

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 Executive Director

1.0 PURPOSE AND GOALS

This policy provides an overview of the research funding competitions offered by The Research Institute of St. Joe's Hamilton (RSJ-H) for research conducted at St. Joseph's Healthcare Hamilton campuses (Charlton, King, and West 5th) (see table below). Each award is governed by its applicable guidelines, which can be found on the Research Institute website.

Category	Name of Awards	Intended to:
Academic Awards	Studentship Award	Promote 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.
	Postdoctoral Fellowship Award	Promote development of independent investigators.
	St. Joseph's Healthcare Foundation Research Collaboration Grant	Generate collaborative relationships between the research programs of the Research Institute.
	Constantine Douketis New Researcher Award	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.
	CARSTAR Automotive Canada Research Innovation Fund	Support research projects devoted to advancing the understanding of schizophrenia.
	Dr. Ian and Shirley Rowe Research Fund to Explore Innovative Ways of Managing Psychosis in the Community	Provide seed funding for pilot projects that explore innovative approaches to address the hospital-home transition and support the community living needs of individuals and families living with schizophrenia, schizoaffective disorder or related psychotic disorders and mood disorders with psychosis and lack of awareness.
Non-academic Awards	Staff Recognition Award	Recognize outstanding achievements of research staff.
	McArthur Award	celebrate an internationally-recognized researcher whose field of study is also a focus of research at St. Joe's.

1.1 General

Research St. Joseph's – Hamilton offers a limited number of awards. **The types of awards on offer will vary dependent upon funding availability.** From time to time awards may be added to, or removed from, the program.

- a. The number of awards available in each year is dictated by funding availability. The "floor" number of awards will be announced at the start of the funding competition cycle. If additional funding becomes available during the competition cycle additional awards may be offered at the discretion of the RSJ-H Scientific Director.
- b. **Academic Awards** are available to applicants and/or co-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*); and be in good standing. Both the investigator and applicant must be principally located at one of the St. Joseph's Healthcare Hamilton campuses.
- c. **Collaboration Grant:** The research project must include co-applicants from at least 2 different research programs within RSJ-H, namely:
 - i. Mental Health and Addictions
 - ii. Lungs and Chest
 - iii. Kidney
 - iv. Genitourinary
 - v. Father Sean O'Sullivan Research Centre
- d. **Staff Recognition Award:** Nominees must work at a campus site of St. Joseph's Healthcare Hamilton (SJHH). RSJ-H, SJHH and McMaster University paid staff are eligible, whether full-time or part-time.
- e. **Funds:** 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.
- f. **Award Guidelines:** Each type of award is governed by its applicable guidelines document, and applicants should have a thorough understanding of the award at the time they apply.

2.0 PROCEDURE FOR APPLICATION FOR RESEARCH AWARDS

The Research Institute will open the award competition in the first week of January, unless otherwise communicated to the research community. Please refer to the Research Institute 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. Paper-based applications will not be accepted, except where specifically noted in the applicable guidelines document. **LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

3.0 REVIEW PROCESS

Applications will be reviewed by an Award Review Committee struck by the RSJ-H Scientific Director. The composition of each committee will be at the discretion of the RSJ-H Scientific Director.

4.0 NOTIFICATION OF AWARDS

The following conditions will be observed when notifying candidates of 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 RSJ-H 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 award and conditions of the award will be stated clearly in an agreement to the successful candidate(s). Such agreement must be signed and returned to the RSJ-H Awards Coordinator to confirm their acceptance of the terms and conditions;
- All applicants will be notified of the Award Review Committee results of that year's competition in July.

5.0 TERMINATION OF ACADEMIC AWARDS

Academic awards 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

Where applicable, continuation of funding beyond the initial year will be stated in the applicable award guidelines, and noted on the recipients' terms and conditions of award agreement. There is no option for the extension of award funding beyond what is stated in the applicable award guidelines, and recipients' terms and conditions of award agreement. No cost extensions may be given at the discretion of the RSJ-H Scientific Director.

8.0 PUBLICATIONS AND COMMUNICATION

Publications: RSJ-H 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 RSJ-H 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 the RSJ-H Communications Officer of the name of the journal, title of article, and expected date of publication.

**Exceptions to this copy will be noted in individual award terms and conditions agreements as, on occasion, funding donors may have specific requirements for acknowledgement.*

Media and Communications: RSJ-H 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 the RSJ-H Communications Officer 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 RSJ-H.

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

9.0 KNOWLEDGE TRANSLATION

Knowledge Translation: To help increase stakeholder awareness of the research conducted at RSJ-H, the award recipient may expect RSJ-H 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 RSJ-H award research program when asked.