

VICE-CHANCELLOR'S AWARDS FOR OUTSTANDING RESEARCHERS PROCEDURE



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1 PURPOSE

- 1.1 The Vice-Chancellor's Awards for Outstanding Researchers (hereafter VC Research Awards) are designed to recognise outstanding researchers who have made a significant contribution to enhancing and supporting research activities at CQUniversity. The Awards are intended to reward the achievement of research outcomes by researchers and to recognise the important role research leadership plays in the research culture at CQUniversity.
- 1.2 This procedure outlines the process, including eligibility requirements, for applying and managing the VC Research Awards.

2 SCOPE

- 2.1 This procedure applies to academic employees and VET Educators at CQUniversity.

3 PROCEDURE

- 3.1 Applications for the VC Research Award is a two-stage process. In the first instance, applicants must apply for the Deans' Award by forwarding the completed [Vice-Chancellor's Awards for Outstanding Researchers Nomination Form](#) and portfolio to research-grants@cqu.edu.au. The Deans' Award will be considered and determined annually by each School.
- 3.2 Researchers who are awarded a Deans' Award will be considered by their School and may be progressed to the VC Research Award stage.

Deans' Awards

- Preliminary Stage
- Nomination Form to be submitted to research-grants@cqu.edu.au by the due date
- Applications will be assessed by each School
- \$2,000 Award

VC Awards

- Nominated by the Schools from the recipient's of the Deans' Awards
- To be assessed by a panel selected by the Deputy Vice-Chancellor (Research)
- \$5,000 Award

Outcomes

- Outcomes of Deans' Awards announced and presented by the School
- Outcomes of the VC Awards announced and presented at the Staff Awards

Award categories

3.3 There are three levels of VC Research Awards available:

Early Career Research Award

To be eligible for this Award the nominee must be within the first five years of academic or other research related employment, allowing for uninterrupted and stable research development following completion of postgraduate research training.

To be considered competitive for this Award a nomination would be expected to demonstrate that the nominee has taken a leadership role in establishing research relationships with external stakeholders and within research teams, bringing together researchers from other national universities.

Mid-Career Research Award

To be eligible for this Award the nominee must have between five and 10 years research experience since the award of their Doctor of Philosophy (PhD) (or equivalent research qualification).

To be considered competitive for this Award a nomination would be expected to demonstrate that the nominee:

- is recognised nationally as being influential in expanding the knowledge of their discipline area, and
- have made significant and original contributions to research, which have had a significant impact on their field of expertise.

Excellence in Research Award

To be eligible for this Award the nominee must have not less than 10 years research experience since the award of their PhD (or equivalent research qualification).

To be considered competitive for this Award a nomination would be expected to demonstrate that the nominee:

- is recognised internationally as being influential in expanding the knowledge of their discipline area

- have made independent and original contributions to research, which have a significant impact on their field of expertise, and
- lead and foster excellence in research, including research training and supervision.

Eligibility

- 3.4 All academic employees and VET Educators at CQUniversity who have completed postgraduate research qualifications are eligible for nomination, excluding Engaged Research Chairs.
- 3.5 Researchers who have been appointed as Engaged Research Chairs are not eligible to apply as their appointment is in recognition of Excellence in Research.
- 3.6 Researchers not within the Tertiary Education Division should apply for Deans' Awards with the School their research most closely aligns with. If the researcher is unsure which school they align to, they should contact the Research Grants Team.
- 3.7 The research activities considered for these Awards should be easily recognisable as research outputs, for example, a suite of publications, securing external and nationally competitive grant income, registering a patent, supervising candidates to completion, contributing significantly to a high-profile project or other means of enhancing CQUniversity's profile, or a combination of those achievements.
- 3.8 VC Research Award recipients are not eligible to apply again for the category in which they win an Award.
- 3.9 Recipients of an Early Career Research Award and Mid-Career Research Award are eligible to apply for the next level of Award.
- 3.10 Excellence in Research Award recipients are not eligible to apply again.
- 3.11 School Award recipients who are not successful with a VC's Research Award are eligible to apply once more in that category if they meet other eligibility requirements.

Nomination process

- 3.12 Nominations for the Deans' Awards shall be called in May from the Research Committee. The School may nominate recipients of the Deans' Awards to be further considered in September for the VC Research Awards.
- 3.13 Nominations for the Deans' Awards can be made by:
 - any CQUniversity employee, or
 - self-nomination.
- 3.14 Nominations must be submitted via the [Vice-Chancellor's Awards for Outstanding Researchers Nomination Form](#) to the Research Grants Team by the published due date.
- 3.15 The recipients of Deans' Awards will be endorsed by the relevant Dean, Director or other appropriate line manager and forwarded to the Research Committee for consideration of the VC Research Awards. There may be more than one endorsement for each category, but no more than three in any one category. Deans' Award recipients may have the opportunity to update their submissions prior to submission for the VC Research Awards.
- 3.16 Completed nomination forms and portfolios will be submitted electronically by the due date to research-grants@cqu.edu.au.
- 3.17 Submissions by Deans' Award recipients will be submitted to the Research Committee Chair via the Committee Secretary.
- 3.18 All nominees should prepare a submission consisting of the Vice-Chancellor's Award for Outstanding Researchers Nomination Form and a portfolio including:
 - a) **Submission** (five to 10 pages in length, not including curriculum vitae) consisting of:

- a summary statement describing the outstanding nature of the portfolio of evidence that has been presented for consideration for this Award (maximum 400 words). This statement may be used for promotion purposes about awardees.
- an extended statement describing the research undertaken within the discipline, and/or within the community and its significance. The statement should be structured such that it clearly demonstrates the competitiveness of the nomination (see aspects outlined above in section 3.3) including why the nominee's track record/application is outstanding. Claims for outstanding performance should be supported by reference to the evidence included
- a list of relevant or significant publications (no more than 10 publications with the majority 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)
- evidence/support examples of evidence (attached as appendices) including, but not belimited to:
 - evidence of the national and/or international impact of the research, including citation reports, reviews, demonstrable application, testimonials or any commendations received
 - evidence of research impact and engagement
 - evidence of external research grant monies received over the last five years and the grant profile
 - 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 laudatory correspondence arising out of the research or publication
 - evidence of research leadership (such as building high quality research capacity and diverse teams (including postgraduates and early career researchers), or
 - effective supervision of research higher degree students.

b) Curriculum Vitae (maximum 10 pages per curriculum vitae).

3.19 Applications for Mid-Career Research 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 the transfer of technology, patents, or commercialisation of research outcomes.

Review of nominations

3.20 For Deans' Awards the Deputy-Dean (Research) of the School will convene a Committee (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
- scholar external to the School.

3.21 For VC Research Awards, the Deputy Vice-Chancellor (Research) will convene a Committee (by volunteer or nomination), which will include, at the minimum:

- one representative each from the Schools, and
- the previous year's recipient of the VCs' Excellence in Research Award.

3.22 Each Committee will assess the nominations (and accompanying portfolios of work) on the total evidence provided for the nomination criteria. The criteria are:

- excellence in research activity (including grants, patents, etc.), collaboration
- excellence in publications and impact

- excellence in capacity building and research higher degree supervision, and
 - excellence in research engagement and service (including industry and community engagement, service on committees, editorial boards, etc.)
- 3.23 Mid-Career Research and Excellence in Research nominations will also consider the following additional criteria:
- research leadership
 - evidence of innovation, impact on the field of expertise (national and international)
- 3.24 The School Committees will make recommendation/s for the Deans' Awards to the Dean of that School.
- 3.25 The VC Research Award Committee will make recommendations for each Award to the Vice-Chancellor and President through the Deputy Vice-Chancellor (Research) in October to enable the awards to be presented at the Staff Awards.
- 3.26 Each Committee reserves the right not to make a recommendation for each Award in any year. In exceptional circumstances, the Committees also reserves the right to recommend more than one Award in each category in any year.
- 3.27 The VC Research Award Committee shall provide details of the winners of each award category to the Staff Awards convenor (Events Officer, Student Experience and Governance Division) by 31 October each year, to ensure inclusion in the Staff Awards ceremony.

Presentation

- 3.28 Deans' Awards will be announced and presented at an appropriate event to be determined by the School.
- 3.29 The VC Research Awards will be presented at the CQUniversity Staff Awards and notification of the Awards to the recipients will be announced by the Deputy Vice-Chancellor (Research).
- 3.30 The holder/s of the VC Research Awards will be expected to give a presentation to CQUniversity employees in the year following the Award on the research undertaken at a venue determined by the Deputy Vice-Chancellor (Research). Deans' Award recipients should also give a presentation at a School or University research event.
- 3.31 Each Deans' Award recipient will receive a financial reward of \$2,000 as a contribution to travel or research.
- 3.32 Each VC Research Award recipient will receive a financial award of \$5,000 as a contribution to travel or research, together with an appropriate certificate or memento of the Award.

4 RESPONSIBILITIES

Compliance, monitoring and review

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

Reporting

- 4.2 Information on the Awards and recipients to appear in the Research Division Annual Research Report.
- 4.3 A report outlining the successful recipients will be presented annually to the Research Committee for noting.

Records management

- 4.4 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.

- 4.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must sought through the Records Management Office (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

[Vice-Chancellor's Award for Outstanding Researchers Nomination Form](#)

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
Advisory Committee to Approval Authority	Research Committee
Administrator	Deputy Vice-Chancellor (Research)
Next Review Date	22/01/2023

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, Administrative update 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.
Notes	This document was formerly known as the Vice-Chancellor Award for Emerging Researcher Procedure (04/01/2012), the Vice-Chancellor's Awards for Outstanding Researchers Procedure (29/08/2016) and the CQUniversity Awards for Outstanding Researchers Procedure (8/06/2017).