Research Support Award

Category: Academic;

Jurisdiction: Vice President, Research and Innovation; Senate Research Committee;

Approval Authority: Senate;

Established on: November 29, 2021;

Amendments: None.

Deadline: January 10

Lakehead University's Research Support Award recognizes the support provided for research and innovation by employees of the university and individuals working for external research partners. Two awards will be given annually in the following categories: 1) Research Support Employee Award; 2) Research Support External Award

Recipients of the Research Support Award will be publicly recognized during Research and Innovation Week and will receive a monetary award of $250.00.

Eligibility

Research Support Employee Award:

a) Employees (excluding Lakehead University Faculty Association (LUFA) members, contract lecturers, and postdoctoral fellows) who support research and innovation at Lakehead are eligible to be nominated.

b) Graduate Assistants are ineligible to be nominated for this award for their work as Graduate Assistants, but may be eligible for contributions in another capacity.

c) An individual may only receive this award once every five years.

Research Support External Award:

a) Individuals who are not employed at Lakehead University, but are employed/volunteer with research partner organizations, and provide support for research and innovation at Lakehead, are eligible to be nominated.

b) Co-applicants, collaborators and members of the research team are not eligible for this award, but are encouraged to apply to the Community-Engaged Research Award.

c) An individual may only receive this award once every five years.

Nominations

Nominations for the award can be made by Associate Vice-Presidents, Deans, Chairs/Directors of academic units, Directors of administrative units, faculty members, students, and community partners.

Nominators must write a letter of nomination (maximum three pages) that provides evidence of the nominee's support towards research and innovation. Eligible nominees will indicate their acceptance of the nomination by submitting the nomination letter electronically on the Romeo Research Portal no later than January 10 at 4:30 p.m. Individuals may not nominate themselves for the award.

Selection Committee

The Senate Research Committee will evaluate all applications and make a recommendation to the Vice-President, Research and Innovation.

Criteria for Selection

Nominees for this award are expected to demonstrate exceptional performance in providing support for research and innovation, which may include making significant and meaningful contributions towards the training of highly qualified personnel.

Examples of the types of contributions being recognized by this award may include:

- Research Program and Technical Support (supporting laboratory, fieldwork, and community-engaged research);

- Resource support (e.g., research data management support, ethics, grant writing, partnership development, technology transfer, etc.); and
- Research capacity building (e.g., contributing to major research funding initiatives, conferences, development of new graduate programs, educational programs, etc.).

The letter of nomination should:

- Clearly describe the support being provided by the nominee;
- Articulate how the nominee's contributions support research and innovation; and
- Assess the impact of the nominee's support on building research and innovation capacity at the university.

Nominators should focus on the nominee's contributions over the previous five years. In cases in which nominees have previously won the award, only contributions since the last award will be considered. Please note that the nominee is required to submit the letter of nomination through the Romeo Research Portal.

Please address all correspondence to: Chair, Senate Research Committee

Review Period: 7 years;
Date for Next Review: 2028-2029;
Related Policies and Procedures: To be determined;
Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;
Location: University Centre, Thunder Bay Campus, Room UC2002;
Phone: 807-343-8010 ext. 7929 or Email: univsec@lakeheadu.ca