



## Distinguished Researcher Award Guidelines

**Category:** Recognition and Awards;

**Jurisdiction:** Vice President, Research and Innovation; Senate Research Committee;

**Approval Authority:** Senate;

**Established on:** September 1988;

**Amendments:** September 29, 2000; April 2008; October 17, 2016; September 14, 2020; October 26, 2020; October 18, 2021; October 24, 2022; September 18, 2023.

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Deadline: January 10

### Description

The Distinguished Researcher Award is the highest honour conferred by Lakehead University for research and scholarly activity. As such, the award will only be given to a scholar once in their career for research and scholarly activity sustained at a high level over a period of at least one decade. Each year, if there are qualified candidates who apply, the award may be given to three tenure-track or tenured Lakehead University faculty members, one in the social sciences and humanities, one in the natural sciences and engineering, and one in health research. A scholar whose work bridges these intellectual categories must apply in only one area, and the application should provide a rationale for inclusion in a particular category in this situation.

### A. Criteria

Typically, the award recognizes a full career of nationally and/or internationally recognized intellectual contributions, including:

1. Consistency in the production of scholarly materials and outcomes appropriate to the scholar's discipline. It is up to the applicant to provide the information required by the multidisciplinary committee to understand disciplinary assessment norms to determine

scholarly impact. Applicants should note that the Committee may not always have members from the applicant's discipline.

2. Significant contributions to research and scholarly activity as documented by research agencies, professional technical committees, business, government, community and not-for-profit organizations and/or professional, literary, and artistic associations.
3. Sustained and significant direct contributions toward the training of highly qualified personnel (i.e., undergraduate, graduate, PhDs).
4. The receipt of external research funding at levels appropriate to the scholar's discipline. If there is no record of external funding, it is up to the applicant to explain why.

## B. Eligibility

1. All tenure-track or tenured faculty are eligible for the award except for current members of the Senate Research Committee.
2. A faculty member is initially eligible after conducting independent research for a period of at least 10 years after obtaining their first academic appointment. Time spent in administrative duties at Lakehead University may count towards the 10-year criteria as long as research and scholarly activity continued during that time.
3. A faculty member may receive the Distinguished Researcher Award only once.

## C. Application Procedure

The application package for this award can be found in the Romeo Research Portal and requires care and attention on the part of the applicant to ensure that the Senate Research Committee receives all the required information. To access the Romeo Research Portal, log into myInfo and select "Romeo Research Portal" under the web utilities icon.

**Applicants must submit electronic application packages through the Romeo Research Portal prior to 11:59 p.m. on January 10 each year.** Should the deadline fall over a weekend, applications will be due the following business day.

Unsuccessful applications will be automatically reconsidered for up to three consecutive years, unless withdrawn by the applicant. Applicants may choose to amend or update their application

while it is being reconsidered. All amendments must be completed by 11:59 p.m. on January 10 of each year.

If an applicant becomes a member of the SRC while their application is still under consideration, their application will automatically become dormant during their SRC membership. The application will be reactivated for the balance of the three years of eligibility once the applicant completes their term on the SRC.

The award(s) will be presented at the Awards Reception during Research and Innovation Week. Winners are encouraged to attend and receive the award in person. Winners will also deliver a public presentation the following year as part of the Research and Innovation Week's festivities. Please contact the Senate Research Committee's Administrative Officer for additional information, including the date and time of the reception, by email at [ea.vpri@lakeheadu.ca](mailto:ea.vpri@lakeheadu.ca).

## Supporting Documentation

The following documentation is required as part of the application and must be submitted by the applicant by the deadline.

1. A CV is required. A Common CV (CCV) (generic version), lifelong CCV, or CV that includes at least 10 years as formatted for [Lakehead University's promotion, tenure, and renewal](#) will be accepted (uploaded in the Romeo Research Portal attachments tab). Applicants are encouraged to add any research achievements that fall outside of the standard CV categories (e.g. community-engaged research).

Applicants can address any career interruptions or other factors that may have impacted their record of research achievement in the application on the Romeo Research Portal.

Applicants can also elaborate on non-traditional academic accomplishments in the application.

NOTE: For applicants in Music, contributions might also include musical compositions (indicate whether commissioned), public music performances/recordings, and/or editing of musical manuscripts or published music editions. In Visual Arts, contributions might

- include curated exhibitions (indicate whether solo or group and whether in public or artist-run gallery), non-curated exhibitions, and invitations to serve as Artist-in-Residence or workshop leader for public or institutional programs.
2. Within the Romeo Research Portal application, the applicant is required to justify how they meet all the award criteria (listed in Section A).
  3. One letter of support **must** be from an external scholar in the field who is arms length from the applicant and not in a conflict of interest. For purposes of this award, conflict of interest may be deemed to exist or perceived as such external referees:
    - are a relative or close friend, or have a personal relationship with the applicant;
    - have had long-standing scientific or personal differences with the applicant;
    - are currently affiliated with the applicant's institution, organization or company—including research hospitals and research institutes;
    - are closely professionally affiliated with the applicant, as a result of having in the last six years:
      - frequent and regular interactions with the applicant in the course of their duties at their department, institution, organization or company;
      - been a supervisor or a trainee of the applicant;
      - collaborated, published or shared funding with the nominee, or have plans to do so in the immediate future; or,
      - been employed by the nominating institution; and/or feel for any reason unable to provide an impartial review of the application.
    - feel for any reason unable to provide an impartial review of the application.

Additional letters of support are strongly encouraged. Letters of support from Deans, Directors, Faculty/Department/School Chairs, and faculty members will be accepted. Letters of support should address the national and international reputation of the applicant, the specific impact of their research, and the broader value of their research contributions.

4. Any additional evidence that the applicant wishes to submit as support for outstanding research performance.

## Selection Committee

The Senate Research Committee shall receive applications along with supporting documentation. The committee will review all candidates and make appropriate recommendations to the Vice-President (Research and Innovation). The award(s) need not be made each year should it be determined by members of the Senate Research Committee and/or the Vice-President (Research and Innovation) that no suitable applications have been submitted.

## Award

A monetary award of \$2,000 will be available to the recipients of the Distinguished Researcher Awards, in the form of a research grant or an honorarium.

In the case of a research grant, the funds will not be attached to any specific research activity or research proposal. The recipients will have autonomy in determining how the award money will best be used to support their research.

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**Review Period:** 7 years;

**Next Review Period:** 2031-2032;

**Related Policies and Procedures:** To be determined;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002; Phone: 807-343-8010 ext. 7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca)