

**Carleton University
Research Achievement Award (RAA)
Guidelines**

Application deadline October 31, 2024

Please note that submission is via [cuResearch](#).

Please attach the following appendices to your completed application form and save as a single pdf 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 Research Project Description (3 pages max, 12 point font) using the following headings:

- Describe the alignment with the purpose of the award which is to recognize outstanding research achievements.
- Explain how the proposed research will further the applicant's research agenda
- Describe the challenge the research project addresses, including a literature review
- Explain the goals/objectives of the proposed research project
- Describe the methodology/theoretical framework, and, if applicable, how considerations of sex, gender and other identity factors have been integrated into the project design
- Explain the quality of the training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, including the integration of equity, diversity and inclusion considerations
- Describe the communication of results (knowledge mobilization/technology transfer)

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

- Salaries/stipends to graduate students and salaries for undergraduate and postdoctoral fellows
- Payments for technical and professional services
- Purchase or rental of equipment
- Materials, supplies and incidentals
- Travel
- Other as per Carleton's [Research Expense Guidelines](#)

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 2019 - 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 areas of research differ from your own.

V. **Bibliographic References** (optional: 1-page max)

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

VI. **Current CV** *Restricted to the last **five** years* (*Please note that delays that have affected research productivity are adjusted at a 2:1 ratio. For example, if an individual was ill from January 1, 2020 to December 31, 2020, the years to be included would be 2017–2024, rather than 2019-2024.)

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 (Please provide the start and end dates of the delay and indicate the cause in general terms.)
- Education
- Employment History
- Honors and Distinctions
- Research Funding (externally funded, internally funded, contracts)
- Contributions
 - Books authored
 - Books edited
 - Patents
 - Refereed chapters in books
 - Non-refereed chapters in books
 - Papers in refereed journals
 - Papers in refereed conference proceedings
 - Presentations (indicate when invited)
 - Major invited contributions and/or technical reports
 - Abstracts and/or papers read
 - Others (workshops presented)
- Supervision
- Scholarly and Professional Activities

Submission Steps:

Log in to the [cuResearch portal](#)

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- Choose “Apply New” from the top right menu, then under **Section A: Research Funding**, select “Approval Form”
- Project Info Tab: Enter the title of your proposed research and save
- Project Sponsor Info Tab: Click on “Add New”, then click on “Agency” and select: *Carleton University – Carleton Office for Research Initiatives and Services*, then select the Program: *CU Research Achievement Award* from the dropdown menu, and save
- Attachments Tab: Upload your completed application package
- Approval Form Tab: Complete all required fields and save

Submit on or before October 31, 2024. *(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” Tab.)*

Late or incomplete applications will not be accepted.