

HHS Clinical Health Professional (CHPA) Research Personnel Award

Purpose/Objective:

The Hamilton Health Sciences Clinical Health Professional Research Personnel Award is a personnel stipend awarded annually. The award is used to support the applicant to pursue research in their professional discipline, by providing protected time through financial support for a portion of the applicant's salary.

General Information

1. One new award will be offered in 2018 for the duration of one year. It is expected that the award will begin on July 1, 2018.
2. The value of the award will be up to \$50,000 for the purpose of supporting up to 0.40 FTE protected time to be dedicated to research.
3. Funding may be extended for a second year, contingent upon the recipient's demonstrated progress, productivity, and availability of funds. A formal request is required, submitting an update to the one-year progress report expressing interest in second year of funding, including a description of the research plan accompanied by a detailed budget and justification. A copy of the CHPA final progress report from year one funding needs to be appended to the renewal request. Prior to submitting a request for renewal, investigators must contact Daniela Bianco and/or Sandra Carroll. Renewal requests will be reviewed by the Scientific Review Committee.

Eligibility Criteria

1. The CHP Research Personnel Award is a salary award for non-physician applicants with a PhD plus credentials in a regulated, accredited health profession. Applicants with a research Master's degree plus evidence of success in research funding and/or peer-reviewed presentations/publications are also eligible.
2. Candidates must be staff members of Hamilton Health Sciences.
3. Candidates cannot currently hold external peer-reviewed or internal personnel awards.
4. Candidates must be supervised by a researcher who is a full time, active staff member of HHS/McMaster University and has a demonstrated track record in research and in mentoring trainees.
5. Research focus must be relevant to key research strategic priorities of Hamilton Health Sciences:
 - Cardiac, Vascular and Stroke
 - Diabetes
 - Cancer
 - Child Health
 - Mental Health/Addictions
 - Rehabilitation
 - Senior's Care
 - Interprofessional Practice
 - Continuity of Care
 - Innovation Technology

Procedure for Application for CHP Research Personnel Award

Research Administration will announce competitions for the CHP Research Personnel Award on an annual basis. All department heads and active members of staff will be advised of competitions. Applicants are encouraged to seek advice on their applications from Dr. Sandra Carroll, Director—Clinical Health Professional Research (carroll@mcmaster.ca).

Submission Requirements

1. Electronic submission in PDF format of all documents listed below (a-g) must be received by Research Administration no later than midnight on May 1, 2018. The applicant is responsible for submitting documentation listed (a-e), and for following up with individuals who are providing letters of nomination and support (f and g). Incomplete submissions will not be accepted and applicants will be notified accordingly. Times New Roman, font 11, with 1 inch margins are required for all CHP Award documents listed below.
 - Electronic submission is to be sent to researchnetwork@hhsc.ca.
 - Correspondence should be addressed to CHP Research Personnel Award Peer Review Committee Chair: Dr. Sandra Carroll, Director Clinical Health Professional Research.
2. Applicants are responsible for submitting ONE PDF EMAIL ATTACHMENT, consisting of the following documents (a-e), WITH THE HEADINGS AND IN THE ORDER LISTED BELOW:
 - a) Application form
 - b) Detailed Budget - that includes a description of:
 - How the funds will be used
 - Current salary structure of intended incumbent (request from manager)
 - Evidence of sufficient protected time to carry out the research project (see note below regarding letters of support)
 - c) A research plan of a maximum of 3-4 pages including; 1) project purpose and background, 2) objectives, 3) methods, 4) analysis plan, and 5) a proposed timeline, including how this specific project fits into a longer-term research plan. The research plan should also include a description of how the applicant will foster engagement of others from their clinical environment and build enthusiasm for evidence-informed practice.
 - d) An up-to-date Canadian Common CV (CCV) for the candidate (condensed versions will not be accepted).
 - e) An up-to-date Canadian Common CV (CCV) for the supervisor (demonstrating last 5-year history of publications, funding, and supervisory experience).

SUPERVISORS are responsible for submitting Letters of Nomination/Support to researchnetwork@hhsc.ca by or before the closing date of the competition midnight May 1, 2018. Should the deadline fall on a weekend day or recognized holiday, the closing date will be extended to the following business day at 0900am.

- f) A letter of nomination from the candidate's supervisor (***Sent via email to researchnetwork@hhsc.ca, in PDF format, DIRECTLY BY THE SUPERVISOR or support staff on their behalf***)
- g) Two letters of assessment of the candidate's suitability for the opportunity to have protected time for research from 1) an individual who has had a good opportunity to assess the candidate's potential for research and b) the applicant's clinical manager. The clinical manager's letter must state his or her unequivocal support for the candidate's time to devote to research (***Assessment letters should be sent via email to researchnetwork@hhsc.ca, in PDF format, DIRECTLY BY EACH AUTHOR or support staff on their behalf***).
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Procedure for Review

Applications will be reviewed by a committee struck by the Director, Clinical Health Professional Research at HHS and will include:

- Chair-Director, Clinical Health Professional Research
- Vice-President, Inter-Professional Practice and Chief Nursing Executive or delegate
- Manager, Research Development & Relations
- Two members of the scientific community at HHS/McMaster (one non-physician health professional and one medical)

The membership of the review committee may be increased at the discretion of the Chair.

Review Criteria

a) Achievements and Activities of the Candidate

- Publication Activity
- Other Research Activity

b) Characteristics and Abilities of the Candidate (from sponsors' assessments)

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| • Background Preparation | • Originality |
| • Industry/Perseverance | • Interpersonal Skills |
| • Motivation/Initiative | • Ability to act as a role model for peers |
| • Skill at Research | • Independence |
| • Judgment/Critical Sense | • Scientific Integrity |
| • Intellectual Ability | |

c) Achievements and Activities of the Supervisor

- Scientific Activity
- Supervisory Record

Review Criteria Cont'd

d) Research Environment

- Opportunities for learning
- Research Resources to support the applicant

e) Project is in line with the strategic directions of HHS. The project is of sound scientific merit.

Deliverables

1. Progress reports will be required at 6-months and one-year after initiation of the research account. **Note: funds must be claimed by July 1st.** Progress reports must include the following information: brief description of the overall objectives and methods of the project, research accomplishments, clear evidence of demonstrated progress vis-à-vis the originally proposed project, comparison of progress compared to proposed timelines. Progress reports must also include information on any funding received and a list of all publications (i.e., has this work resulted in manuscript or abstract submissions/publications/presentations--maximum of 2 pages).
2. Append PDF copies of all published work. All published and/or presented work must acknowledge the support of Hamilton Health Sciences CHP Research Personnel Award.
3. Joint accountability report from the applicant and HHS finance department. This report needs to detail how the CHP Research Personnel Award funds were used/spent and supported by institutional payroll/finance system reports.
4. Any changes to funding or employment status of the candidate and/or supervisor must be immediately reported to Daniela Bianco – Manager, Research Development & Relations (biancdan@hpsc.ca).
5. Second year funding, if available, will be based on the one-year progress report and must describe the following deliverables:
 - a) Clearly defined goals that were achieved and new goals for year 2
 - b) Demonstrated and clear evidence of progress and productivity
 - c) A description of the role of your mentor during the past year
 - d) Include peer-reviewed funding held as principle investigator
 - e) Peer-reviewed publications must acknowledge the support of Hamilton Health Sciences CHP Research Personnel Award. Include a copy of all journal publications (PDF format) as appendices to your progress report.

Revised January 2018