Award for Excellence in Research and/or Creative Scholarly Activity Program Terms 2017/2018

Procedure	**Deadline**
Nominator submits cover sheet and CV to Dean	**NOON December 15, 2017**
Faculty informed of successful nominations by the Office of Research Services	**December 22, 2017**
Complete application packages submitted to the Office of Research Services	**NOON January 19, 2018**

Purpose: The purpose of the award is to honour excellence in research and/or creative scholarly activity at UBC's Okanagan campus in each of the three tri-council research areas: Natural Sciences and Engineering, Social Sciences and Humanities, and Health Research.

Award: Three awards, one for each research area will be provided (value to be determined).

Award Responsibilities: Award recipients may be expected to make a public presentation on their research.

Eligibility: Any member of the professoriate with a continuing appointment at UBC Okanagan is eligible for the award. Previous recipients of the award will be ineligible for the same award for a period of ten years.

Nominations:
Each Faculty may nominate a maximum of three individuals. Each Faculty is responsible for determining their own nomination process.
Nomination package includes: Cover Sheet and UBC CV. Electronic submissions are permitted.

Notes: Faculty members may not apply for the Award on their own behalf. Unsuccessful nominations from previous years will not be carried forward to the following year's competition.

Criteria:
This award is given to individuals who have made a significant contribution to research in the tri-council research areas during the time of his or her appointment at UBC's Okanagan campus.
The award will recognize strengths in one or more of the following criteria:

- A significant breakthrough in research
- A distinguished record of research
- Development of an interdisciplinary approach to research
- Support and guidance for students in research
- Integration of research into undergraduate education

- A significant contribution to a research community or agency
- Tri-Council achievement is desirable, but not required

Administration:
The initial nominations received will be shortlisted with the top two candidates selected in each of the three categories.
Faculties with successful nominations will be informed by the Office of Research Services and requested to subsequently submit the complete application package.
The final applications will be adjudicated by a selection committee that includes past ROY recipients and chaired by the Vice Principal, Research.

Initial Nominations Package (Due NOON, Friday, December 15):
Nominators will complete the cover sheet and provide it, along with a copy of the nominee's UBC CV to their respective Dean.

Complete Application Package (Due NOON, Friday, January 19):
The complete application package consists of:
- Letter of Nomination
- Completed nomination form
- The nominee's Curriculum Vitae, including an up-to- date complete list and samples of his or her publications
- Letters of support, which are deemed crucial in the selection process thus letters should be objective assessments of the nominee's suitability for the award. Please note that committee members may not provide letters of support for nomination files.

Application Submission (SEE DEADLINES ON FIRST PAGE)

Step 1: Nomination Package:
Nominators will complete the cover sheet and provide it, along with a copy of the nominee's UBC CV to their respective Dean.

Step 2: Complete Application Package:
The Office of the Dean is required to submit all documentation for successful nominees, including any additional information the Dean wishes to include, to the Office of Research Services at UBC Okanagan. The application must be received by 4:00 pm on the deadline day.

Office of Research Services, UBC Okanagan Campus
Attention: Danielle Lamb, Awards and Communication Officer
FIPKE 336

Late nominations/applications will NOT be accepted.