



RESEARCH STAFF RECOGNITION AWARD

TIMELINES	May 1	Launch of Research Staff Recognition Award Program Competition
	July 31	Nomination Submission Deadline
	August	Announcement of Award Recipient(s)
	October	Celebrate Research Event & Awards Ceremony

AWARD DESCRIPTION

This award is intended to recognize staff that consistently makes a positive contribution to the research success of their department. This includes providing outstanding service; fostering innovation; taking initiative; creating a positive influence and rapport in the workplace. Candidates must be nominated to be considered for this award. The award is open to all Research staff via nomination as described below under the “Process by Nomination” heading.

GENERAL

This document governs the components of the online nomination process and provides a description of what is required in order to submit a nomination. Please go to The Research Institute of St. Joe’s [website](#) to access the nomination package and the **015-RSJ-H Research Institute Award Program Policy**.

GOVERNANCE

This funding opportunity will comply with The Research Institute of St. Joe’s Hamilton Research Staff Recognition Award Guidelines and the **015-RSJ-H Research Institute Award Program Policy**

FUNDING

The award will consist of a one-time \$500.00 prize, which will be presented annually, dependent on funding. The award is limited to a one-time basis only per recipient. Availability of this award for any given year’s competition is dependent upon funding availability and will be communicated on The Research Institute of St. Joe’s [website](#)

PROCESS by NOMINATION

The Research Staff Recognition Award competition consists of a single nomination process for eligible personnel. Candidates must be nominated to be considered for this award. A candidate may be nominated by any colleague working at St. Joseph's Healthcare Hamilton. The Award Review Committee (hereby referred to as the "Committee") will review the Research Staff Recognition Award applications and then forward their recommendation to the Scientific Director who has final approval of the awarding of the funding. All applicants will be notified of the results of their applications in September. The award will be presented at the annual Celebrate Research event in October.

NOMINATION LETTER

The nominator must write a letter of nomination on the nominee that addresses the criteria listed below. Be specific and provide examples of how the nominee meets the criteria. The letter should also include why you are nominating the staff member, and who the nominee's supervisor is.

Nominators must submit their nomination letter in application for consideration no later than 11:59pm EST on July 31.

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

CRITERIA

Selection will be based primarily upon the following criteria:

- **LIVING the MISSION** – how they uphold the Vision, Mission and Values of St. Joseph's Healthcare Hamilton
- **RELATIONSHIPS** – how they actively contribute to the creation of a positive environment and experience with their interaction with others
- **INNOVATION and INITIATIVE** – how they introduce or enable new approaches to assist in facilitating research or other within their department
- **QUALITY of WORK** – how they deliver high quality of service
- **PROFESSIONAL GROWTH** – how they commit to continual education and maximize learning opportunities

ELIGIBILITY

1. The Research Institute offers the Staff Recognition Award to an individual working in research at one of the campuses of St. Joseph's Healthcare Hamilton.
2. Both full-time and part-time staff are eligible, regardless of employer (McMaster University, Hamilton Health Sciences, St. Joseph's Healthcare Hamilton, or The Research Institute of St. Joe's Hamilton).
3. Learners are ineligible for this award. Learners may apply for one of the academic awards in the Research Institute Award program.

REVIEW PROCESS

Nomination submissions will be reviewed by the Award Review Committee struck by the Scientific Director. The composition of the committee will be at the discretion of the Scientific Director.

NOTIFICATION of AWARDS

The review process is done by the Award Review Committee. The committee's results are forwarded to the Scientific Director who is the final authority for approval. The successful recipient and their nominator and/or supervisor will be notified in September of the competition year. The award is recognized at the annual Celebrate Research event in October.

SUBMISSION

The Nomination Letter, must be a signed hardcopy, scanned and saved as a pdf and submitted online. **Paper copies will not be accepted.**

CONTACT DEPARTMENT

The Research Institute of St. Joe's Hamilton
50 Charlton Ave. East – H315, Martha Wing
Hamilton ON L8N 4A6
Tel: 905-522-1155 x 35128
Email: research@stjoes.ca