

VCHRI Research Excellence Staff Award 2023 Guidelines

Vancouver Coastal Health Research Institute (VCHRI) is pleased to recognize the outstanding contributions of long-term research staff (technicians, engineers, associates/scientists and assistants/coordinators) as role models who demonstrate research excellence, foster research understanding through mentorship, and contribute to the research culture. All nominees should have demonstrated a strong commitment to the VCHRI values of integrity, accountability, collaboration, equity, and community- and patient-focused.

This funding aims to offer principal investigators support to retain their top research staff who have provided a minimum of 10 years of service at VCHRI. The maximum amount is \$15,000 for one year provided by VCHRI from January 1 to December 31, 2023. Funds can be used to **offset salary and benefits** of a grant-funded staff member to the VCHRI Principal Investigator.

In addition, the nominees are offered a certificate and \$500 honorarium.

Deadlines

Nomination deadline: Wednesday September 28, 2022 by 4:00pm (PST).

Eligibility

Research Excellence Staff Awards are open to research technicians, research associates/scientists and research assistant/coordinators of VCHRI principal investigators.

Nominator – VCHRI Principal Investigator (must meet all criteria):

- Is a full member of a VCHRI centre/program/emerging research area, and/or a VCH clinician with a research program
(Note: affiliated investigators are not eligible)
- Holds grant funding as a principal investigator at VCHRI
- Conducts most work at one or more VCHRI site(s) (e.g. Vancouver General Hospital, GF Strong Rehabilitation Centre, UBC Hospital, Richmond Hospital, and Lions Gate Hospital).

Nominee – VCHRI Research Staff (must meet all criteria):

1. Research Technician / Engineer
 - Is employed as a Research Assistant/Technician [level 4-6](#) or Engineering Technician [level 3-4](#).
 - Has been employed by a VCHRI Principal Investigator at 0.8-1.0 FTE for 10 consecutive years
 - Conducts work at one or more VCHRI site(s) (e.g. VGH, GF Strong, UBC Hospital, Richmond Hospital, and Lions Gate Hospital)
 - Devotes the majority (>80%) of time to research and has a record of research achievement
2. Research Associate / Scientist
 - Is employed as a research associate (grant-funded) in the faculty stream with an academic department.
 - Has completed formal research training as part of a PhD degree or other equivalent qualifications or work experience in their field of research
 - Has been employed by a VCHRI Principal Investigator at 0.8-1.0 FTE for 10 consecutive years
 - Conduct work at one or more VCHRI site(s) (e.g. VGH, GF Strong, UBC Hospital, Richmond Hospital, and Lions Gate Hospital)
 - Devotes the majority (>80%) of time to research and has a record of research achievement
3. Research Assistant / Coordinator
 - Is employed as a Research Assistant/Technician [level 4-6](#), or Management & Professional – Research & Facilitation [level A-C](#)
 - Has been employed by a VCHRI Principal Investigator at 0.8-1.0 FTE for 10 consecutive years

- Conducts work at one or more VCHRI site(s) (e.g. VGH, GF Strong, UBC Hospital, Richmond Hospital, and Lions Gate Hospital)
- Devotes the majority (>80%) of time to research and has a record of research achievement

Important Notes

- Principal Investigators can **only nominate one staff member**.
- Investigators with outstanding final project reports from any previous VCHRI internal competition at the application deadline will not be eligible to nominate a staff member.
- Funds must be held in an individual account, not added to an existing account, and must be spent to offset the nominee's salary and benefits. Funds are non-renewable and cannot be transferred to another staff member.
- Funds must be spent within the year from January 1 to December 31, 2023, and any unused funds after the term ends must be returned to VCHRI immediately.
- If, during the term of the award, the staff's work location changes so that they are no longer conducting most of their research at VCHRI site, they are required to notify VCHRI immediately and return the remainder of the award.

Nomination Package

The following elements must be included in the nomination package:

1. Completed nomination form
2. Nominee CV – VCHRI Biographical Sketch or UBC CV template
3. Letter of recommendation from the nominator - principal investigator
4. Letters of support from colleagues and/or students (two maximum)

Nomination packages are to be organized into a single PDF file and submitted to the Education & Funding team by 4:00 p.m. on Wednesday September 28, 2022. Nomination packages received after this deadline may not be accepted.

Evaluation Process and Criteria

Recipients are selected by the VCHRI Awards Committee and presented to the Executive Director for final approval. Decisions are final and may not be appealed. Up to 10 awards are available but may not be granted.

The Awards Committee's review and discussion will focus on the following:

1. The nominee's accomplishments within their scope of work;
 - delivered / exceeded on expectations;
 - demonstrated initiative, creativity and resourcefulness in their work;
 - improved value, sustainability and efficiency in the service they provide.
2. The nominee's contribution to research culture;
 - supported colleagues with their professional development;
 - contributed significantly to the development of a professional, positive and respectful work environment;
 - fostered collaborations with colleagues.
3. The nominee's commitment to the vision, mission and values of their team and VCHRI.

Outcomes and Reporting

1. Final financial reporting is required.
2. Final award reports are required at the end of the award term. VCHRI will use these final reports to publicize research activities and to evaluate the impact of the program. A template will be provided.

Contact Information

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