



Research Achievement Award

Submission Guidelines

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 2016 - 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. **Bibliographic References**(optional- 1 page max)

Please begin this section on a separate and clearly labelled page.

VI. **Current CV – Include activities within the last five years.** (Please note that maternity, parental, and medical leaves are credited on a 1 to 1 ratio. For example, if an individual was on medical leave from January 1, 2019 to December 31, 2019, the years to be included would be 2015–2021, rather than 2016-2021.)

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 are suggested, noting the order can be adapted as best fits your discipline:

- Career Interruptions (Explain any interruptions that have taken you away from your research work for an extended period of time for health or family reasons.
- 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 of 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).

APPLICATION SUBMISSION:

Step 1: Log in to <https://tpa.carleton.ca/raa>

Step 2: Complete the webform application

Step 3:Upload your application components in a single PDF file

- ✓ **This duly completed and signed application form** (pages 1& 2)
- ✓ **Summary of Proposed Research** (250 words)
- ✓ **Detailed Project Description** (3 pages max)
- ✓ **Budget** (1 page max)
- ✓ **Research Achievement Summary** (1 page max)
- ✓ **Bibliographic References** (Optional - 1 page max)

- ✓ **Current CV** (no page limit)

Step 4: Submit application

Step 5: Review your submission. You can re-submit up until the deadline.

Note that if teaching release is requested, your application will be routed to your Chair/Director and Dean for approval.

ADJUDICATION: As per the Excerpt from CUASA Collective Agreement ARTICLE: 41.2 RESEARCH ACHIEVEMENT AWARDS: 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 December 5. 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; Sprott School of Business; Engineering and Design; Public Affairs; and Science. University Committee members shall, whenever possible, be previous recipients of the award.

RESULTS: Results of the competition will be reported to the President by Dec 21, and letters to applicants will be sent out on January 15.

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, Sarah Adams at sarah.adams3@carleton.ca / x3277.

Annex A- Excerpt from CUASA Collective Agreement ARTICLE : 41.2 RESEARCH ACHIEVEMENT AWARDS

41.2 Research Achievement Awards

- a. There shall be ten (10) Research Achievement Awards per year, each valued at \$15,000.00. The awards are intended to enhance the research productivity of their recipients at Carleton University. They are available to faculty employees only. Faculty employees with less than thirteen (13) years of service in their academic career will be given preference for up to five (5) of the awards each year.
- b. The \$15,000.00 award may, at the option of the recipient, take the form of:
 - i. a research grant upon the employer being satisfied that the normal rules and requirements pertaining to approval of research proposals have been satisfied; or,
 - ii. a \$5,000.00 bonus and a \$10,000.00 research grant payable upon the employer being satisfied that the normal rules and requirements pertaining to approval of research proposals have been satisfied; or,
 - iii. a portion of the award equal to the appropriate contract instructor stipend may be used to purchase up to a one full- course teaching release.
- c. No quota system of any kind shall be applied in the determination of award recipients.
- d. Candidates can be either nominated by a colleague or apply directly for an award. Nominations should be submitted to the appropriate faculty Dean no later than September 30. The Dean will ascertain whether nominees wish to be considered as candidates and if so, request them to follow the procedure prescribed below. All candidates for the award shall, no later than October 31, submit a curriculum vitae and an application to their faculty Dean using a standardized form that addresses the following questions:
 - i. research conducted over the last five (5) years;
 - ii. research proposed for the term of the Award;
 - iii. publications, grants and contracts held over the past five (5) years;
 - iv. how the award will contribute to the employee's research program; and,
 - v. any other information the candidate wishes to provide to his/her Dean(s).
- e. Each Dean shall, by November 30, convene a meeting of the Faculty Promotion Committee to consider the candidates submitted from that faculty, or in the case of inter-faculty cross appointees, the Committee designated in accordance with Appendix G. This Committee will select a "short list" of the most meritorious candidates based on an assessment of research completed to date. This list shall not exceed ten (10) in number. Where the total number of candidates is less than ten (10), the Committee shall include all candidates on the list. The short listed applications will be rank-ordered and submitted to a University Committee without comments by December 5. The University Committee shall select the final ten (10) recipients and shall report its decision to the President by December 21. Also, it will identify an ordered reversion list to be used in the event that a successful applicant waives his/her award.
- f. The University Committee shall be chaired by the Vice-President (Research) who shall vote only in the event of a tie. The remaining, members will consist of one (1) faculty member who has earned distinction as a scholar but is not a candidate for the award, from each of the Faculties of Arts and Social Sciences, Engineering and Design, Public Affairs, Business and Science. These members will be selected by the President who shall, whenever feasible, use previous winners of the award as the principal source of potential members of the Committee.
- g. The Deans will be an information resource for the Committee but will not participate in any other way in its deliberations.
- h. Receipt of an award will occur on the May 1 following the date of application but may be deferred by the recipient for reasonable cause by up to one (1) year.
- j. Award recipients will be eligible to apply for further awards in the Fall term of the seventh (7th) year following, the year in which the previous award was received.
- k. It shall be the responsibility of each faculty Dean to ensure, on an annual basis and in a timely fashion, that his/her faculty members are aware of the applications procedures and deadline.

(CUASA Collective Agreement May 1, 2017 to April 30, 2021)

Last Updated September 02, 2021.