**QUESTIONNAIRE FOR RESEARCH HONOURS AND AWARDS NOMINATION DEVELOPMENT**

This resource is designed to help faculty who are preparing for Research Honours and Awards nominations and focuses on demonstrating research excellence. Most competitions require some combination of the components outlined here. This information can be formatted into an awards dossier which, if kept up to date, can be adapted for various award opportunities and will be a vital resource for nominators.

**CONSIDERATIONS:**

***Purpose of Award:*** Thoroughly review the award information to frame your nomination appropriately. For example, consider the following:

Is the award intended to recognize a single discovery/contribution or full research career?

Is the award intended to recognize scholarly impact or impact beyond academia, or both?

Does the award purely recognize previous contributions, or does it also require a plan for future contributions to a working body or proposed research? What is the weighting between these aspects?

***Style:*** Strong award nominations tell a great story and use evidence to support compelling arguments for research excellence.

***Audience***: Language should be accessible to non-specialist readers; reviewers may not be familiar with your field or sub-field. If technical terminology is necessary, ensure it is defined and put into context. It is also important to provide contextual information that unpacks your arguments for why your research is novel, significant and impactful for readers who are unfamiliar with your field. Use the keywords in the award announcement as a guide.

***Outputs vs. Impact:*** Outputs (such as publications, presentations, events) are used to communicate research findings but are not a measure of research impact, which is defined as the long-term effects that research has, in the form of changed thinking, behaviors, processes, and products, when it is taken up and used (either within or beyond academia).

**QUESTIONS/ACTIONS** (please note there may be overlap between answers, which is expected as this questionnaire is designed to help develop material for use in various nominations):

**1. Write a 50-word citation describing your research contribution and its impact.**

TIP: Write the citation in plain language so it is accessible to all audiences as it would be featured in press releases or on the sponsor website for a winning nomination.

**2. Write a succinct summary (~250 words) of the central questions or problems your work has addressed.** **Explain what is original,** **innovative, and novel about your research.**

TIP: Explicitly state what sets your research apart from others in your field/area. You may want to refer to research statements you have already developed for hiring/tenure/promotion.

**3. List your top 10 publications or comparable scholarly outputs. Include 2-3 sentence annotations for each, offering more detail on the specific output and its significance and impact (where possible include evidence of impact such as number of citations, related awards, number of downloads, citation in public policy etc.)**

TIP: Comparable scholarly outputs could include (but are not limited to): scholarly books or chapters; presentations; patents; commercialized products or technologies; software, tools, or programs; research reports/contributions to public policies and procedures.

**4. For each of your five most important scholarly contributions, explain in more detail how and in what areas/fields they made an impact, as well as the evidence/indicators by which you judge that they made an impact.**

TIP: A contribution does not have to be a specific publication; it can be a research theme (e.g., your

discoveries or contributions to knowledge in this area). Scholarly impact may include, for example, empirical impact, theoretical impact, methodological impact, or practical impact. Indicators of impact may include citations/other scholars using your work, invitations to key/influential publications such as encyclopedias, invitations for keynote addresses, reviews/awards. You may have already developed a list of 5 significant contributions in a grant application you can refer to.

**5. In what ways has your research had an impact at a national/international level? Provide a list of activities or invitations that speak to your national and/or international reputation**

TIP: Examples of indicators of reputation may include invited lectures/presentations, invitations to working groups/scholarly bodies, consultations with national/international organizations, editorships, leadership roles in scholarly associations, translation of works into foreign languages.

**6. In what ways has your research had an impact outside of academia (for example, on specific audiences such as practitioners/policy makers and/or on wider Canadian/global society)? What indicators/evidence is there for these impacts? How can you demonstrate the importance of your work in each of these areas/to each of these audiences? (If you** **do not yet have evidence, what data could demonstrate this impact and how would you collect it?)**

TIP: Evidence of impact may include, for example, citations in policy and practice documents, evidence of changed behaviour/practices, testimonials from partners/research users.

**7. Provide examples of how you have actively participated in and had an impact on your community, whether it be your local community, the community where you perform your research, or your academic community. How do you anticipate building on this award to further contribute to your community?**

**8. Develop a list of 5+ arms-length referees who are external to the University of Toronto (and affiliated hospitals) that can speak to your research excellence and innovation.**

There should be no conflict of interest such as a personal relationship, private, professional, business or public interests; no close collaborations, such as sharing of funding, co-authorship/co-publication or supervisory relationship.

TIPS: Choose referees who can substantively comment on your scholarship, have watched you develop as a researcher, and would be willing to write a strong and compelling letter of support on your behalf. Note any previous/ongoing collaborations/interactions you have had with them.

**9*.* Develop a well-formatted and comprehensive CV.**

Keep a copy of your up-to-date CV, tailored to your research excellence and achievements.

Review your entire CV for formatting inconsistencies.

TIPS: Annotate your CV to highlight specific achievements and evidence of impacts. Include sections that speak to your research impact beyond academia. Highlight (e.g. underline/asterisk) trainee/community co-authors.

**10. List your achievements relating to training and mentoring of students/HQP?**

TIP: Achievements may include number of thesis supervisions, mentoring research assistants, awards for training/mentorship, awards received by your students, where your students are now in their careers.

**11. List your achievements in promoting Equity, Diversity and Inclusion in your research/research team or field?**

TIP: Achievements may include implementing effective EDI recruitment and hiring practices, training mentees in EDI-appropriate research design, initiating programs/mentorship to support underrepresented groups in their career development. For further information, see the U of T Research Services Office resource [Addressing EDI in your Research Funding Application – Research Teams and the training of Highly Qualified Personnel](https://research.utoronto.ca/secure/EDI-tips-and-resources_GENERAL_May2021.pdf).

**12. Write a short biography (~250 words) providing a chronological description of your research career and key achievements.**

TIP: Write in plain language and expand on unfamiliar acronyms so the biography is accessible to all audiences, as it may be featured in press releases or on the sponsor website for a winning nomination.