

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 4	Number 015-RSJ-H
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<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0. INTRODUCTION

This policy provides an overview of the research funding competitions offered by Research St. Joseph's - Hamilton (RSJ-H) for research conducted at St. Joseph's Healthcare Hamilton campuses (Charlton, King, and West 5th). Each type of award and grant is governed by its applicable guidelines, which can be found on the research website. There are 2 categories of funding (i) Academic and (ii) Non-academic, which are listed in the chart below. For the purposes of this policy, general copy referring to awards and grants will be denoted as "awards".

Category	Type of Awards	Research Awards are intended to promote the development of:
Academic	Studentship Award	<ul style="list-style-type: none"> Research expertise in a scholarly setting leading to the successful completion of a graduate or post-graduate degree i.e. MSc or PhD
Academic	Postdoctoral Fellowship Award	<ul style="list-style-type: none"> Independent investigators
Academic	MD/PhD Student Award	<ul style="list-style-type: none"> Future clinician scientists who will train and work in research areas
Academic	Teresa Cascioli Charitable Foundation Research Award in Women's Health	<ul style="list-style-type: none"> Intended to support research related to women's life cycles from puberty to post-menopause
Academic	St. Joseph's Healthcare Foundation Research Collaboration Grant	<ul style="list-style-type: none"> Collaborative relationships between research programs within the Research Institute
Academic	Constantine Douketis New Researcher Award	<ul style="list-style-type: none"> Intended to provide researchers at the beginning of their career with seed funding, allowing them to start on their own research path and determine their area of research focus.
Non-academic	Staff Recognition Award	<ul style="list-style-type: none"> Recognize outstanding achievements of research staff

1.1 General

Research St. Joseph's – Hamilton offers a limited number of research awards. **The types of awards on offer will vary dependent upon funding availability.**

- The number of awards available for the current year is dictated by funding availability. The "floor" number of awards will be announced prior to the funding competition. If funding is not

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- available, the number or type of awards on offer may be reduced or eliminated entirely. If additional funding becomes available during the competition cycle additional awards may be offered at the discretion of the RSJ-H Scientific Director.
2. **Academic awards** are available to applicants who are, or who are working under the supervision of an, active Research St. Joseph's - Hamilton investigator. The investigator must be associated with RSJ-H in an appropriate category (refer to the research institute's policy *002-RSJ-H Researcher Affiliation with Research St. Joseph's – Hamilton*); in good standing. Both the investigator and applicant must be principally located at one of the St. Joseph's Healthcare Hamilton campuses. The applicant must have at least 75% of their time protected for research.
 3. **Academic project grants** are available to co-applicants who are independent researchers affiliated with Research St. Joseph's - Hamilton in an appropriate category (refer to the research institute's policy *002-RSJ-H Researcher Affiliation with Research St. Joseph's – Hamilton*); in good standing, and who are principally located at one of the St. Joseph's Healthcare Hamilton campuses. The research project must include co-applicants from at least 2 different research programs within RSJ-H, namely:
 - a. Father Sean O'Sullivan Research Centre;
 - b. Kidney and Urinary;
 - c. Mental Health and Addictions;
 - d. Respiratory Medicine and Thoracic Surgery.
 4. **Non-academic award** nominees must work at a campus site of St. Joseph's Healthcare Hamilton (SJHH). Both McMaster University and SJHH paid staff are eligible, whether full-time or part-time.
 5. Each type of award will have a specific monetary value and length of time assigned to it. Benefits and indirect costs are excluded in all cases.
 6. Each type of award is governed by its applicable guidelines document, and applicants should have a thorough understanding of the award they are applying for.

2.0 PROCEDURE FOR APPLICATION FOR RESEARCH AWARDS

Research Administration will open the research award competition on January 1, unless otherwise communicated to the research community. Please refer to the research website under the awards section for guidelines and forms to submit an application or nomination. All applicants are required to use the online system for the completion of their application. Research Administration will NOT accept paper-based applications, except for where specifically noted on the applicable application for some of the requirements. **Late or incomplete submissions will not be accepted under any circumstance.**

3.0 REVIEW PROCESS

Applications will be reviewed by the Award Review Committee struck by the Scientific Director, Research St. Joseph's - Hamilton. The composition of the committee will be at the discretion of the RSJ-H Scientific Director.

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4.0 NOTIFICATION OF AWARDS

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

- The recommendations of the Award Review Committee will be forwarded to the RSJ-H Scientific Director who is the final authority for approval;
- Should the Scientific Director have a conflict of interest with one or more of the applicants the final decision with respect to funding for that candidate will be made by the President, SJHH;
- The deliberations of the Award Review Committee are confidential: results will be communicated only by the RSJ-H Scientific Director;
- **Academic awards only:** The start date, length of the appointment and conditions of the award will be clearly stated in an agreement to the successful candidate(s), which must be signed and returned to the office of Research Administration to confirm their acceptance of the terms and conditions;

All applicants will be notified of the Award Review Committee results annually in June.

5.0 TERMINATION OF ACADEMIC AWARDS

A research award may be terminated before the end of the award term:

- When the annual progress report is not received, or is deemed unsatisfactory by the RSJ-H Scientific Director;
- If the award recipient is found by an institutional investigation to have committed scientific misconduct or fraud;
- When a recipient no longer meets the requirements set forth in the applicable award guidelines or this policy;
- In exceptional circumstances at the discretion of the RSJ-H Scientific Director for other reasons.

6.0 PROGRESS REPORTS and RENEWAL APPLICATION for ACADEMIC AWARDS

Annual Research Progress Report and Renewal Application: An annual research progress report and renewal application form must be submitted. The report must include a written description of progress made, referring to the hypothesis and aims proposed in the original application. Compliance with this policy is necessary for ongoing funding of the award.

Final Completion Research Report: A final report of the award recipient's progress is due within 90 days of the completion of their award funding. This report must include documentation of all milestones achieved during the entire cycle with reference to the initial hypothesis and aims of the research project.

7.0 CONTINUATION OF FUNDING FOR ACADEMIC AWARDS

For those recipients where continuation of funding beyond the initial year might apply then this will be stated in the applicable award guidelines, and noted on the recipients' terms and agreement. There is no option for the extension or continuation of award funding beyond what is stated in the applicable award guidelines, and recipients' terms and agreement. Applicants may only hold an award once; thus, for example, an applicant undertaking two sequential postdoctoral fellowships would only be eligible to hold that award once. There is no restriction on the number of times an unsuccessful candidate can re-apply for an award.

8.0 PUBLICATIONS AND COMMUNICATION

Publications: Research Administration expects the results of research will be published in appropriate journals. The responsibility for publications lies with the principal investigator. The results of any work supported by an award from Research St. Joseph's - Hamilton must be acknowledged in all communications and material (e.g., publications, scientific exhibits, scientific presentations, press releases etc.). The following acknowledgment or its equivalent should be used: **"This investigation was supported (in part) by an award from The Research Institute of St. Joe's Hamilton."* As soon as a manuscript is accepted for publication, it is expected the award recipient will inform Research Administration of the name of the journal, title of article and expected date of publication.

**Exceptions to this copy will be noted in the individual award terms and agreements; as on occasion other funding donors donate money to the research award program.*

Media and Communications: Research Administration expects if an award recipient's host institution and/or publisher is preparing a press release or other media announcement related to a Research St. Joseph's - Hamilton funded award, the researcher shall contact and inform Research Administration in advance. Failure to do so may result in suspension of the subsequent payments. Additionally, the award recipient will make themselves available for media/communication interactions if requested by Research Administration.

University Department Notification: It is the responsibility of the award recipient to meet the McMaster University requirement regarding notification of awards.

9.0 KNOWLEDGE TRANSLATION

Knowledge Translation: To help increase stakeholder awareness of the research conducted at Research St. Joseph's - Hamilton, the award recipient may expect Research Administration to call upon them during the term of the award to summarize research related activities to a lay audience or the media. It is also expected the award recipient will participate in public awareness events that promote the Research St. Joseph's - Hamilton award research program when asked.