Canada Research Chairs Nomination and Selection Process Overview

- **A)** New Chair allocation/reallocation OR retention of vacated Chair slot
- → Required form (in case of retention): Chairslot retention form
- **B)** Posting the CRC opportunity for a minimum of 30 days (internal) or 35 days (external)
- → Required form: CRC posting template (internal or external)
- **C)** Review of applications and selection of nominee Committee must follow <u>CRC Program requirements</u>
- **D)** Request for Nomination Approval Required documents:
- → Request for Nomination Approval form
- → Selection Committee Report
- → CV of the selected candidate
- → Aggregated equity report for the applicant pool
- **E)** Confirmation of Nomination Acceptance and release of online CRC forms Required documents:
- → <u>Nomination Acceptance Letter</u>, signed by the nominee
- → Completed budget pages (templates provided by RSO)
- → Divisional Support Attestation form
- **F)** Submission of the complete nomination package to the CRC Program
- **G)** Retention of records by the division for 48 months following the nomination deadline