

## Call for Applications – Clinical Health Professional Research Travel Awards

These are the guidelines and instructions for the Clinical Health Professional Travel Award applications. Note all correspondence is to be addressed to:

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c/o Research Administration  
293 Wellington Street North, Suite 120  
Hamilton ON, L8L 8E7

Email: [travelawards@hhsc.ca](mailto:travelawards@hhsc.ca)

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### **Purpose/Description**

The purpose of this award is to build research linkages, foster the development of interested individuals' research careers, and develop capacity within eligible clinical health professional disciplines (non-physician) at Hamilton Health Sciences. The award is intended to help facilitate dissemination of findings at relevant research forums and to provide opportunities for research networking.

### **Open-Call Model – no competition deadlines**

Applicants must submit a full TA Application three months in advance of attending a Scientific Conference to present his/her accepted abstract.

Awards are available annually on a competitive basis and will cover all allowable expenses associated with attendance at the selected conference, to a maximum up to \$2,500 (national) or \$3,500 (international) each. Amounts are in Canadian dollars (note: this includes expenses associated with producing a poster up to a maximum of \$125.00)

Up to six awards will be given within a calendar year.

**Applicants will be allowed a maximum of 3 Travel Awards throughout his/her research career.**

## Eligibility Criteria

All regulated, or similarly certified, non-physician health professionals at Hamilton Health Sciences are eligible to apply. Full and part-time HHS employees from eligible clinical health professions identified in the list below may apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Associated Family Therapy                         | <input type="checkbox"/> Nursing                     |
| <input type="checkbox"/> Audiology   | <input type="checkbox"/> Occupational Therapy        |
| <input type="checkbox"/> Chaplaincy  | <input type="checkbox"/> Paramedics                  |
| <input type="checkbox"/> Child & Youth Services                            | <input type="checkbox"/> Perfusion Therapy           |
| <input type="checkbox"/> Child Life  | <input type="checkbox"/> Pharmacy                    |
| <input type="checkbox"/> Diagnostic Imaging (Radiology, Nuclear, MRI Tech) | <input type="checkbox"/> Physiotherapy               |
| <input type="checkbox"/> Dietetics   | <input type="checkbox"/> Prosthetics & Orthotics     |
| <input type="checkbox"/> Early Childhood Education                         | <input type="checkbox"/> Psychology                  |
| <input type="checkbox"/> Exercise Science                                  | <input type="checkbox"/> Respiratory Therapy         |
| <input type="checkbox"/> Genetic Counseling                                | <input type="checkbox"/> Social Work                 |
| <input type="checkbox"/> Kinesiology                                       | <input type="checkbox"/> Speech & Language Pathology |
| <input type="checkbox"/> Laboratory Medicine                               | <input type="checkbox"/> Therapeutic Recreation      |

Applicants must provide evidence of **acceptance** of their research abstract for presentation at an upcoming national or international, peer-reviewed conference. Applicants must be the **first author** on the accepted abstract. Only the primary author's travel expenses are reimbursed by this award, however, co-authors will be recognized in HHS reporting of these research activities.

## E-Submission Requirements

Only **complete** applications will be accepted. Applications must be submitted electronically to the Office of Research Administration at: [travelawards@hhsc.ca](mailto:travelawards@hhsc.ca).

Applicants are responsible for submitting **ONE PDF ATTACHMENT, which** requires Adobe Acrobat software. The PDF attachment must contain all of the documents in the order listed below. If you do not have Adobe Pro Acrobat software, contact your program administration office or Donna Catherwood at [catherwood@hhsc.ca](mailto:catherwood@hhsc.ca) for assistance.

Attachments to include in the email submission (PDF Document):

1. Completed Application Form
2. Executive Summary (1 page) detailing:
  - Connecting the conference with the advancement of research, your career development, and potential for impact on patient care.
  - Rationale *and* argument for attending the **specific** conference and how this will contribute to research and career.
  - Plans for knowledge transfer (within and beyond HHS) following presentation at the conference.
3. Personal Summary (1 page) that includes details on educational background, position held at HHS – clinical duties and research initiatives undertaken.
4. Appendices:
  - Copy of accepted abstract

- Letter of acceptance to present the abstract.
- Letter of Support – Clinical Manager
- Letter of Support – Site-based Chief of Inter-Professional Practice

*(Letters of support should be viewed as an opportunity to strengthen the applicant's submission by discussing the importance of the applicant's work and the relevance of conference attendance to HHS).*

## **Review Process**

Reviewers of the applications will be the following:

- An inter-professional review committee comprised of up to 5 members identified by the Chair – Director, Clinical Health Professional Research and Manager, Research Development and Relations.

## **Review and Evaluation Criteria**

1. Provide a brief personal summary of yourself, that gives details on educational background, position held at HHS – clinical duties and research initiatives undertaken (maximum 250 words).
2. Applicants present a cogent argument explaining how attendance at this conference will make a contribution to their research and career development at Hamilton Health Sciences.
3. A description of the potential impact on patient care as a result of the research *and* attendance at this conference.
4. A rationale for selection of the particular conference must be provided.
5. A description of plans for knowledge transfer. Please be specific about details of knowledge translation at HHS and beyond (e.g. journal publication).
6. Letters of support from Clinical Managers and site-based Chief of Inter-Professional practice.
7. Each of the above criteria (excluding the self-description) will be evaluated on a scale from 0 (absent) to 5 (excellent). The highest scoring applications will receive a travel award. Applications that receive a score below 15 (out of a weighted score of 25) will not be funded.
8. Applications should be limited to two pages, excluding the cover page, application form, and appendices.
9. All applicants will be notified of the final decision following the review committee meeting (approximately 4 weeks post submission).

## **Deliverables**

1. Applicants have 1 year from the award letter date to claim funding.
2. Only expenses in the approved outline will be processed.
3. Applicants are required to submit expenses (per HHS [Research Travel & Expense Reimbursement Policy](#)) after attending the Conference.

## **Funding Source and Use**

These awards are sponsored by Hamilton Health Sciences Research Administration office and through the mandate of the Director, Clinical Health Professional Research.

Revised: October 2021

