



NOMINATION OF A CANADA RESEARCH CHAIR

Identification

File number:

Nominating University:

University contact

Surname or
family name:

Given name
and initials:

Title or position:

Department
faculty:

Telephone:

Area code

Number

Extension

Fax:

E-mail address :

Nominee

Surname or
family name:

Given name
and initials:

Title or position:

Department:

University/
organization:

Country:

Telephone:

Country code

Area code

Number

Extension

Fax :

E-mail address:

Chair information

Type of Chair applied for: Tier 1 Tier 2 Special Tier 1 Special Tier 2
NSERC CIHR SSHRC

If this Chair represents a change in the original allocation by Tier or Council, please send the Chairs Secretariat a separate covering letter indicating what changes you are making.

Are you nominating someone for a Tier 2 Chair who received their highest degree more than 10 years ago ?

Yes No

¹ See Program Details section at www.chairs.gc.ca



Research project summary

Provide a 100 word summary, written in lay language, describing the uniqueness and importance of the proposed research program. This summary may be used for publicity purposes.

Keywords

Provide keywords which describe the proposed research program (use a comma to separate keywords):



Letters of reference

List the names and institutional affiliations of **three** people who will be writing letters of reference for this nomination. Referees must **not be** in a **conflict of interest** with the nominee. The Canada Research Chairs program complies with the [Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#) to ensure the effective management of conflict of interest of any participant in the review process.

To instruct referees on how to compose their letters and to consult the program's conflict of interest policy, please see [Guidelines for referees](#) .

Eligibility

Tier 1 Nominations

All three letters **must** be from established authorities in the field who are **not** in a **conflict of interest** with the nominee. **One** letter **must** be from an international authority in the field, i.e., a recognized authority in the nominee's field who does not reside in the country in which the nominee is currently working.

Tier 2 Nominations

One of the three letters must be from an established authority in the field who is **not** in a **conflict of interest** with the nominee. In addition, for the other two letters of reference, referees may not be affiliated with the nominating institution unless they are the candidate's PhD or postdoctoral supervisor.

Note : Referees cannot be suggested as reviewers for nominations.

Name of Referee :

Institution of Affiliation :

Name of Referee :

Institution of Affiliation :

Name of Referee :

Institution of Affiliation :



Funding from Chairs program

Indicate how Canada Research Chairs funds will be used according to the line items (five years for Tier 2 nominees; seven years for Tier 1 nominees). Actual expenditures may deviate from planned expenditures as long as program guidelines on the use of funds are respected. This information is requested for information and evaluation purposes for the College assessors, as well as for program administrative and accountability purposes.

| Contributions of Chairs Program to: | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|---|--------|--------|--------|--------|--------|--------|--------|
| Salary costs of incumbent | | | | | | | |
| Salary and benefits of the incumbent (including any bonus paid to the incumbent) | | | | | | | |
| Student salaries and benefits | | | | | | | |
| Undergraduate | | | | | | | |
| Master's | | | | | | | |
| Doctoral | | | | | | | |
| Non-student salaries and benefits | | | | | | | |
| Postdoctoral fellows | | | | | | | |
| Other (clerks, secretaries, research assistants, research associates) | | | | | | | |
| Other expenses | | | | | | | |
| Professional / technical services | | | | | | | |
| Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI | | | | | | | |
| Materials, supplies and other expendables | | | | | | | |
| Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.) | | | | | | | |
| Travel and workshops | | | | | | | |
| Other expenditures (specify) | | | | | | | |
| Total (maximum \$200,000 for Tier 1 and \$100,000 for Tier 2) | | | | | | | |



Funding from the University

Indicate any funds committed in support of the Chair by the university (five years for Tier 2 nominees; seven years for Tier 1 nominees). This information is requested for information and evaluation purposes for the College assessors.

| Contribution of University to : | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|---|--------|--------|--------|--------|--------|--------|--------|
| Salary costs of incumbent | | | | | | | |
| Salary and benefits of the incumbent (including any bonus paid to the incumbent) | | | | | | | |
| Student salaries and benefits | | | | | | | |
| Undergraduate | | | | | | | |
| Master's | | | | | | | |
| Doctoral | | | | | | | |
| Non-student salaries and benefits | | | | | | | |
| Postdoctoral fellows | | | | | | | |
| Other (clerks, secretaries, research assistants, research associates) | | | | | | | |
| Other expenses | | | | | | | |
| Professional / technical services | | | | | | | |
| Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI | | | | | | | |
| Materials, supplies and other expendables | | | | | | | |
| Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.) | | | | | | | |
| Travel and workshops | | | | | | | |
| Other expenditures (specify) | | | | | | | |
| Total from university : | | | | | | | |



Funding from other sources

Indicate any funds committed in support of the Chair by sources other than the Chairs program or the university (five years for Tier 2 nominees; seven years for Tier 1 nominees) (e.g., federal government departments and agencies, provincial funding agencies and relevant provincial and territorial departments, charities, non-governmental organizations, industry, and international organizations). In-kind contributions may also be included. Exclude the concurrent or any subsequent application to CFI associated with the nomination; however, include any other CFI investment that supports the Chair or the c

| Contribution from other sources : | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|---|--------|--------|--------|--------|--------|--------|--------|
| Salary costs of incumbent | | | | | | | |
| Salary and benefits of the incumbent (including any bonus paid to the incumbent) | | | | | | | |
| Student salaries and benefits | | | | | | | |
| Undergraduate | | | | | | | |
| Master's | | | | | | | |
| Doctoral | | | | | | | |
| Non-student salaries and benefits | | | | | | | |
| Postdoctoral fellows | | | | | | | |
| Other (clerks, secretaries, research assistants, research associates) | | | | | | | |
| Other expenses | | | | | | | |
| Professional / technical services | | | | | | | |
| Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI | | | | | | | |
| Materials, supplies and other expendables | | | | | | | |
| Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.) | | | | | | | |
| Travel and workshops | | | | | | | |
| Other expenditures (specify) | | | | | | | |
| Total from other sources : | | | | | | | |



Suggested reviewers

The University is invited to suggest three potential reviewers, for this nomination. Suggested reviewers may be from Canada or abroad. Reviewers must not be in a **conflict of interest** with the nominee. The Canada Research Chairs program complies with the

[Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#)

to ensure the effective management of conflict of interest of any participant in the review process.

To consult the program's conflict of interest policy, please see [conflict of interest](#).

Note: Referees cannot be suggested as reviewers for nominations. Reviewers must be able to evaluate the nomination in the language in which it is written. The Chairs Secretariat reserves the right to make the final selection of reviewers for any nomination.



Attachment

CANADA RESEARCH CHAIRS NEW 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.
- 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 (e.g., 1. Quality of the Nominee, 2. Description of the Proposed Research Program, 2.a) Description of the Proposed Research Program—Executive summary, 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 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. QUALITY OF THE NOMINEE (maximum one page)

The **institution** must clearly demonstrate that the nominee is:

- recognized internationally as an outstanding and innovative world-class researcher whose accomplishments have made a major impact in their field (Tier 1); or
- an excellent emerging researcher of world-class caliber who has demonstrated particular research creativity and the potential to achieve international recognition in their field within the next five to ten years (Tier 2).

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.

b) Context

- Explain what makes the research program original, innovative and of the highest quality (Tier 1), or what



makes the research program original, innovative and 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 secure the appropriate level of expertise needed (e.g., through collaboration) to successfully implement the proposal.
- Explain the anticipated contribution of the research program to the existing body of knowledge in the area of research.
- Describe the theoretical approach or framework (if applicable).
- Demonstrate how the proposed research will contribute to the attainment of the research objectives as outlined within 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 objectives.
- Justify the choice of methodology.

d) Engagement with research users and communication of results

- Describe, if applicable, 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 program (e.g., conception/design, implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences; peer-reviewed publications, monographs and books; copyrights, patents, products and 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;
- according to the nominee's career stage, any opportunities for collaboration with other researchers



working in the same or related fields at the current institution and/or the nominating institution (as applicable), in the same region, within Canada or abroad; and

- according to the nominee's career stage, 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 for 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 institution's 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



Signature

It is agreed that the general conditions governing the Canada Research Chairs Program as outlined on the Canada Research Chairs Program Web site as well as the applicable policies of the relevant granting agency apply to this nomination and are hereby accepted by the University and the Nominee.

It is agreed by the University that the Nominee be shown all documentation relating to his/her Canada Research Chair nomination prior to submission of the nomination.

It is agreed by the University that the Nominee and, if applicable, all members of a cluster be shown all documentation relating to the Canada Foundation for Innovation component of the nomination prior to submission of the nomination.

It is agreed that the general conditions governing the use of Canada Foundation for Innovation (CFI) funds as outlined in the CFI Institutional Agreement and the CFI Policy and Program Guide apply to the infrastructure project outlined in this application and are hereby accepted by the University, the Nominee and, if applicable, all other members of a cluster nomination.

It is agreed that the uses and disclosures of information by the Canada Research Chairs Program, as outlined on the Canada Research Chairs Program Web site, are understood and hereby accepted by the University and the Nominee.

Recruitment and nomination process

Institutions are required to ensure that their recruitment and nomination processes are transparent, open and equitable as outlined in the [Guidelines for Ensuring a Fair and Transparent Recruitment and Nomination Process](#). This applies to the nomination of new Chairs, whether the Chair is used for retention purposes or as a recruiting tool, as well as to the advancement of a Tier 2 chairholder to a Tier 1 Chair at the same institution. Institutions are encouraged to establish clear criteria that will be used to determine whether a chair will be submitted for renewal to the program and to communicate these criteria to chairholders at the beginning of their terms.

The recruitment and nomination processes must be consistent with the principles and safeguards embodied in the institution's existing tenure-track hiring practices (as described in the collective agreement or equivalent), and should contain features such as:

- open advertising with a statement of commitment to equity in the nomination and appointment process;
- encouragement for persons in designated groups (women, Aboriginal peoples, persons with disabilities and members of visible minorities) to apply;
- active recruitment measures for members of underrepresented groups; and
- involvement in the Chair recruitment, nomination and appointment process by university equity officers, or equivalent.

The Secretariat monitors the adherence of institutions to the Chairs program's recruitment and nomination guidelines, and reserves the right to ask institutions to provide, at any time within the 24 months following the nomination, documentation which attests that the process used to recruit chairholders was transparent, open and equitable.

Did your institution abide by these principles in the recruitment and nomination of this Nominee?

Yes

No



University Signature

Nominee signature

Title
(President, Rector or Principal of the University
or authorised representative)

Date: ____/____/____
Year Month Day

Date: ____/____/____
Year Month Day



INTEGRITY IN RESEARCH AND SCHOLARSHIP

I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any nomination or by accepting funding from CIHR, NSERC and/or SSHRC, I affirm that I have read and I agree to respect all the policies of these Agencies that are relevant to my research, including the Tri-Agency Framework: Responsible Conduct of Research

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

As outlined in the tri-agency framework referenced above, in cases of a serious breach of Agency policy, the Agency may publicly disclose any information relevant to the breach that is in the public interest, including my name, the nature of the breach, the institution where I was employed at the time of the breach, the institution where I am currently employed and the recourse imposed against me. I accept this as a condition of applying for or receiving Agency funding and I consent to such disclosure.

Chairholder signature

Date: ____/____/____
Year Month Day