

Research Excellence Award - Nominator Form

This form is to be completed by the nominator. Include this form, the completed *Nominee* form, and all attachments in a single PDF, with a Table of Contents, and submit to ufvsecretariat@ufv.ca.

NOMINATOR INFORMATION		
Your name:		
Email address:		
Your eligibility type:	<input type="checkbox"/> Alumni <input type="checkbox"/> Student <input type="checkbox"/> Staff	<input type="checkbox"/> Type B Faculty <input type="checkbox"/> University Officer
SEND THE NOMINEE THE NOMINEE FORM		
Send the Nominee form to your nominee and have them return the completed form, along with their curriculum vitae.		
CONSENT OF NOMINATOR		
<i>It is the role of the nominator to complete the nomination forms, gather supporting documents, and confidentially submit a complete electronic .PDF copy of the nomination package, with a table of contents, to the Secretariat office at UFVsecretariat@ufv.ca. I understand that by signing this form, I agree to treat as confidential all nominee information and contents of the nomination package.</i>		
Signature:		Date:

SUBMIT YOUR LETTER OF NOMINATION

Copy and paste your letter of nomination below, outlining how the nominee meets the criteria for the Research Excellence award (**maximum 1,000 words**):

- Describe the nominee's work in relation to this or her particular discipline in language, which the multidisciplinary committee adjudicating this award can comprehend.
- Lay out the broader research/creative program of the nominee over the previous 5 years.
- Highlight any outstanding creative or research achievement(s) in that same time period. Provide a description of the nominee's research/creative endeavor, emphasizing how it meets the four criteria and related descriptive attributes, as outlined in the Evaluation Criteria. The researcher's role in any joint/multi-disciplinary projects should be clearly outlined.

Please include your word count.

COLLECT LETTERS OF SUPPORT

Exactly **five** letters of support must be included (**500 words maximum**). The nominator is responsible for soliciting letters of support from outside the UFV community. The nominee may suggest a list of colleagues from whom it would be suitable to solicit letters of support. A letter of support cannot come from the nominator.

The letters must include:

- ☐ Two letters of support from recognized scholars specializing in a similar field of research/creative endeavor who can speak to the quality and significance of the nominee's work in the field.
- ☐ Three additional letters can be from recognized scholars but may also come from non-academic sources who have a connection to, and comprehension of, the research/creative activity being nominated (i.e. government agencies, industry, community partners), or a former/current student who has experienced the nominees' incorporation of research into the classroom.
- ☐ Nominators do not submit a letter of support. They are asked to advise letter writers to address one or more of the selection criteria and provide the criteria to the letter writers

Instructions for nominators and letter writers:

- The committee only considers information included in the nomination package. Therefore, regarding impact, the committee needs to understand how specific outputs (e.g. publications, policy/community-relevant reports) or forms of mentorship have been received, used by, and/or changed the research community or non-academic sectors. Writers speak to overall impact and highlight no more than the 3 most impactful works.
- If relevant, explain if/how the nominee has shown leadership in any of these domains.
- Consider "the value and impact of all research outputs (including datasets and software) in addition to research publications and consider a broad range of impact measures including qualitative indicators of research impact, such as influence on policy and practice" (DORA, 2025).

COMPILE AND SUBMIT NOMINATION PACKAGE

A full and current curriculum vitae of the nominee, highlighting their research/creative productivity over the previous five years. Also note details for grants/outputs within the

last 5 years, including dollar values, whether determined through a competitive process and the nominee's role (e.g. Principal Investigator, co-PI, or collaborator).

A consent form signed by the nominee agreeing to be nominated.

Compile and submit the final nomination package, in a PDF with a Table of Contents, to UFVsecretariat@ufv.ca. Include this form, the Nominee form, and all supporting documents.

COLLECTION NOTICE

Your personal information is collected under the authority of section 26(c) & 26(e) of the Freedom of Information and Protection of Privacy Act (FIPPA). Senate will use this information for the sole purpose of submitting for the faculty excellence awards. If you have any questions about the collection or use of this information, please contact Al Wiseman, University Secretary, 33844 King Rd, Abbotsford, BC, V2S 7M8 at 604-557-4020 or al.wiseman@ufv.ca.