

## GUIDELINES FOR Research & Creative Activity AWARD Application Form

The objective of the *Research & Creative Activity Award* is to recognize a mid-to-late career stage faculty member or librarian's outstanding accomplishments at Bishop's University in a field in which they are well-established. All continuing faculty members and librarians that have been employed at Bishop's University for *at least (3) three years* are eligible to be nominated.

The Senate Research Committee (SRC) is responsible for the adjudication of the award. A prize of **\$2000** will be awarded to the winner at the *Celebration of Research in September*. While we know everyone is busy, we are hoping that you will consider attending this event to help celebrate our university's research accomplishments and the outstanding work of members of our community. We encouraged everyone to attend this event to support their fellow colleagues.

### How to Submit a Nomination

Log onto Romeo Portal at:

[https://ubishops.researchservicesoffice.com/Romeo.Researcher/\(S\(sdlkriajusxg2cxcc4mufhi5\)\)/Login.aspx](https://ubishops.researchservicesoffice.com/Romeo.Researcher/(S(sdlkriajusxg2cxcc4mufhi5))/Login.aspx)

- Fill out the *Research & Creative Activity AWARD* Application Form.

### Eligibility of Candidate:

- Candidates must be nominated and seconded in this form by full-time faculty members or librarians at Bishop's University using the nomination form. Please note that the form cannot be saved and must be submitted electronically by clicking on the Submit button.
- The nominator must briefly justify why the nominee's work is worthy of a University Award and provide the names of **four (4) qualified** (1 Bishop's and 3 External) referees that may be called upon by the committee to evaluate the nominee's body of work.
- The nominee must provide two documents:

*Two-page research statement* explaining their body of work in lay language and the impact that it has had within their discipline or field;

*An up-to-date CV* listing publications, grants and other research activities.

These two documents must be attached electronically to the form. Samples of work must be submitted by email to the Research Office inbox [email address below].

- This award competition occurs on a *biennial basis* with a winner named accordingly, provided that the adjudication committee concludes an admirable application has been received.

Nomination packages should be submitted no later than **March 31<sup>st</sup> by 4:00pm**, of each year the award is being offered, or the following business day should this date fall on a weekend or holiday.

### Contact Information

For more information, please contact the Office of Research and Graduate Studies at [researchoffice@ubishops.ca](mailto:researchoffice@ubishops.ca)