



## Attachment

### CANADA RESEARCH CHAIRS RENEWAL NOMINATION INSTRUCTIONS

#### Submission Instructions

**Nominating institutions and nominees are expected to follow all presentation instructions provided throughout this document** to allow reviewers to provide a fair and balanced assessment of the nomination. Any pages or information submitted beyond the limits stated in these instructions will be removed prior to peer review.

- Review the instructions to reviewers prior to drafting the nomination to better understand the evaluation criteria and how the nomination will be assessed.
- Submit the nomination package as **one attachment**.
- Indicate the nominee's name and page number at the top of each page. All pages in the nomination package must be numbered consecutively.
- Use 8 1/2" x 11" (22x 28 cm) paper with margins of at least 3/4" (2 cm) all around.
- Use 12-point font or larger.
- Text must be single-spaced with a maximum of six lines per inch.
- Subdivide the document according to the numbered sections below (i.e., 1.a) Performance Report—Executive summary, 1.b) Performance Report—Quality of the chair, 1.c) Performance Report—Research program, etc.)
- All sections outlined below are mandatory.

**NOTE ON PEER REVIEW:** The nomination will be peer reviewed by a minimum of three expert reviewers in the field of research of the proposed research program. It may also be peer reviewed by an interdisciplinary adjudication committee composed of researchers with expertise in various disciplines within the health sciences, natural sciences, engineering, social sciences and humanities. Due to the possibility of interdisciplinary adjudication, the proposed research program must be clearly described to allow informed assessment by researchers who may not have direct expertise in the area.

**Avoid jargon, acronyms and highly technical terms**, where possible.

#### 1. PERFORMANCE REPORT (maximum six pages excluding executive summary [a])

*In clear, plain, non-specialist language, the **institution** must clearly demonstrate how the nominee has achieved the objectives set out in the original nomination, that they have upheld the standards of excellence of the Canada Research Chairs Program, and what the added value has been to the nominee of holding a Canada Research Chair.*

##### a) Executive summary (maximum 100 words)

- Highlight the major accomplishments achieved by the chair during the previous term.

##### b) Quality of the chair

- Demonstrate that the nominee continues to distinguish him/herself as an outstanding, world-class researcher (Tier 1); **or** that they are developing into an outstanding researcher of world-class caliber who is poised to become a leader in their field (Tier 2).

##### c) Research program

- Describe how the nominee has achieved the goals of the original research program.
- Describe how the nominee has carried out a research program that is producing leading-edge results that are making a significant impact at the international level (Tier 1); **or** how the nominee has carried out a



research program that has produced important results that are making a significant impact in the field (Tier 2).

**d) Engagement with research users and communication of results**

- If applicable, describe how the nominee has engaged with research users (e.g., media, academics, industry, government, not for profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) during the various stages of their research program (e.g., conception/design of research program, implementation of research program, communication of results, etc.).
- Describe how the nominee has disseminated their research results during their previous term (e.g., conferences; peer-reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works, etc.).
- Explain how these research results have made a significant impact in their field.

**e) Description of training strategies**

- Describe the training strategies used by the chair to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the institution or affiliated institute(s).
- Describe how the chair has encouraged these student and trainees to develop their research expertise.
- Describe how the chair has created an environment that attracts, develops and retains excellent students and trainees.

**f) Integration with the institution's strategic research plan**

- Describe any impacts of the nominee's research that support the institution's strategic research plan.
- Describe how the nominee has helped build relationships with other research initiatives in Canada and abroad.
- If applicable, describe how the nominee has improved the institution's ability to leverage additional research resources, including financial and non-financial.

**2) DESCRIPTION OF THE PROPOSED RESEARCH PROGRAM (maximum six pages excluding executive summary [a] and list of references [f])**

*In clear, plain, non-specialist language, the **institution** must clearly demonstrate that the nominee is proposing an original and innovative research program of the highest quality (Tier 1) **or** of high quality (Tier 2).*

**a) Executive summary (100 words maximum)**

- Briefly state the explicit objectives of the proposed research program.
- Briefly state the major accomplishments the nominee plans to achieve in a subsequent term as a Canada Research Chair.

**b) Context**

- Explain what makes the research program original, innovative and of the highest quality (Tier 1) **or** of high quality (Tier 2).
- Situate the proposed research within the context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to the nominee's ongoing research.
- If the proposed research program represents a significant change of direction from the nominee's previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and, if applicable, how the nominee will achieve the appropriate level of expertise needed to successfully implement the proposal.



- Explain the anticipated contribution of the research program to the existing body of knowledge in the research area.
- Describe the theoretical approach or framework (if applicable).
- Demonstrate how the proposed research will contribute to the attainment of the research objectives outlined in the institution's strategic research plan.

#### **c) Methodology**

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated research objectives.
- Justify the choice of methodology.

#### **d) Engagement with research users and communication of results**

- If applicable, describe how research users (e.g., media, academics, industry, government, not for profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research (e.g., conception of research project(s), implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences, peer-reviewed publications, copyrights, products, services, technology transfer, creative or artistic works, etc.).

#### **e) Description of proposed training strategies**

- Describe the training strategies that have been and will be used to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the university or affiliated institution(s), hospital(s), institute(s);
- Describe how an environment that attracts, develops and retains excellent students and trainees has been or will be created.
- Describe the specific roles and responsibilities of students and trainees and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training and develop their research expertise.

#### **f) List of references (maximum one page)**

- Attach a list of all references cited in the proposed research program. (This is in addition to the six pages allowed for the description of the proposed research program [b through e].)

### **3. QUALITY OF THE INSTITUTIONAL ENVIRONMENT, INSTITUTIONAL COMMITMENT, AND FIT OF THE PROPOSED CHAIR WITH THE INSTITUTION'S STRATEGIC RESEARCH PLAN (maximum six pages)**

*The institution must clearly describe/demonstrate:*

#### **a) Institutional environment**

- the quality of the existing or planned institutional environment for the proposed chair;
- any opportunities for collaboration with other researchers working in the same or related areas at the current institution and/or the nominating institution (as applicable), in the same region, within Canada or abroad; and
- any opportunities for attracting additional resources, including financial and non-financial resources.

#### **b) Institutional commitment**

- the non-financial support it and any affiliated postsecondary institution(s), hospital(s) or institute(s) will provide the chairholder to ensure the success of their work, such as protected time for research (e.g.,



release from teaching and/or administrative duties), mentoring, office space administrative support, hiring of other faculty members, etc.;

- the total approximate amount of funding estimated to be needed per year to implement the proposed research program over the term of the chair (seven years for Tier 1 and five years Tier 2);
- as a complement to the budget pages in the nomination form, how much of the necessary research funding is already secured versus that which is outstanding or will be applied for;
- the strategy for how any outstanding funding (if applicable) will be secured;
- the financial support that the institution and any affiliated institution(s), hospital(s) or institute(s) will provide to the chairholder;
- any mitigation and monitoring strategies the institution will use to ensure that the nominee has the resources (both financial and non-financial) necessary to implement a program at the level that is expected of a Canada Research Chair. This is especially important for foreign chairholders who may be less familiar with the Canadian research funding system; and
- how both the financial and non-financial commitments made by the institution differ from those provided for regular faculty members.

**c) Fit of the proposed chair with the strategic research plan**

- the importance of the chair to the institution's strategic research development, and, if applicable, to its affiliated institution(s), hospital(s), institute(s);
- how the proposed chair will contribute to the attainment of the institution's objectives, as outlined in its strategic research plan; and
- how the nominee has helped build relationships with other research initiatives in Canada and abroad, if applicable.

Last updated April 2015