

## Early Researcher Awards APPLICATION ASSESSMENT FORM INSTRUCTIONS

**Dear Panel Member:**

Your application assessment package contains the following items:

- ERA Evaluation Criteria summarizing the ERA Guidelines;
- A sample of a completed Application Assessment Form to provide guidance;
- Application Assessment Forms to be completed and returned to the Ministry.

Please review the contents before beginning the assessment process.

*Please note:* Youth Outreach is an essential and required component of the Early Researcher Awards program. **However, it is not to be assessed as a part of the evaluation criteria.**

Please do not hesitate to contact us if you have any questions or concerns.

## **Early Researcher Awards APPLICATION ASSESSMENT FORM INSTRUCTIONS**

The complete applications have been provided to you including letters of reference. Please fill out the Application Assessment Forms for your assigned applicants.

All reviewers are expected to submit their completed Application Assessment Forms to the Ministry **one week** before the panel meetings. Copies will be distributed to other panel members at the meeting. They will also be retained as part of the meeting record.

### **Reviewing the Application**

In reviewing an application, please consider all aspects of the application based on the ERA guidelines summarized in the attached ERA Evaluation Criteria.

Early Researcher Award Candidates are evaluated based on four weighted criteria; Excellence of the Researcher, Quality of the Research, Development of Research Talent, and Strategic Value to Ontario. Each criterion is divided into subcategories to help you consistently evaluate all aspects of the application.

Comment sections are provided in the Application Assessment Form. Please find attached pre-populated comments for your use. Feel free to add your own comments, or edit the comments provided. In addition, include any tips or helpful advice directed at the researcher's proposal underneath the 'additional comments' line for the relevant sections. These preliminary comments are helpful to the panel in preparing a set of panel-approved comments that each applicant will receive.

Refer to the attached sample Application Assessment Form for guidance. Please email completed Application Assessment Forms to your Ministry contact.

Please note that the Ministry is subject to the Freedom of Information and Protection of Privacy Act. Personal Information in this form is collected under the authority of the *Ministry of Economic Development, Job Creation and Trade* for the purpose of administering the Early Researcher Award program. This assessment may be provided to applicants upon FOI request. Questions about this information collection should be directed to Tehani Mott, Senior Policy Advisor 2 Queen Street East, 3rd floor, Toronto Ontario, M7A 1N3 or call (416) 458-3061.

# ERA Evaluation Criteria

Early Researcher Award applications will be evaluated based on four weighted criteria; Excellence of the Researcher, Quality of the Research, Development of Research Talent, and Strategic Value to Ontario.

The applications will be ranked as exceptional, excellent, very strong, strong, moderate, or insufficient on these four weighted criteria.

## **Excellence of the Researcher (40%)**

*With respect to the researcher's career stage and field of study, the accomplishments demonstrate excellence of the researcher in terms of:*

- Academic and employment record
- Research grants and awards received
- Publication record
- Other areas of research productivity
- Researcher current and potential standing for excellence in the research field based on research plans and letters of reference
- Independence from previous supervisor regarding publication record
- Independent peer-reviewed funding

## **Quality of Research (30%)**

*Based on the research proposal, the quality of research is evaluated in terms of:*

- Excellence of proposed research
- Originality of proposed research
- Clarity of research proposal
- Relevance of methodology

## **Development of Research Talent (20%)**

*Demonstrates potential for highly qualified personnel (HQP) training based on:*

- Development of research knowledge of members of research team
- Skills development of team
- Training is unique and leading edge
- Past experience in HQP training

## **Strategic Value for Ontario (10%)**

*The research program demonstrates potential for strategic value for Ontario and other government priorities including but not limited to:*

- Economic benefits
- Entrepreneurial focus
- Knowledge transfer
- Ability to enhance the province's profile in the global academic community
- Social and/or cultural benefits

## Early Researcher Awards SAMPLE APPLICATION ASSESSMENT FORM

ASSESSMENT INFORMATION	
<b>ERA Application #</b>	<b>ER19-15-###</b>
<b>Researcher:</b>	<b>Dr. X</b>
<b>Institution:</b>	<b>University of X</b>
<b>Panel Name:</b>	<input type="checkbox"/> Arts and Humanities <input type="checkbox"/> Energy, Engineering and Emerging Technologies <input type="checkbox"/> Environmental and Natural Sciences <input type="checkbox"/> Health Systems Research <input type="checkbox"/> Information and Communications Technology, Math and Physics <input type="checkbox"/> Life Science Health – Clinical Research <input type="checkbox"/> Life Science – Non-Clinical Research <input type="checkbox"/> Materials and Advanced Manufacturing <input type="checkbox"/> Social Sciences <input type="checkbox"/> Other:
<b>Reviewer's Name:</b>	

Please refer to the following charts for the evaluation rating and criteria weighting.

Evaluation Rating Chart						
Evaluation Rating	Exceptional	Excellent	Very Strong	Strong	Moderate	Insufficient
	5.0 – 4.5	4.4 – 4.0	3.9 – 3.5	3.4 – 3.0	2.9 – 2.0	1.9 – 0.0

Criteria Weighting Chart				
Criteria	Excellence of the Researcher	Quality of Research	Development of Research Talent	Strategic Value for Ontario
<b>Weighting</b>	40%	30%	20%	10%

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**SAMPLE APPLICATION ASSESSMENT FORM**

**Researcher: Dr. X**

**File Number: ER19-15-###**

Please find attached pre-populated comments for your use. Feel free to add your own comments, or edit the comments provided. In addition, include any tips or helpful advice directed at the researcher’s proposal underneath the ‘additional comments’ line for the relevant sections.

CRITERIA	COMMENTS
<b>Excellence of the Researcher</b> Academic and employment record Research grants and awards received Publication record Other areas of research productivity Researcher current and potential standing for excellence in the research field based on research plans and letter of reference Independence from previous supervisor regarding publication record Independent peer-reviewed funding	1.8 Candidate is an emerging leader in the field. 1.9 Excellent reference letters attest to the candidate’s potential. 1.14 High level of peer-reviewed grant support.  <i>Additional comments:</i> Other areas of research productivity, such as the pending patents, could be highlighted in future applications.
<b>ASSESSMENT OF EXCELLENCE OF THE RESEARCHER</b>	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Strong <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Insufficient <b>4.2/5</b>
<b>Quality of Research</b> Excellence of proposed research Originality of proposed research Clarity of research proposal Relevance of methodology	2.6 Novel interdisciplinary approach.  <i>Additional comments:</i> This proposal would benefit from figures, graphs, or tables illustrating the significance of the problem being addressed.
<b>ASSESSMENT OF QUALITY OF RESEARCH</b>	<input type="checkbox"/> Exceptional <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Very Strong <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Insufficient <b>3.6/5</b>
<b>Development of Research Talent</b> Development of research knowledge of members of research team Skills development of team Training is unique and leading edge Past experience in HQP training	3.1 Trainees play a significant role in the research. 3.9 Training plans will expose training team to exciting and challenging projects. 3.10 Candidate has considerable experience in HQP training.  <i>Additional comments:</i> For future applications, emphasize how your unique expertise will provide training that is not available elsewhere.
<b>ASSESSMENT OF DEVELOPMENT OF RESEARCH TALENT</b>	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Strong <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Insufficient <b>4.1/5</b>
<b>Strategic Value for Ontario</b> Economic benefits Social and/or cultural benefits Knowledge transfer Ability to enhance the province’s profile in the global academic community	4.6 The research has significant potential for impact on bio-economy and clean technologies for Ontario.  <i>Additional comments:</i> The connection between the problem addressed by the research and how solving it could translate into economic, social, or cultural benefits for Ontario could be strengthened.
<b>ASSESSMENT OF STRATEGIC VALUE FOR ONTARIO</b>	<input type="checkbox"/> Exceptional <input type="checkbox"/> Excellent <input type="checkbox"/> Very Strong <input checked="" type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Insufficient <b>3.4/5</b>

## EXCELLENCE OF THE RESEARCHER

### ▪ Expertise and Track Record:

- Is the researcher's past academic and research training at the highest level?
- In relation to the researcher's career stage, has he or she made significant contributions through high-impact peer-reviewed publications, or patents?
- Has the researcher received awards or other acknowledgement of his or her contributions in the field?
- Do reference letters indicate that the researcher is at the top level of his or her peer group?

### ▪ Potential for Excellence:

- Do the proposed research plans, including the objectives, methods, and consideration of the issues, demonstrate that the researcher has the skill and experience to conduct excellent research and make a significant contribution in the field?
- Have the referees rated the applicant's research potential highly?
- Has the researcher received peer-reviewed grants, endorsing his or her potential to carry out excellent research?

### *Pre-populated Comments:*

- |      |   |      |   |
|------|---|------|---|
| 1.1  | Candidate is among the very best in the field.  | 1.15 | Candidate does not stand out relative to pool of applicants.                                |
| 1.2  | Candidate is within the top 5 percent of the peer group.  | 1.16 | Candidate is not a recognized researcher in the field.                                      |
| 1.3  | Candidate's international recognition and research profile are evident.                               | 1.17 | Candidate was just appointed and this application is premature.                             |
| 1.4  | Potential has been recognized with major national personal awards.                                    | 1.18 | Reference letters only modestly describe the candidate's potential and research excellence. |
| 1.5  | Candidate has published numerous articles.  | 1.19 | Reference letters lack enthusiasm.  |
| 1.6  | Candidate has published articles in high impact journals.   | 1.20 | Reference letters are not sufficiently "arms length".                                       |
| 1.7  | Excellent research productivity, building momentum.   | 1.21 | Candidate has moderate record of publications.  |
| 1.8  | Candidate is an emerging leader in the field.   | 1.22 | Limited productivity in low impact journals, or conference publications.                    |
| 1.9  | Exceptional reference letters demonstrate candidate's international recognition and research profile. | 1.23 | Candidate has modest record of grants.  |
| 1.10 | Excellent reference letters attest to the candidate's potential.                                      | 1.24 | Ongoing peer-reviewed grant support for candidate is limited.                               |
| 1.11 | Excellent productivity record of publications and citations.  | 1.25 | Candidate does not hold competitive grant funding.  |
| 1.12 | Citations show candidate has attracted international attention.                                       |      |   |
| 1.13 | Exceptional level of the grant funding.   |      |   |
| 1.14 | High level of peer-reviewed grant support.  |      |   |

## QUALITY OF RESEARCH

### ▪ Research Excellence:

- Will the research make a significant contribution and advance knowledge in the field?
- Are the objectives of the research plan focused and realistic?
- Are design and scientific methods well developed, appropriate and at the highest standard?
- Are potential problem areas addressed?
- Is it feasible to carry out the research in the proposed time frame?
- Do the reference letters indicate support for the research plan?

### *Pre-populated comments:*

- |      |  |      |  |
|------|--|------|--|
| 2.1  | An exciting and timely proposal.   | 2.14 | Research has practical applications, but lacks originality.                        |
| 2.2  | Proposed research is leading edge and will have a major impact in the field.                                     | 2.15 | Research is not well related to other work in the field.                           |
| 2.3  | The research represents an innovative approach to an important topic.  | 2.16 | Research proposal is not well presented and plans are not clear.                   |
| 2.4  | Excellent infrastructure and environment for research with high impact.  | 2.17 | Research project is diffuse, and lacks objective measures of success.              |
| 2.5  | The research is important from both a theoretical and practical perspective.                                     | 2.18 | Research is too broad in scope, and specific objectives are undefined.             |
| 2.6  | Novel interdisciplinary approach.  | 2.19 | Research plan has little information about analysis of results.                    |
| 2.7  | A well-presented and developed research plan with high relevance.  | 2.20 | Research plan has design weaknesses.   |
| 2.8  | The candidate is poised to make a major breakthrough in the research area.                                       | 2.21 | Ambitious research plan with a moderate likelihood of success.                     |
| 2.9  | Ambitious research plan with a high likelihood of success.   | 2.22 | Ambitious research plan with a minimal likelihood of success.                      |
| 2.10 | Success will have a major impact in the field.   | 2.23 | Success will have only a modest impact in the field.                               |
| 2.11 | Research shows a definite potential for knowledge transfer and industry application.                             | 2.24 | Research shows a modest potential for knowledge transfer and industry application. |
| 2.12 | Results of the proposed research will likely contribute to potential job creation, and/or patents and royalties. |      |  |
| 2.13 | Research has practical applications.   |      |  |

## DEVELOPMENT OF RESEARCH TALENT

### ▪ Training of highly qualified personnel (HQP)

- Has the researcher demonstrated past success in HQP training and the capacity to supervise the number and type of trainees proposed?
- Is the planned research appropriate for the training envisaged?
- Is the balance between undergraduate, master's, doctoral, and post-doctoral trainees appropriate?
- Will the trainees acquire skills for future careers in research?
- Does the project help build Ontario's research talent pool?
- Does the training plan provide opportunities for career development?

#### *Pre-populated comments:*

- |      |   |      |   |
|------|---|------|---|
| 3.1  | Trainees play a significant role in the research.   | 3.11 | Trainees will not play a significant role in the research.  |
| 3.2  | The proposed training is unique and leading edge.   | 3.12 | The proposed training plans do not indicate that trainees are given the opportunity for career development. |
| 3.3  | The proposed training will strengthen new areas of expertise.                                       | 3.13 | The research will not involve the trainees in exciting or challenging work.                                 |
| 3.4  | The proposed training plans indicate that trainees will be exposed to an environment of innovation. | 3.14 | Training proposed for trainees is not well-described.   |
| 3.5  | Proposed training plan will contribute additional expertise to current centres of excellence.       | 3.15 | Plans to supervise the trainees are not clear.  |
| 3.6  | Well-developed training plan.   | 3.16 | Training proposed is rather narrow in scope.  |
| 3.7  | Planned training activities suit the level of trainees proposed.                                    | 3.17 | The proposed training plans are overly ambitious and involve too many team members.                         |
| 3.8  | The research involves leading edge technologies providing highly relevant training.                 | 3.18 | The planned training activities are not suitable for the level of trainees proposed.                        |
| 3.9  | Training plans will expose training team to exciting and challenging projects.                      | 3.19 | Candidate has had limited experience and chance to demonstrate potential in terms of training.              |
| 3.10 | Candidate has considerable experience in HQP training.  |      |   |



## STRATEGIC VALUE TO ONTARIO

### ▪ Potential Impact to Ontario:

- Does the applicant's anticipated research demonstrate strategic value for Ontario?
- Strategic value includes but is not limited to the potential for:
  - Economic benefits
  - Entrepreneurial focus
  - Knowledge transfer
  - Ability to enhance the province's profile in the global academic community
  - Social and/or cultural benefits

### *Pre-populated comments:*

- |   |  |
|---|--|
| 4.1 The research and its potential results will make significant contributions to Ontario.  | 4.14 The research will contribute to Ontario in a limited extent.  |
| 4.2 The research and its potential results will have a significant economic impact to Ontario.                                    | 4.15 The research has limited or no potential for economic benefit to Ontario.   |
| 4.3 The research and its potential results will have a significant social and/or cultural impact to Ontario.                      | 4.16 The research has limited or no potential for social and/or cultural benefit to Ontario.   |
| 4.4 The research has significant knowledge transfer benefits to Ontario.  | 4.17 The research has limited or no potential for knowledge transfer in Ontario.   |
| 4.5 The results of the research and training will enhance the global academic community   | 4.18 Results of the research and training will only somewhat enhance the province's global academic profile.                         |
| 4.6 The research has significant potential for impact on bio-economy and clean technologies to Ontario.                           | 4.19 The research has limited or no potential for impact on bio-economy and clean technologies to Ontario.                           |
| 4.7 The research has significant potential for impact on advanced health technologies to Ontario.                                 | 4.20 The research has limited or no potential for impact on advanced health technologies to Ontario.                                 |
| 4.8 The research has significant potential for impact on pharmaceutical research and manufacturing to Ontario.                    | 4.21 The research has limited or no potential for impact on pharmaceutical research and manufacturing to Ontario.                    |
| 4.9 The research has significant potential for impact on digital media and information and communication technologies to Ontario. | 4.22 The research has limited or no potential for impact on digital media and information and communication technologies to Ontario. |
| 4.10 Proposed research is likely to lead to increased investments and job creation.   | 4.23 Proposal does not make the case that the research will have significant benefits to Ontario.                                    |
| 4.11 The results of the research are likely to increase the technological capacity and competitiveness of Ontario.                | 4.24 Statement of strategic value is not realistic.  |
| 4.12 Statement of strategic value is realistic; however more detail could have been provided.                                     | 4.25 Results of the proposed research are unlikely to have significant future market potential.                                      |
| 4.13 Results of the proposed research have significant future market potential.   |  |