

Attachments:

Please attach the following appendixes to your completed application and save as a single pdf document for submission. Ensure your application is written in plain language suitable for a multidisciplinary committee, and that any discipline-specific terminology or acronyms are explained.

I. Summary of Proposed Research (250 words)

II. Detailed Description using the following headings (3 pages max, 12 point font)

- Objectives: How will this research meet the objectives of the RAA program and the applicants research agenda
- Context: Describe the context of your proposal
- Methodology
- Communication of results

III. Budget Breakdown with justification (1 page max). Eligible expenditures are:

- Salaries to technical and professional assistants
- Stipends to graduate students
- Purchase or rental of equipment
- Materials, supplies and incidentals
- Travel
- Other

IV. Research Achievement Summary (1 page max)

Using plain language accessible to a multidisciplinary committee, please describe your most notable research achievements, awards, activities, and publications within the last five year period (Sept 2013-present). Identify any discipline-specific idiosyncrasies, such as name order in citations, and the status of journals and other publications in your field. This information will assist the committee members whose own areas of research differ from yours.

V. Current CV – Include activities within the last five years (present - Sept 2013) ONLY. Exception: If you have taken a formal leave within this time period, you should indicate this and extend by the length of the leave.

For grants and contracts received, include the value and period of funding. For publications list beginning with the most recent. The following headings for publications is suggested, noting the order can be adapted as best fits your discipline:

- Refereed journal publications (published or accepted for publication –indicate date of acceptance)
- Articles submitted to refereed journals
- Books (list those in press)
- Editorships
- Chapters in edited books
- Other refereed publications: papers or letters, notes and communications; papers in refereed conference proceedings, review articles, encyclopedia articles, dictionary contributions, catalogues, textbooks, etc.
- Non-refereed publications: papers or letters in non-refereed journals; papers in non-refereed conference proceedings; specialized publications, technical reports, internal reports, discussions; abstracts, symposium records
- Conference presentations (identify those the applicant was invited to give); all other publications including those from research supervised by the applicant (e.g. theses)
- Patents: Provide the following details for each patent obtained: title and brief descriptions of patent; patent number; county of countries of issue; date of issue; name(s) of joint inventors(s), if any; current and/or potential use of patent
- Any other contributions or recognitions that you judge can demonstrate your achievements (e.g. creative writing, journalistic writing).

SUBMISSION: Applications must be submitted by October 31.

Once submitted through the online system, your application will be routed to your Faculty Dean .

ADJUDICATION: Each Dean shall convene a meeting of the Faculty Promotion Committee to consider candidates submitted from their Faculty and shall provide a rank ordered “short list”, not to exceed 10 candidates, to a University Committee by November 30. The University Committee, then, will select the final 10 recipients from the “short lists” provided by each Faculty.

The University Committee shall be chaired by the Vice-President (Research and International), and will be comprised of committee members who have earned distinction as a scholar, but are not candidates for the award, representing each of the Faculties of Arts and Social Sciences, Engineering and Design, Public Affairs, Business and Science. University Committee members shall, whenever possible, be previous recipients of the award.

RESULTS: Results of the competition shall be reported to the President no later than Dec 21.

QUESTIONS: Should you have any questions on the RAA application process, please contact the Office of your Faculty Dean, or CORIS Prizes and Awards Administrator, Charlene Kennett at charlene.kennett@carleton.ca / x3277.