

AWARDS FOR OUTSTANDING RESEARCHERS PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the process, including eligibility requirements, for application and management of the Awards for Outstanding Researchers.

2 SCOPE

- 2.1 This procedure applies to employees conducting research at CQUniversity.

3 PROCEDURE

- 3.1 The Awards for Outstanding Researchers (the Awards) recognise and reward employees who have demonstrated exceptional and sustained research performance and leadership which support research activities at the University.
- 3.2 Applications for the Awards will be called on an annual basis.
- 3.3 Assessment panels will be convened for each Award to consider applications.
- 3.4 Applications for the Awards will initially be considered for Dean's Awards for Outstanding Researchers (Dean's Awards), to be presented in each School. The Dean's Awards will be considered by an assessment panel appointed by the Deputy Dean Research in each School. Three levels of Dean's Awards will be available:
- Dean's Award for Outstanding Researcher (Early Career)
 - Dean's Award for Outstanding Researcher (Mid-Career)
 - Dean's Award for Outstanding Researcher (Research Excellence)
- 3.5 The recipient/s of the Dean's Award in each School will progress for further consideration to the Vice-Chancellors' Awards in the same year. The Vice-Chancellors' Awards for Outstanding Researchers will be considered by an assessment panel appointed and chaired by the Vice-President (Research). Three

levels of Vice-Chancellor's Awards will be available:

- Vice-Chancellor's Award for Outstanding Researcher (Early Career)
- Vice-Chancellor's Award for Outstanding Researcher (Mid-Career)
- Vice-Chancellor's Award for Outstanding Researcher (Research Excellence)

Award categories

Early career researcher award

- 3.6 Nominees must be within the first five years of academic or other research related employment, allowing for uninterrupted and stable research development since the award of their Doctor of Philosophy (PhD) (or equivalent).
- 3.7 Nominations will demonstrate that the nominee has:
- a record of sustained research excellence relative to time since the award of their PhD, and
 - taken a leadership role in establishing research relationships with external stakeholders and within research teams where appropriate, bringing together researchers from other national universities.

Mid-career researcher award

- 3.8 Nominees must have between five and 10 years research experience since the award of their PhD (or equivalent).
- 3.9 Nominations will demonstrate that the nominee:
- is recognised nationally as being influential in expanding the knowledge of their discipline area, and
 - has made significant and original contributions to research, research leadership and development, which have had a significant impact on their field of expertise.

Research excellence award

- 3.10 Nominees must have not less than 10 years research experience since the award of their PhD (or equivalent).
- 3.11 Nominations will demonstrate that the nominee:
- is recognised internationally as being influential in expanding the knowledge of their discipline area
 - has made independent and original contributions to research, which have a significant impact on their field of expertise, and
 - has demonstrated and fostered excellence in research, including research training, researcher development and supervision.

Eligibility

- 3.12 Employees not within the Tertiary Education Division should submit their application to the School their research most closely aligns with. If the employee is unsure which school they align to, they should contact the Office of Research.
- 3.13 The research activities considered for these awards should be easily recognisable as research outputs, for example, peer-reviewed publications in high quality journals, citations, original creative works, performances or exhibitions, securing external direct and competitive grant income, registering a patent, preparing research reports for external organisations, supervising research higher degree (RHD) candidates to completion, contributing significantly to a high-profile project or other means of enhancing the University's profile, or a combination of those achievements.
- 3.14 To be eligible, the applicant must, as at the application closing date, have an award of PhD date on, or after the Outstanding Researchers Awards eligibility dates listed on [StaffNet](#).

- 3.15 If the applicant holds more than one RHD, the eligibility date will be from the date of award of their first PhD.
- 3.16 A request for a career interruption extension to the PhD award date eligibility period must be submitted in writing to the Vice-President (Research) for consideration.
- 3.17 If the applicant holds a degree which is not a PhD, evidence must be submitted in writing to the Vice-President (Research) for consideration to determine that the applicant's qualifications and experience meets the level 10 criteria of the [Australian Qualifications Framework](#).
- 3.18 Vice-Chancellor's Award recipients are not eligible to apply again for the category in which they win an Award.
- 3.19 Recipients of an Early Career Researcher Award or Mid-Career Researcher Award are eligible to apply for the next level of Award.
- 3.20 Excellence in Research Award recipients are not eligible to apply again within a five-year period from the year of Award in this category.
- 3.21 Dean's Award recipients who are not successful with a Vice-Chancellor's Award for Outstanding Researcher are eligible to apply again in the same category if they meet other eligibility requirements.
- 3.22 Recipients of a Dean's Commendation or Vice-Chancellor's Commendation are eligible to apply again for an Award at the same level.

Application process

- 3.23 Applications will open in May each year.
- 3.24 Applications must be submitted on the [Awards for Outstanding Researchers Coversheet](#) by the closing date.
- 3.25 The recipients of Dean's Awards will progress for consideration for the Vice-Chancellor's Awards.
- 3.26 Applicants will submit the Awards for Outstanding Researcher Coversheet and portfolio, which includes:
- a) Submission (five to 10 pages in length, not including curriculum vitae) consisting of:
- a summary statement (up to 400 words) describing how the submitted portfolio represents a cogent body of work representing outstanding research performance relative to stage of career, research leadership and engagement, and national or international standing
 - a portfolio of research evidence which may include:
 - a list of authored works or non-traditional research outputs from the last five to 15 years (commensurate to the award level being applied for) including a statement of no more than 30 words for each publication describing why they are significant in establishing the researcher/research
 - a list of external research grant monies received over the last five years (include a full citation showing co-investigators, period of award, project title, amount awarded, funder [as listed on the grant application]) including a statement of no more than 30 words for each grant describing the nominee's role in the project
 - patents with the nominee named as an inventor
 - record of RHD supervision including role on each supervisory panel and status of candidate (current or completed)
 - other evidence, including, but not limited to:
 - evidence of the national and/or international impact of the research, (for example, citation reports, reviews, book sales, media coverage (including social media), testimonials, invitations to offer keynote presentations, consultations with community groups, school visits, or any commendations received)

- evidence of research impact engagement (for example, evidence of research translation through commercialisation, policy influence, practice or process changes by end users)
- evidence of capacity in building collaborations across the university, with industry and community stakeholders and/or across research institutions and/or with other disciplines
- any national or international awards or prizes
- evidence of research leadership (such as building high quality research capacity and diverse teams (including postgraduates and early career researchers) and service within or outside of the University)

b) Curriculum vitae (maximum 5 pages per curriculum vitae).

3.27 Applications for Mid-Career Researcher and the Excellence in Research Awards should also include the following in their portfolio:

- evidence of discipline-based recognition and service (e.g. editorial duties, chairing of conferences, contribution to strategic research directions within Centres Institutes/University, advisory board duties, office on a professional body, review panels (ARC, NHMRC), learned society membership), and
- evidence of innovation through, for example, the transfer of technology, patents, or commercialisation of research outcomes.

Review of nominations

3.28 For Dean's Awards the Deputy Dean Research of the school will convene a panel (by volunteer or nomination), which will include, at the minimum:

- three representatives from across the levels of research experience and/or across the school discipline areas, and
- a scholar external to the school.

3.29 For the Vice-Chancellor's Awards, the Vice-President (Research) will convene a panel (by volunteer or nomination), which will include, at the minimum:

- one representative each from the schools, and
- the previous year's recipient of the Vice-Chancellor's Research Excellence Award.

3.30 For the Early Career Researcher Award, the panel will assess the nominations (and accompanying portfolios of work) on the total evidence provided by the nominee. The panel will assess the extent to which the application demonstrates:

- a record of sustained research excellence for a recognised body of work, relative to opportunity, since award of PhD
- evidence of emerging research leadership
- evidence of success in contributing to and establishing research teams, where appropriate, and
- excellence in research engagement and service (including industry and community engagement etc.)

3.31 For the Mid-Career Researcher and Research Excellence Awards, the panel will assess the extent to which the applications not only demonstrate section 3.30 above, but also:

- evidence of sustained research leadership and contributions to research development
- evidence of building research teams (including both internal and external team members) or establishing productive relationships with other researchers (including both internal and external), and
- evidence of innovation and/or impact on the field of expertise (national and international).

3.32 The school panels will make recommendation/s for the Dean's Awards to the Dean of that School.

3.33 The Vice-Chancellor's award panel will make recommendations for each award to the Vice-Chancellor and President through the Vice-President (Research).

- 3.34 Each panel reserves the right not to make a recommendation for an award in any year. In exceptional circumstances, the panels also reserve the right to recommend more than one award in each category in any year.
- 3.35 The Vice-Chancellor's Award panel will provide details of the winners of each award category to the Employee Awards convenor by 31 October each year, to ensure inclusion in the Employee Awards ceremony.

Presentation

- 3.36 Dean's Awards will be announced and presented at an appropriate event to be determined by the Dean of each School.
- 3.37 The Vice-Chancellor's Awards will be presented at the CQUniversity Employee Awards (or other event, to be determined by the Vice-Chancellor and President).
- 3.38 Vice-Chancellor's Award recipients will be notified by the Vice-President (Research).
- 3.39 Award recipients will give a presentation to employees in the year following the award on the research undertaken at a venue determined by the Deputy Dean Research (for Dean's Awards) or the Vice-President (Research) (for Vice-Chancellor's Awardees).
- 3.40 Each Dean's Award recipient will receive a financial award of \$2,000 to be held in a University cost code and used as a contribution to support research activities, together with an appropriate certificate or memento of the Award.
- 3.41 Dean's Awards will be funded by each School.
- 3.42 Each Vice-Chancellor's Award recipient will receive a financial award of \$5,000 to be held in a University cost code and used as a contribution to support research activities, together with an appropriate certificate and memento of the Award.
- 3.43 Vice-Chancellor's Awards will be funded by the Research Division.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-President (Research), Deans of Schools and Deputy Deans' Research are responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 A report outlining the successful recipients will be presented annually to the Research Committee for noting.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Awards for Outstanding Researchers Coversheet](#)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Research Committee
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Vice-President (Research)
Next Review Date	28/04/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Council 30/08/1993
Amendment Authority and Date	Council 6 December 1993; Research Board May 1998; Vice-Chancellor and President and Pro-Vice-Chancellor (Research and Academic Development); Deputy Vice-Chancellor (Academic and Research) October 2003; Deputy Vice-Chancellor (Academic and Research) 6/08/2004; Vice-Chancellor and President 28/02/2005; Deputy Vice-Chancellor (Academic and Research) 11/04/2005; Deputy Vice-Chancellor (Academic and Research) 6/07/2005; Pro Vice-Chancellor (Innovation and Research) 1/05/2007; Vice-Chancellor and President 12/10/2010; Executive Committee of Academic Board 28/07/2013; Pro Vice-Chancellor (Research) 29/11/2011; Terminology Update 4/01/2012; Vice-Chancellor and President 13/03/2012; Vice-Chancellor and President 5/02/2013; Vice-Chancellor and President 6/08/2013; Vice-Chancellor and President 11/02/ 2014, Deputy Vice-Chancellor (Research) 29/08/2016 2017; Vice-Chancellor and President 8/06/2017; Research Committee 10/04/2019; Research Committee 22/01/2020; Research Committee 29/04/2021; Research Committee 28/04/2022.
Notes	This document was formerly known as the Vice-Chancellor Award for Emerging Researcher Procedure (last approved 04/01/2012), the Vice-Chancellor's Awards for Outstanding Researchers Procedure (last approved 29/08/2016), the CQUniversity Awards for Outstanding Researchers Procedure (last approved 8/06/2017) and the Vice-Chancellor's Awards for Outstanding Researchers Procedure (last approved 22/01/2020).