

GUIDELINES

FORENSIC PSYCHIATRY RESEARCH & INNOVATION AWARDS PROGRAM

Forensic Psychiatry Research Award for Trainees

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 a trainee affiliated with SJHH, McMaster University or Mohawk College in the SJHH forensic psychiatry program, toward costs associated with the completion of a research project aimed at improving clinical outcomes for patients in the forensic mental health system. The applicant is required to submit in writing an outline of his/her planned research project, clearly describing the following: defined project scope, question to be investigated, ethics board approval, data collection methods, data analysis, budget, timeline, and dissemination of results. The successful award recipient will demonstrate the following: value of the research in contributing to new knowledge in the field of forensic psychiatry; research that reflects original, innovative work, of high quality based on standard research protocols and ethical guidelines; research that reflects collaboration among interdisciplinary team members; a written submission that reflects superior writing ability, and innovative thinking that will contribute to leading best practices in the field of forensic psychiatry. 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 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. 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 Research Institute of St. Joe's Hamilton Forensic Psychiatry Research & Innovation Awards Program: Forensic Psychiatry Research Award for Trainees Guidelines and the 027-RSJ-H Research Institute Award Program policy.

Process

The Forensic Psychiatry Research Award for Trainees 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 Forensic Psychiatry Research Award for Trainees is a **one-time payment** of **\$1000.00** (CAD). Funding would generally start in September, unless otherwise indicated. The funds are in support of relevant costs associated with the implementation of a research project as detailed in the budget. 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.

Progress Reports

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

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 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 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 1200 words)

The applicant is required to submit in writing an outline of his/her planned research project, including:

- 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?
- Outline of the planned research project, including a clear description of the following:
 - Project Scope
 - Research Question
 - Data Collection Methods

- Data Analysis Plan
- Budget
- Project Timeline
- Dissemination Plan

Ethics Approval

Documentation of ethics approval is required before the funds will be distributed.

Curriculum Vitae (CV)

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

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.

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** pdf at the end of your application pdf
3. Save your final combined pdf as: *Last Name First Name Forensic Award Trainees_2017*
4. E-mail the combined and final pdf application to research@stjoes.ca

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