



CANADA RESEARCH CHAIRS PROGRAM

ROBBINS-OLLIVIER AWARD FOR EXCELLENCE IN EQUITY

ADMINISTRATIVE FORM AND NOMINATION INSTRUCTIONS

IMPORTANT: This administrative form must be submitted as the covering page of the Canada Research Chairs Program (CRCP) Robbins-Ollivier Award For Excellence In Equity nomination package. All sections are mandatory.

PART A	
INSTITUTIONAL CONTACT INFORMATION*	
Name of Institution	
Name of contact	
Position title	
Office/department	
Phone number	
Email address at institution	
*The institutional contact should be the designated senior official with the authority to sign off on nominations (e.g., the provost or vice-president, Research, depending on the institution).	
PART B	
NOMINEE INFORMATION	
Note: If nominating a team, enter the name of the team leader here and add the names of the other nominated team members in Appendix A.	
Last name	
Given name	
Position title	
Office/department/faculty	
Team role (if part of a team)	
Phone number	
Email address at institution	
SIGNATURES	
<p>By submitting and signing this form:</p> <ul style="list-style-type: none"> we, the institutional contact and nominee(s), agree that the conditions governing funding provided by the CRCP, as outlined in the Chairs Administration Guide, as well as the applicable policies of the three federal research funding agencies (the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council and the Social Sciences and Humanities Research Council), apply to this award and are hereby accepted by the institution and the nominee(s); I, the institutional contact, understand that the funds for this initiative are to be provided to and managed by the nominee(s) to implement the initiative(s) as outlined in the nomination package; and I, the Institutional contact, attest that the nominee(s) in question meet(s) the eligibility requirements. 	



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SIGNATURE OF INSTITUTIONAL CONTACT	
Signature	
Name	
Date	
SIGNATURE(S) OF NOMINEE(S)	
NOMINEE 1	
Signature	
Name	
Date	
NOMINEE 2	
Signature	
Name	
Date	
NOMINEE 3	
Signature	
Name	
Date	
NOMINEE 4	
Signature	
Name	
Date	
NOMINEE 5	
Signature	
Name	
Date	
NOMINEE 6	
Signature	
Name	
Date	

Nomination Package Submission Instructions

Every nomination package must be submitted by the institution through their [CRCP SharePoint site](#) by the deadline date.

Combined PDF attachment

All components (A through D) listed below should be prepared as a single Word document, and then combined with this administrative form into a single PDF file for submission. The administrative form must be the covering page of the combined PDF attachment.

Presentation instructions

Nominations must strictly follow all presentation instructions specified, to allow reviewers to provide a fair and balanced assessment of the nomination. Any information submitted beyond the limits stated in these instructions will result in the nomination being deemed ineligible. The funding opportunity description includes the objectives of the award and the evaluation criteria that will be used to assess nominations. Use 11-point font or larger, and margins of at least 3/4" (2 cm) all around.

- Ensure text is single-spaced, with a maximum of six lines per inch.
- Avoid jargon, acronyms and highly technical terms, where possible.
- Include page numbers on each page.
- Include the nominating institution name and the lead nominee name in the top right corner of each page.

Appendix A

If nominating a team, add the names of the other nominated team members in Appendix A, and include the appendix in the combined PDF attachment.

Nomination Package

Required components:

A) Description of the proposed project (4 pages maximum for English; 5 pages maximum for French)

The project description must be developed by the nominee(s) and must include:

- a detailed description of the proposed project that shows how it is bold and potentially game-changing;
- the expected impacts/outcomes, in terms of changing the status quo and sparking change towards a more equitable institution and/or research or academic ecosystem;

- who will be involved in helping implement the project (e.g., faculty, students, administrators) and what their specific roles will be;
- how engagement with individuals from underrepresented groups (racialized minorities, persons with disabilities, Indigenous Peoples, women, individuals from the LGBTQ2+ communities) will be conducted to help inform the work; and
- how best practices in equity, including intersectionality, will be applied within the project;

B) Budget (1 page maximum for English and French)

Provide a detailed one-year budget for the initiative that shows how the \$100,000 award will be used to meet the objectives stated in the project description.

C) Institutional nomination letter and rationale (3 pages maximum for English; 3.5 pages maximum for French)

This section should present the nominee(s) and describe their contributions to the project. It must include:

- the name(s) and position(s) of the nominee(s);
- a summary of each of the nominees' overall contributions to and leadership in addressing inequities in their institution and/or the research ecosystem and academia more broadly, in alignment with the selection criteria outlined above;
- the names and current positions of those at the institution (e.g., administrators, faculty, etc.) nominating the individual(s);
- the signature of the nominating institution's vice-president-level representative responsible for administering the CRCP at the institution.

D) Institutional nomination process and support for the initiative (2 pages maximum for English; 2.5 pages maximum for French)

This section must provide:

- a detailed description of the institution's decision-making process with regard to the nomination, and how it addressed the key principles of openness, transparency, conflict of interest and mitigation of unconscious bias;
- an outline of how the institution valued, in its selection of the nominee(s), a bold and game-changing initiative that would challenge the status quo and spark change in the institution and/or the research/academic environment; and
- a detailed description of how the institution will support the initiative and its objectives, including an outline of any potential challenges at the institutional level that the nominees might be expected to face in the implementation of the project (e.g., resistance to change or backlash) and how the institution will help address these.

APPENDIX A: Names of other team members (if nominating a team)	
NOMINEE 2	
Last name	
Given name	
Position title	
Office/department/faculty	
Team role (if part of a team)	
Phone number	
Email address at institution	
NOMINEE 3	
Last name	
Given name	
Position title	
Office/department/faculty	
Team role (if part of a team)	
Phone number	
Email address at institution	
NOMINEE 4	
Last name	
Given name	
Position title	
Office/department/faculty	
Team role (if part of a team)	
Phone number	
Email address at institution	
NOMINEE 5	
Last name	
Given name	
Position title	
Office/department/faculty	
Team role (if part of a team)	
Phone number	
Email address at institution	
NOMINEE 6	
Last name	
Given name	
Position title	
Office/department/faculty	
Team role (if part of a team)	
Phone number	
Email address at institution	