



RESEARCH INSTITUTE Postdoctoral FELLOWSHIP AWARD

DESCRIPTION

The Postdoctoral Fellowship Award is intended to support the development of independent investigators, providing recent graduates with the tools and training to establish an independent research program.

GOVERNANCE

This funding opportunity will comply with The Research Institute of St. Joe's Hamilton **015-RSJ-H Research Institute Award Program Policy** and The Research Institute of St. Joe's Postdoctoral Fellowship Award Guideline.

PROCESS

The Postdoctoral Fellowship Award competition is a 2-tiered process for eligible applicants:

1. **Letter of Intent** is an open competition, the deadline to apply is by 11:59 pm on January 31st.
2. **Full Application** is by Invitation only. Invited applicants must submit their full application no later than 11:59 pm on April 30th.

All applicants will be notified of the LOI results in March, and the FULL application results in July.

FUNDING

The value of the Postdoctoral fellowship award is \$37,000 per annum and may be held for up to 2 years.

Funding will generally begin in September. **Benefits are not included.**

This award is for personnel only, and not operating funds. There will be no option for renewal of a Postdoctoral Fellowship award. The number of awards on offer for any given year's competition is dependent upon funding availability and will be communicated through the Research Institute of St. Joe's [website](#).

APPLICANT ELIGIBILITY

1. Available to postdoctoral researchers immediately upon completion of their professional or research training, who are working under the supervision of an active research investigator affiliated with The Research Institute of St. Joe's Hamilton in an

appropriate category (refer to the research institute policy *002-RSJ-H Researcher Affiliation with Research St. Joseph's – Hamilton*); in good standing. The applicant and supervisor must be principally located at one of the St. Joseph's Healthcare campuses.

2. Eligible applicants should have completed their research education within five (5) years of the application deadline.
3. Applicants who are in their second postdoctoral position, or who have experienced a delay in their career or more than one (1) year are required to submit a personal statement to the Committee to evaluate the likelihood of their progression into the role of an independent researcher.
5. In the event of multiple applications from a single supervisor, the supervisor will be required to rank the candidates in a confidential letter to the Chairperson of the Committee.

PREPARATION of APPLICATION

Go to The Research Institute of St. Joe's Hamilton [website](#) to access the application.

There are 2 stages to the application process:

LETTER OF INTENT (LOI) Stage

Applicants must submit a Letter of Intent (LOI) by 11:59 p.m. EST on January 31.

Late or incomplete submissions will not be accepted under any circumstance.

The LOI will be assessed by the Committee Chairperson. Only selected applicants will be invited to submit a full application for consideration.

FULL APPLICATION Stage – *By invitation only*

Invitations will be issued to applicants to submit a full research proposal.

Applicants must submit their application no later than 11:59pm EST on April 30.

Late or incomplete submissions will not be accepted under any circumstance.

REVIEW PROCESS

Applications will be reviewed by the committee struck by the Scientific Director ("Committee"). The composition of the committee will be at the discretion of the Scientific Director. A Letter of Intent (LOI) must be submitted for review and selection by the Committee, and only those invited can submit a full application for consideration. The review of the LOI will be conducted by the Committee Chairperson.

The review criteria for the **Letter of Intent** include:

- Accurate and timely Letter of Intent submission
- Applicants fulfill eligibility requirements

Following the review of the LOI, those candidates selected by the Committee Chairperson will be invited to submit the Full Application for the next stage of the committee's review.

The review criteria for the **Full Application** include:

- Publication activity, abstracts, poster presentations and oral presentations
- Research Project – Background, Design, Feasibility, Impact
- Research resources and mentoring environment
- Grades
- Awards
- Supervisor letter of support

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 Scientific Director who is the final authority for approval
- The deliberations of the Committee are confidential.
- All awardee(s) will be required to sign a terms and conditions agreement prior to receipt of funding.
- All applicants will be notified of the results of their LOI in March and the FULL Application results in July.

FUNDING CONTINUANCE and REPORTING REQUIREMENTS

The initial award is available for a period of one (1) year. The award recipient must complete and submit an annual progress report on the anniversary of their award funding. This report will be reviewed by the Scientific Director and the recipient will be notified accordingly. A final report will be due to Research Administration upon completion of award term.