



## **RESEARCH INSTITUTE STUDENTSHIP AWARD**

### **DESCRIPTION**

The Studentship Award is intended to support the development of research expertise in a scholarly setting leading to the successful completion of a graduate or post-graduate degree i.e. MSc or PhD.

### **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 Studentship Award Guidelines.

### **PROCESS**

The Studentship Award competition is a 2-tiered process for eligible students:

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

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

### **FUNDING**

The value of the studentship award is \$18,000 per annum and may be held for up to 2 years if enrolled in a Masters program; or up to 3 years if enrolled in a Doctoral program.

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

This award is for personnel only, and not operating funds. 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 registered graduate students undertaking full-time studies leading to a Masters or Doctoral degree of McMaster University, and 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. Support will be available for 2 years (Masters candidate) or 3 years (Doctoral candidate) Proof of Enrollment is to be provided by the successful application before funding is released.
3. Applicants must be within the first 2 years of their graduate program, and there should be at least 1 year of enrollment in the program from the time of start of award. Students enrolled in a Masters program who transfer to a Doctoral program during the tenure of the award must reapply for continuation of funding in the next available award competition.
4. 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. Studentship Awards will be limited to one Student only per individual \*Investigator.

## **PREPARATION of APPLICATION**

Go to The Research Institute of St. Joe's Hamilton [website](#) to access the application. The Research Institute of St. Joe's will NOT accept paper-based applications, except for where specifically noted on the application.

There are 2 stages to the application process:

### **LETTER OF INTENT (LOI) Stage**

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

The LOI will be assessed by the Committee Chairperson for relevance to this request for a research award. 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 a committee struck by the Scientific Director ("Committee"), the composition of which 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 process 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 applicants 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 the LOI competition 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.