



Guidelines

Deadline: _____ November 30

Each year, if there are qualified candidates who are nominated, the award may be given to three full-time 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

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area, and the letter of nomination should provide a rationale for inclusion in a particular category in this situation.

Given the nature of the award, the nomination package for this award is comprehensive and requires care and attention on the part of the nominator, who has the final responsibility to ensure that the Senate Research Committee receives all of the required information. To aid in this process, the Committee has created a checklist of required material, which must be filled out, signed, and submitted by the nominator as the first page of the nomination package. The form is included as an Appendix to this document.

Eligibility

1. All faculty are eligible for the award except for current members of the Senate Research Committee.
2. A faculty member is initially eligible after conducting research for a period of at least 10 years at Lakehead University. 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 only one award every 10 years.
4. A faculty member who has already received a Distinguished Researcher Award will only be judged on scholarly activity and research performed since last receiving the award.

Nominations

Nominations for these awards may be made by Deans, Directors, Faculty/Department/School Chair, and faculty members. Nominators must submit electronic nomination packages to the Chair of the Senate Research Committee c/o the Committee's Administrative Officer via email: ea.vpri@lakeheadu.ca prior to 4:30 p.m. on November 30 each year. Should the deadline fall over a weekend, applications will be due the following business day.

The award(s) are announced during Research and Innovation Week's Awards Reception and, whenever possible, winners are encouraged to attend and receive the award in person. Please contact the Senate Research Committee's Administrative Officer for additional information, including the date and time of the reception.

Supporting Documentation (NSERC and CIHR Distinguished Researcher Award Nominations)

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The following documentation must be submitted by the nominator. It is understood that in certain instances a nominee will not have documentation in all categories.

1. Letter of nomination that highlights the nominee's major achievements in scholarly activity and research for the period of time under consideration.

2. Curriculum vitae of the nominee.

3. Separate list of publications, beginning with the most recent. Follow the order of publications listed below, using separate headings as required.

Order of Publications:

- Refereed journal articles (published or accepted for publication)
- Books
- Refereed chapters in books
- Non-refereed publications

4. Separate list of awards or prizes received for accomplishments in research and scholarly activity by research bodies, professional technical committees, and applied research organizations.

5. Separate lists of internal and external research grants and contracts received.

6. Evidence of impact of research in the form of published reviews of the nominee's work, where applicable.

7. At least three letters of support from scholars outside Lakehead University that comment on the nominee's national and international reputation as a scholar.

8. Evidence of contributions toward graduate student training, where applicable.

9. Any additional evidence that the nominator wishes to submit as support for outstanding research performance.

Supporting Documentation (SSHRC Distinguished Researcher Award Nominations)

The Senate Research Committee recognizes that there is a significant diversity of disciplines and recognized scholarly activities potentially funded by SSHRC. To ensure that nominations from all SSHRC disciplines are given a fair evaluation for the Distinguished Research Award, letters of nomination should address key categories and concepts for assessment of scholarly activity and research, as recognized within the nominee's discipline.

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The following documentation must be submitted by the nominator. It is understood that in certain instances a nominee will not have documentation in all categories.

1. Letter of nomination that highlights the major achievements of the nominee in scholarly activity and research in their discipline during the period under consideration.

2. Curriculum vitae of the nominee.

3. Separate list of publications, beginning with the most recent.

The order of publications should be consistent with conventional practice in the nominee's discipline. The following are typical categories:

- Books
- Edited books
- Refereed journal articles
- Refereed chapters in books
- Other refereed publications
- Non-refereed publications
- Other scholarly and creative activities

For nominees 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.

4. A separate list of awards or prizes received for accomplishments in research and scholarly activity from organizations appropriate to the nominee's discipline.

5. Separate lists of internal and external research grants and contracts received, where this is appropriate to the discipline. Where it is not appropriate to the discipline, or where the nominee's research and scholarly activity did not require funding and contracts, a statement to this effect should be included by the nominator.

6. Evidence of impact of research in the form of published reviews of the nominee's work, where applicable.

7. At least three letters of support from scholars outside Lakehead University that comment on the nominee's national and international reputation as a scholar.

8. Evidence of contributions toward graduate student education, where applicable.

9. Any additional evidence that the nominator wishes to submit as support for outstanding research performance.

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Selection Committee

The Senate Research Committee shall receive nominations 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 candidate(s) has been nominated.

Award

A monetary award will be available to the recipients of the Distinguished Researcher Awards, in the form of a tax-sheltered 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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