

## Heather Arthur Memorial Mentorship for Research (HAMMR) Awards

### **Purpose/Objective:**

The Hamilton Health Sciences Heather Arthur Memorial Mentorship for Research (HAMMR) Awards are small seed grants for operating costs awarded annually. The award is intended to support clinical health professional (CHP) applicants with minimal research training or early in their research career to develop a small clinical research or implementation project at point-of-care as a steppingstone towards other research awards. This fellowship will have two phases. In phase one, successful applicants will commit to engaging with a research mentor and will work on developing a funding and ethics proposal over the course of the initial one-year term. After successful approval to advance to phase two, candidates will receive a funding award of up to \$5,000 to operationalize the project in year two.

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### **General Information**

1. Up to three awards will be offered annually for the duration of two years. It is expected that the award term will begin on **October 1 of each year**, with funding provided for use within a one-year period before **September 30<sup>th</sup> of the following year**.
2. The value of the award will be up to \$5,000 for the purpose of supporting a small clinical research or implementation project in the second year of the award. Initial proposals are intended to be brief, and to focus on identifying important clinical questions with the potential to be addressed by a small project. The full (Phase 2) proposal will be reviewed by a Scientific Review Panel prior to release of funding.

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### **Eligibility Criteria**

1. The HAMMR Award is a mentorship program and seed grant award for non-physician applicants in a regulated, accredited health profession. Research training is not a pre-requisite.
2. Candidates must be staff members of Hamilton Health Sciences. Priority will be given to proposals that engage team members from diverse backgrounds and/or address health disparities experienced by Indigenous and/or systematically underserved communities.
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. Candidates must also commit to meetings with the Director of CHP Research and/or other HAMMR awardees for quarterly check-ins and training sessions.
5. Research focus must be relevant to key research strategic priorities of Hamilton Health Sciences:

- Cardiac, Vascular and Stroke
- Child Health
- Mental Health/Addictions
- Rehabilitation
- Interprofessional Practice
- Continuity of Care
- Innovation Technology
- Cancer
- Diabetes
- Senior Care

Proposals may focus on creating new evidence, use of evidence, or staff training and experience (e.g. qualitative, implementation science, or qualitative methodologies).

### **Procedure for Application for HAMMR Award**

Research Administration will announce competitions for the HAMMR 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. Tara Packham, interim], Director–Clinical Health Professional Research ([packhamt@mcmaster.ca](mailto:packhamt@mcmaster.ca)).

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### **Submission Requirements**

1. Electronic submission in PDF format of all documents listed below (a-e) must be received by Research Administration no later than midnight on September 15th. The applicant is responsible for submitting documentation listed, and for following up with individuals who are providing letters of nomination and support. 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 HAMMR Award documents listed below.
  - Electronic submission is to be sent to [researchnetwork@hsc.ca](mailto:researchnetwork@hsc.ca).
  - Correspondence should be addressed to HAMMR Award Peer Review Committee Chair: [Dr. Tara Packham], Director Clinical Health Professional Research.
2. Applicants are responsible for submitting all documents as email attachments (packaging as a single pdf is preferred) consisting of the following documents (a-e), WITH THE APPLICANT'S LAST NAME AND HEADINGS as the file name (e.g., Smith\_HAMMR Application Form):

### **Phase One: Initial Application to HAMMR Fellowship**

- a) Initial application form
- b) Research Question Template
- c) A Curriculum Vitae (CV) for the candidate including education, work history, and any research or scholarly activities (participation in research projects, presentations at conferences or rounds, peer-reviewed publications, previous grant funding)
- d) Letter of support from Executive Sponsor (Program Director) AND Clinical Supervisor. The letter must state their unequivocal support for the candidate's time to devote to research mentoring and activities. Letters may be provided individually or as a joint statement of support.

***SUPERVISORS and DIRECTORS are responsible for submitting Letters of Nomination/Support to the candidate OR directly to [researchnetwork@hhsc.ca](mailto:researchnetwork@hhsc.ca) in PDF format by or before the closing date of the competition midnight September 15th. Should the deadline fall on a weekend day or recognized holiday, the closing date will be extended to the following business day at 0900am.***

**Phase Two: Funding Application for HAMMR Program (to trigger release of up to \$5K in operating funding)**

- a) Application form
- b) 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.
- c) A Canadian Common CV (CCV) for the candidate
- d) An up-to-date CCV for the mentor (demonstrating last 5-year history of publications, funding, and supervisory experience).
- e) A letter of support from the mentor, describing the candidate's progress to date and potential for success

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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

The membership of the review committee may be increased at the discretion of the Chair. The review committee will meet two times, 1) for initial review and selection of candidates to enter the mentoring program, and 2) for the funding review of the full proposal prior to release of the operating funds.

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**Review Criteria**

**Phase One:**

- a) Support for the Candidate (from sponsors' assessments)

- Background Preparation
- Industry/Perseverance
- Motivation/Initiative
- Engagement with Research/Evidence
- Judgment/Critical Sense
- Intellectual Ability
- Originality
- Interpersonal Skills
- Ability to act as a role model for peers
- Independence

b) Innovation

- The project addresses an identified gap at point-of-care

**Phase Two:**

c) Achievements and Activities of the Supervisor and Research Environment

- Scientific Activity
- Supervisory Record
- Opportunities for learning
- Research Resources to support the applicant

d) Support for the Candidate (from mentor's letter)

- Motivation/initiative
- Preparation & capacity
- Engagement
- Judgement & critical thinking

e) Feasibility

- Project is in line with the strategic directions of HHS.
- The project has potential for sound scientific merit.
- Project scope is achievable within the time and budget available

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**Deliverables**

1. Attendance at HAMMR check-in and mentorship sessions in Phase One, with completion of a CCV, grant proposal, budget, and full study protocol for review prior to progressing to Phase Two.
2. Progress reports will be required at one-year after initiation of the Phase Two research account. 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). Ideally, successful HAMMR candidates will submit a subsequent application to another HHS internal funding mechanism (i.e. HPI, CHPA, or NIF); the progress report should include plans for this submission.

3. Append PDF copies of all published work. All published and/or presented work must acknowledge the support of Hamilton Health Sciences HAMMR Award.
4. Joint accountability report from the applicant and HHS finance department. This report needs to detail how the HAMMR Award funds were used/spent and supported by finance system reports.
5. 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@hhsc.ca](mailto:biancdan@hhsc.ca)).