and then forward their recommendation to the Lead of the Forensic Psychiatry program who has final approval. All applicants will be notified of the results of their applications in June.

Funding

The value of the award is **\$2000 (CAD)** for internal applicants and **\$2500 (CAD)** for external applicants. Funding would generally start in September. There will be no option for automatic renewal of the St. Joseph's Healthcare Hamilton Forensic Psychiatry Program Research Award, however previously successful researchers are able to apply to future competitions. 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

Progress Report

The award recipient is required to complete and submit to the Research Institute a progress report due one year from the date the funds were received.

The written report is expected to include the following information:

- The outcomes achieved from the research;
- Barriers or challenges faced during the implementation of the research project;
- Lessons learned from the implementation of the research project;
- The knowledge dissemination plan of key research findings;

- The reconciled budget specifying planned vs. actual expenditures with receipts;

Progress reports will be submitted via email to: research@stjoes.ca

Research Proposal

The research project must conform to the following requirements:

1. The timeline for the project’s completion must be clearly stipulated, and must start in the fiscal year of the award competition.
2. Must include a budget of how the funds will be allocated.
3. The research project must fall into one of the following categories:
 - **Systematic investigation** - is an approach that includes defining a problem, advancing a hypothesis towards resolving that problem, planning and testing the hypothesis by experiment or analysis, and developing logical conclusions based on the results.
 - **Basic research** – work undertaken for the advancement of scientific knowledge without a specific practical application in view.
 - **Applied research** – work undertaken for the advancement of scientific knowledge with a specific practical application in view
 - **Experimental development** – work undertaken for the purpose of achieving technological advancement for the purpose of creating new, or improving existing, materials, devices, products or processes, including incremental improvements.

Eligibility

Any trainee affiliated with McMaster University, Mohawk College, and the SJHH Forensic Psychiatry Program is eligible to apply for this award.

Review Process

Applications will be reviewed by the Award 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. The peer review process of the application will be conducted by the Committee.

Submissions will be evaluated based on the following criteria:

- Demonstration of the value the research has to contributing to new knowledge in the field of forensic psychiatry
- Demonstration that the applicant’s research project reflects original, innovative work, of high quality based on standard research protocols and ethical guidelines
- Research that reflects collaboration among interdisciplinary team members will be given priority
- Demonstration that the research project reflects the following key components/plan: a clearly defined scope, question to be investigated, ethics board approval, data collection, data analysis, budget, timeline, and dissemination of results
- Demonstration of superior writing ability, and innovative thinking that will contribute to leading best practices in the field of forensic psychiatry

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 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 Scientific Director
- The start 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 of their application in June

Preparation of Application

Please go to the research website to access the application document. All applicants are required to submit a final combined application in pdf format. Research Administration will **NOT** accept paper-based applications.

There is one stage to the application process:

1.

Application

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 online application consists of:

Background Preparation

Briefly describes the background preparation on why and how this project was initiated.

Research Executive Summary

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. Please explain what you hope to accomplish with this project. (Exclude references and appendices).

Outcome

Describe how the research proposal relates to patient care or health care and its potential impact as a result of this project.

Knowledge Translation Plan

Describes in detail how the researcher plans to disseminate learned information i.e. publications, presentations, in-house rounds at St. Joseph’s Healthcare Hamilton etc.

Budget

Describes in detail how the funds will be allocated.

Curriculum Vitae (CV)

Provide applicants up to date Curriculum Vitae in the submission package as indicated in the submission instructions below.

Signature

Signature is required to confirm that all copy and documentation submitted with the full application package are true.

Submission

The 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 Application, sign it where noted, scan it to a pdf, then save the Application pdf
2. Save your Written submission as a pdf, and insert after the Application pdf
3. Save your budget to a pdf, then insert the Budget after the Written Submission pdf
4. Insert your CV pdf at the end of the Budget pdf
5. Save your final combined pdf as: “*Last Name Forensic Research Award_2017*”
6. E-mail the combined and final pdf Application to research@stjoes.ca

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