

St. Mary's Research Centre

CARE Career Development Fund

Terms of Reference



FONDATION DE
L'HÔPITAL
ST. MARY

ST. MARY'S
HOSPITAL
FOUNDATION

Centre intégré
universitaire de santé
et de services sociaux
de l'Ouest-de-
l'Île-de-Montréal

Québec 



McGill

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Abbreviations

CIUSSS	Centre Intégré Universitaire de Santé et de Services Sociaux de l'Ouest-de-l'île-de-Montréal
ODIM	
MSSS	Ministère de la santé et services sociaux
PEM	Plans d'effectifs médicaux
SD	Scientific Director, St-Mary's Research Centre
ADSP	Associate Director, Strategic Partnerships, St. Mary's Research Centre
ADA	Associate Director, Administration, St. Mary's Research Centre
REB	Research Ethics Board
SMH	St. Mary's Hospital Center
SMRC	St. Mary's Research Centre
SMHF	St. Mary's Hospital Foundation
PI	Principal Investigator

Preamble

The Competition Attracting Research Excellence (CARE) grants program was established in 2008 with the support of the St. Mary's Hospital Foundation. The goal of this program is to assist St. Mary's Hospital healthcare professionals and/or researchers directly or indirectly involved in patient care to attain scientific excellence.

The objectives of the CARE Career Development Fund are to:

- Support the recruitment and retention of outstanding clinician scientists who will contribute to our academic mission.
- Nurture healthcare professionals towards research, possibly leading to an academic profile, progressive research independence and external grant funding.

1. Roles and Responsibilities

The grantee will need to complete the application and subsequent progress reports. Requirements for each are detailed in the section below.

Grantees must familiarize themselves with the different policies, directives, and procedures at SMRC. Grantees must meet biannually with the SMRC Scientific Director.

2. Eligibility Criteria

2.1. Applicants.

- Candidates recruited to SMH are eligible to receive a CARE Career Development Award if they hold a PEM. Confirmation of PEM and assignment of clinical privileges will be required from the DPS Office or the McGill Department overseeing the recruitment.
- The PEM must be for clinical activities principally located at the SMH. A maximum of 20% of clinical work at another CIUSSS-ODIM facility is acceptable.
- The candidate must have a primary university department confirmed.
- The candidate must have entered into practice. A CARE Career Development award cannot be provided prior to the start of clinical activities at SMH or to support at post-graduate fellowship.
- The candidate must not have entered practice more than 2 years prior to application (except for delays related to health or parental obligations).
- The candidate must obtain a confirmation from his/her clinical Division Director of protected time for the equivalent of at least ½ day per week.

2.2. Expectations

The grantee is expected to have the equivalent of a minimum of ½ day per week of protected time. A confirmation of this protected time will be requested from the applicant's clinical leadership.

3. Funding

Funding of up to \$45,000 over three years is available, disbursed incrementally. In the first year, up to 50% of the funds will be accessible to the grantee upon confirmation of the award. The remaining funds will be accessible upon receipt of the progress report expected at the end of the second year. It's important to note that this funding requires matching from other sources.

4. Timeline

The CARE Career Development Fund will align with the deadlines of the McGill department matching the funds.

5. Application

Candidates invited to submit an application must submit the following documents:

- Completed request forms:
 - [Request for CARE Career Development Fund](#)
 - [Request for Tomlinson Award – CARE Career Development Fund \(only for joint application with the Department of Surgery\)](#)
- Source of matched funding:
 - Written confirmation of matching funds for the award duration from McGill Department or Division
- Letter of support from Division Director, including:
 - The academic role description
 - The specific academic responsibilities for the recruit and how this will enhance the division/department.
 - The resources committed in support of these activities (e.g., lab and office space, personnel, equipment, etc.)
 - The mentorship plan (including members of the mentorship committee)
 - Confirmation of protected time (equivalent to a minimum of ½ day per week)
- Proposal (1-2 pages) including:
 - Outline of fund utilization for academic development
 - Integration with prior training or acquisition of new skills
 - Demonstration of alignment with identified needs of the Division and Department
 - Demonstration of alignment with SMRC Research Strategy and how it will contribute to St. Mary's clinical and scientific excellence
 - Abbreviated (10 page maximum) CV covering most significant achievements, including grants and publications.

The Associate Director, Strategic Partnerships (ADSP) of the SMRC is available to assist with the submission progress: christina.raneburger.comtl@ssss.gouv.qc.ca

6. Evaluation Process

6.1. Selection Committee

Applications will be assessed by the relevant McGill appointed selection committee (Tomlinson, etc.).

7. Funding Conditions

7.1. SMRC Affiliation

Grantees are required to apply for affiliation through the ADSP for the duration of their CARE Career Development grant. As members of the SMRC, they will be invited to attend all programmed activities (e.g., Scientific Series presentations, Scientific Council, etc.).

7.2. Research Support Services

CARE Career Development grantees will have access to the following specialized services available at the SMRC:

- Methodological consultation & statistical analysis (up to 15 hours of these services are provided in kind to all CARE grantees; additional hours are provided on a cost recovery basis)
- Additional grant application and manuscript preparation support (these services are provided in kind to CARE grantees; additional services are provided on a cost recovery basis)
- Support in planning of the knowledge transfer plan

A more detailed list of services is available via the research support hub: manon.deraad@ssss.gouv.qc.ca

7.3. Biannual Meetings

The grantee will be required to attend biannual meetings with the SMRC Scientific Director.

7.4. Progress Report

The CARE Career Development Fund covers a funding period of up to three years starting at the date of funding release. Grantees are expected to produce a progress report at the end of the second year. The progress report must include:

- Progress report on use of funds: 1-2 page report summarizing how the funds have been used in the past 2 years to develop an academic focus (including research, teaching, innovation, quality improvement, leadership roles or others)
- Support of Renewal by Division Director: Letter summarizing the progress of the recruit's development of their academic program during the first 2 years of the award and confirming support for the renewal of the award for a 3rd year
- Completed and signed Progress Report Form
 - [Progress Report Form for CARE Career Development Fund](#)
 - [Progress Report Form for Tomlinson Award – CARE Career Development Fund \(Only for joint awardees with McGill Department of Surgery\).](#)

Failure to provide a progress report will result in delayed transfer of the remaining funds.

7.5. Communication

SMHF and SMRC contributions to the study must be acknowledged in all oral presentations, publications (and/or submissions) or other research documents emanating from the project. CARE Career Development Fund initiatives may be featured on the SMRC website and other platforms (newsletter, social media, SMHF communications, etc.). Lay language summaries may be periodically requested from the grantee for communication purposes.

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Next review: 2025



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