



SENATE RESEARCH COMMITTEE

Research Excellence Awards Guidelines

The Senate Research Committee is pleased to offer annual Research Excellence Awards that recognize outstanding recent research activity by Lakehead University faculty. Each year, the \$500 award may be given to three eligible applicants, 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. These awards recognize research achievements in the previous three-year period.

Eligibility

1. All Lakehead University tenured and tenure-track faculty members and three-year Limited Term Appointments are eligible, *except for members of the Senate Research Committee*.
2. A faculty member may receive only one award every three years.
3. A faculty member may not receive a Research Excellence Award for research activities that have previously been recognized with a Contributions to Research Award, a Research Excellence Award, or a Distinguished Researcher Award.

Application and Deadline

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 11:59 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. 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.

Supporting Documentation

The following documentation must be submitted by the applicant:

1. At least two letters of support from faculty peers, which may include a Chair, Director, or Dean, peers external to Lakehead University, or research collaborators.
2. Applicants whose research activity involves community engaged research must include at least one letter of support from community partners or collaborators as part of the required two letters of support.
NOTE: Letters of support should clearly indicate if the person writing in support has worked with the applicant, and in what capacity. Letters must speak to the excellence and/or impact of the work. At least one letter from a faculty peer must be from someone who does not have a conflict of interest with the applicant, as defined by the Conflict of Interest and Confidentiality Guidelines and Procedures for Research Review and Oversight Committees. If two letters of support are from those who have worked with the applicant, an additional letter from someone who does not have a conflict of interest with the applicant is required.
3. Applicants must demonstrate the relevance and significance of their research activities in the previous three years. A CV is not required, but applicants must provide a list of the relevant research outputs (i.e., publications, funding (if applicable)) in the previous three years, supported by copies, links to, or other evidence of the applicant's scholarly work/research activity. When more than one author is listed on a publication, please explain your role according to disciplinary norms.
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.
4. Applicants in Music may include musical compositions (indicate whether commissioned), public music performances/recordings, and/or editing of musical manuscripts or published music editions.
5. Applicants in Visual Arts may 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.

Criteria for the Award

The primary criterion for the award is research excellence in the applicant's field within the previous three-year period. The Senate Research Committee defines “research excellence” as including, but not limited to, originality of the research, impact (or potential impact) of the research, quality of research collaborations, scholarly productivity, training of HQP, etc. Please note that consideration is given to both the quality and quantity of research and creative outputs and activities. External funding is not a necessary or sufficient criterion to receive an award. It is up to the applicants and their referees to provide the information required by the multidisciplinary committee to understand disciplinary assessment norms to determine research excellence. Applicants should note that the Committee may not always have members from the applicant’s discipline.

Applicants may request that a member of the Senate Research Committee not be involved in the review of their application due to a conflict of interest. Conflicts of interest may be declared as part of the application in the Romeo Research Portal, and identified individuals will be removed from the review of the candidate’s application.

Revised September 2016, June 2020, September 2020, June 2021, October 2021