

Guidelines for nominations to the Research Chair in Science Diplomacy

Format

- Write your name at the top of each page, and number every page
- Use a 12-point font (minimum) and single spacing with no more than 6 lines per inch.
- Use standard 8½ x 11-inch sheets (22 cm x 28 cm) with margins of at least 3/4 inches (2 cm)
- Submit the following information in a single PDF document, combining it with the letter from the dean at uOttawa (3 pages), the one-page letter specifying the title and summarizing the research program, the budget plan and justifications, and the CVs are the two chairholders.
- Send the nomination package by email to innovation@uottawa.ca.

1. Description of the proposed research program (3-to-5 pages)

a) Chair title and summary (maximum 100 words)

- Briefly and explicitly state the objectives of the proposed research program

b) Background

- Situate the proposed research within the context of relevant academic literature.
- Highlight links between the proposed research and your current research, and the relevance of the proposed research in this context. If the proposed research represents a significant change in direction from your previous research, describe how it relates to the experience and perspectives acquired during your previous research projects.
- Explain the importance, originality and novel character of the proposed research, along with how it will contribute to the advancement of knowledge.
- Specify the approach or theoretical framework, if applicable.
- Show how the proposed research will help reach the research goals specified in the University's research strategy.

c) Methodology

- Describe your research strategy and key activities, including the methods or procedures you intend to use to collect and analyze data with a view to meeting specific goals.
- Justify your choice of methodology.

d) Research user participation and dissemination of results

- Describe how, if applicable, the users of this research (e.g., media, academics, industry, public sector, NGOs, private sector, practitioners, policymakers, teachers, cultural or artistic communities) will participate in the various stages of the research program (i.e.,

design, conduct, dissemination of results).

- Describe how the results of this research will be disseminated (e.g., conferences, peer reviewed publications, monographs and books, copyrights, patents, goods and services, technology transfers, creative works and artwork).

e) Description of proposed training strategies

- Describe the training strategies you intend to use to attract top students (at the doctoral, master's or undergraduate levels) and interns to the University or to affiliated institutes or hospitals.
- Describe how you intend to create an environment that will attract, train and retain excellent students and interns.
- Describe the roles and responsibilities of your students and interns, specify the tasks (especially research-related tasks) that they will perform, and state how these tasks will complement their university education and improve their research skills and knowledge.

2. Statement on how you approach and practise equity, diversity and inclusion (maximum one page)

Describe the measures you have taken, and plan to take, to promote equity, diversity and inclusion (EDI) in research. You decide how you intend to meet this criterion, through concrete measures, by taking your own situation into account (e.g., challenges specific to your field or domain that would lead you to implement relevant and effective measures).

- Present concrete measures (current or planned) that aim to promote equity, diversity or inclusion within your team, lab, field or other environment. For example, you could take measures to create a more diversified, inclusive and equitable research environment, in which the climate and culture allow everyone to feel supported and respected.
- The measures described must be those of the researcher, or of the researcher and their team, and not those of the institution (if not, clearly specify your contribution to the institution's measures).
- The measures described do not need to be limited to the proposed research project; they could focus on supported students, your research environment (team, department, faculty, research centre, university), field of research, populations targeted by the research, dissemination of results, etc.

You will need a certain understanding of the issues related to EDI in research to justify the relevance of the current or planned measures. That said, measures that aim to improve knowledge of EDI or promote a better understanding of EDI issues within your team, setting, or field are also considered measures promoting EDI.

Additional resources

- [Training and resources for equity, diversity and inclusion hosted by the Chaire pour les femmes en sciences et en génie au Québec](#)
- [NSERC Guide for Applicants: Considering equity, diversity and inclusion in your application](#)
- [NFRF Best practices in equity, diversity and inclusion in research practice and design](#)
- [CIHR Guide to Equity, Diversity and Inclusion Resources](#)

Sources:

[Canada Research Chairs program](#) (adapted to the internal needs of the Evaluation Committee of the University of Ottawa Research Chairs program)

[Training and resources on equity, diversity and inclusion hosted by the Chaire pour les femmes en sciences et en génie au Québec](#)