

## **CALL FOR NOMINATIONS FOR CANADA RESEARCH CHAIRS INSTRUCTIONS TO CANDIDATES – Tier 1 CRC**

The detailed instructions below are adapted from those provided by the Canada Research Chairs Program to applicants and include three supporting documents:

- a) The CV documents;
- b) The description of the proposed research program.

In the case of a renewal application, an additional document is required:

- c) The impact of the previous mandate.

### **Presentation specifications for supporting documents**

You are required to follow all presentation specifications provided in this document. This will allow the evaluation committee members to provide a fair and balanced assessment of your nomination. Any information submitted beyond the limits stated in these instructions will be removed from the nomination package.

- Include your name and page number at the top of each page. All pages of the nomination package must be numbered sequentially.
- Use 11-point font or larger, and margins of at least  $\frac{3}{4}$ " (2 cm) all around.
- Ensure text is single-spaced, with a maximum of six lines per inch.
- Pages must be 8  $\frac{1}{2}$ " x 11" (216 mm x 279 mm).
- Draft and submit each supporting document in a separate file.

## **A) CV Documents**

Subdivide the document according to the sections below: 1. Publication conventions in the discipline; 2. Significant contributions; 3. Research contributions, etc.

**All sections outlined below are mandatory.**

### **1. Publication conventions in the discipline (one page maximum)**

Forms of research publications/contributions can vary greatly among disciplines. Given that the nomination may be peer reviewed by an interdisciplinary adjudication committee that includes researchers who may not have direct expertise in the candidate's field, clearly explain the publication conventions in the candidate's discipline, to allow informed assessment of the candidate's research contributions by a variety of experienced researchers.

Describe:

- the publication conventions in the candidate's discipline(s);
- the choice of venues for the dissemination of the candidate's research results;
- the citation conventions for the discipline(s) (e.g., senior author first in multi-authored publications);
- the publication conventions in the discipline(s) as they relate to students and trainees; and
- the particularities and/or challenges involved in the publication of interdisciplinary or multidisciplinary research results, if applicable.

### **2. Significant contributions**

List the five most significant research contributions that the candidate has made during their career. Explain their significance.

### 3. Research contributions

#### Time period

New Tier 1 candidates: this section covers the last five years.

Tier 1 renewal candidates: this section covers the last seven years

#### Extension of the CV time limit

If applicable, extend the period of time covered in this section of the application by the length of the leave, rounded to the nearest year, that you indicated in the *Career interruptions and personal circumstances* section of the CV form.

Contributions may include: books, chapters of books, articles, monographs, memoirs, special papers, review articles, conference/symposia proceedings and abstracts, patents, copyrights, products, services, technology transfer, creative or artistic works (including individual or collective literary or artistic works, such as novels, short stories, poetry, films, videos, visual art, booklets, records, sound creation, collections, exhibition catalogues, etc.), government publications, book reviews by the candidate or published reviews of their work, research reports, papers presented at scholarly meetings or conferences, and other forms of written scholarly expression or participation in public discourse and debate that constitute a contribution to research.

- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, name of publication, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For multi-authored publications, identify any students and trainees that the candidate supervised by underlining their names. Specify the candidate's role in co-authored publications, and indicate the percentage of the candidate's contribution to the team effort.
- For written works accepted for publication or in press, indicate the name of the publication, date of acceptance, and number of pages, and append the letter of acceptance to the nomination in the annex. For publications submitted, or revised and submitted, indicate the name of the publication to which they were submitted, date of submission, number of pages and, if available, the manuscript numbers.
- For publications in languages other than French or English, provide a translation of the title, and the name of the publication.

**Do not include** published contributions that are in preparation.

Group the candidate's research contributions by category in the following order, with the most recent contributions listed first:

- a. **Published refereed contributions**, such as: books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, and articles in scholarly refereed journals. "Refereed contributions" assumes assessment of the work in its entirety—not merely of an abstract or extract—before publication, and by appropriately independent, anonymous and qualified experts (i.e., assessors who are at arm's length from the author).
- b. **Other refereed contributions**, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, government publications, etc.
- c. **Non-refereed contributions**, such as: book reviews, published reviews of your work, research reports, policy papers, public lectures, creative works, papers in conference proceedings, specialized publications, technical reports, internal reports, discussions, abstracts, symposium records, monographs, books or book chapters, conference presentations, government publications, etc.
- d. **Forthcoming contributions**: Indicate one of the following statuses: "submitted," "revised and submitted," "accepted" or "in press." Provide the name of the journal or book publisher, and the number of pages.
- e. **Creative outputs**: List your most recent and significant achievements (if applicable), grouping them by category. Creative outputs will be evaluated according to established disciplinary standards, as well as creative and/or artistic merit. Creative outputs may include, e.g., exhibitions, performances, publications, presentations, film, video, audio recordings, etc. If applicable, you may include website links (though TIPS cannot guarantee links will be accessed). If including a website link, follow these instructions:
  - Provide the complete and exact URL, and indicate the path to access the intended support material on the website.
  - Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Provide titles, dates of creation/production, and a brief context for the works presented.

- Ensure that the website and all links involved will be operational up to six months after the application deadline.
- Specify the browser and version that should be used.

#### 4. Leadership

Provide evidence of international leadership.

- Describe (if applicable, based on the candidate's career stage) any involvement in broader intellectual leadership activities, such as stewardship of initiatives at a national or international level that have had an influence or impact that extends beyond the candidate's own institution.
- If applicable, describe how the candidate has improved the institution's ability to leverage additional research resources (including financial and non-financial resources).

#### 5. Training and Supervisory Experience

- Describe, if applicable, the candidate's role in training students (e.g., doctoral, master's, undergraduate) and other trainees.
- Describe the candidate's role in supervising or co-supervising ongoing and/or completed theses at the doctoral, master's and/or undergraduate level.
- Describe the steps the candidate has taken to involve students (e.g., doctoral, master's, undergraduate) in their research activities, highlighting your actions in terms of equity, diversity and inclusion (EDI) if applicable.
- Specify if the candidate's opportunities for such contributions have been limited because the institution does not have graduate degree programs in their field or discipline. Describe any proactive strategies undertaken to make contributions to student training despite these challenges.

#### 6. Other Contributions

Describe other activities that show the impact of the candidate's work, such as awards; contributions to scientific peer review (membership on peer review committees, external reviews, etc.); consulting; contributions to professional practice or public policy; membership on committees, boards, or policy-making bodies with government or the private sector.

### B) Description of Proposed Research Program (maximum six pages)

Since the application will be reviewed by an interdisciplinary committee of researchers who may not have a direct expertise in your field of research, **avoid jargon, acronyms and highly technical terms whenever possible.**

In clear, plain, non-specialist language, the institution must clearly demonstrate that the candidate is proposing an original and innovative research program of the highest quality. **Subdivide the document according to the sections below.** Where relevant, it is recommended that EDI considerations be incorporated in the various sections of the application.

Subdivide the document according to the sections below: 1. Executive summary; 2. Context; 3. Methodology, etc.

#### 1. Executive summary (maximum 100 words)

Briefly state the explicit objectives of the proposed research program.

Minor changes can be made to the summary submitted at the expression of interest stage; however, please note that external reviewers will be selected based on the information provided at the expression of interest stage.

#### 2. Context

- Explain what makes the research program original, innovative and of the highest quality.
- Situate the proposed research within the context of the relevant scholarly literature.

- Explain the relationship and relevance of the proposed research to the candidate's ongoing research.
- If the proposed research program represents a significant change of direction from the candidate's previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and, if applicable, how the candidate will secure the appropriate level of expertise needed (e.g., through collaboration) to successfully implement the proposal.
- Explain the anticipated contribution of the research program to the existing body of knowledge in the area of research.
- Describe the theoretical approach or framework, if applicable.

### **3. Methodology**

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives. If applicable, describe the EDI aspects related to the proposed research design.
- Justify the choice of methodology.

### **4. Engagement with research users and communication of results**

- Describe, if applicable, how research users (e.g., media, academics, industry, government, not-for-profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research program (e.g., conception/design, implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences; peer reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works; etc.).

### **5. Description of proposed training strategies**

- Describe the training strategies that have been and will be used to attract excellent students (e.g., doctoral, master's, undergraduate) and trainees to the institution or affiliated institutions, hospitals, institutes.
- Describe how an environment that attracts, develops and retains excellent students and trainees has been or will be created.
- Describe the specific roles and responsibilities of students and trainees. Indicate the duties, especially with respect to research, they will be undertaking, and how these will complement their academic training and develop their research expertise.
- Describe how you will incorporate EDI aspects into the proposed training strategies.

### **6. List of references (maximum three pages)**

Attach a list of all references cited in the proposed research program. This is in addition to the six pages allowed for the description of the proposed research program.

## **C) Renewal (maximum two pages)**

If you are applying to renew your Canada Research Chair for a second term, demonstrate the quality and impact of the research produced during the previous term, including the achievement of the objectives stated in the original nomination. The categories to be considered are: quality of the candidate, quality of the research program, user involvement and dissemination, training strategy, and integration into the INRS strategic research plan.

For more details, consult [the instructions for renewals](#).