



## Distinguished Researcher Award Guidelines

**Category:** Research;

**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.

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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 are nominated, the award may be given to three tenure-track or tenured Lakehead University professors, 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 be nominated in only one area, and the letter of nomination 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, PDFs).
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 of the required information.

**Applicants must submit electronic application packages through the Romeo Research Portal prior to 4:30 p.m. on January 10 each year.** Should the deadline fall over a weekend, applications will be due the following business day.

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 must be submitted by the applicant. It is understood that in certain instances an applicant will not have documentation in all categories.

1. A Common CV (CCV) (generic version) is required (uploaded in the Romeo Research Portal attachments tab).

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 of the award criteria (listed in Section A).
3. Letters of support are strongly encouraged. Letters of support from Deans, Directors, Faculty/Department/School Chair, and faculty members will be accepted. At least one letter of support from an external referee is required. Letters of support can help illustrate the applicant's national and/or international reputation as a scholar.
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;

**Date for Next Review:** 2026-2027;

**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: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).