



CARA Awards Nomination Form 2021

Nomination and Selection Procedures

Nominations are made by the membership at large and submitted to the Awards Committee. Bestowing the awards shall be based on evidence submitted by the nominator(s) and the criteria outlined for each award. The Committee decides the final recipients by majority vote and submits them to the Board of Directors. Please complete the attached nomination form along with any required supporting information and provide sufficient information about the nominee's CARA involvement and the reason(s) for the nomination. The awards may not be made every year.

Nomination deadline for all Awards: DECEMBER 1, 2020

Presentation of the Awards: All CARA awards are presented at the annual conference.

Walter Hitschfeld Award

This award is named for Walter Hitschfeld, a founding member of CARA, in recognition of his dedicated and outstanding contribution to the organization. This award is presented to an individual who has demonstrated an exceptional impact on the enhancement of the research management setting in Canada. Award holders are granted Honorary Lifetime Membership in CARA.

Eligibility: Present membership in CARA is not a requirement.

Selection Criteria: The following criteria shall all be applied when nominees are considered for the Walter Hitschfeld Award:

- the nominee should have at least seven years of professional research administration experience;
- the nominee's activities have made a significant contribution to the development of research administration in Canada;
- the nominee has consistently contributed to the profession through active participation in CARA or on behalf of CARA, or to the corpus of research administration.

To nominate: Send attached nomination form, 2 letters of support and the nominee's CV to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Community Builder Award

This award is presented to a passionate leader in the CARA community whose efforts have strengthened the community through membership engagement efforts, welcoming and facilitating the integration of newcomers or other forms of leadership specifically advantageous to helping members connect to the broader CARA community.

Eligibility: Present membership in CARA is a requirement.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Dan Chase Distinguished Service Award

Named in memory of Dan Chase, who played an active role in the Association over a number of years, the Dan Chase Distinguished Service Award has been established to recognize CARA members whose services have been of significant benefit to the entire organization.

Eligibility: The nominee must be a current or past member of CARA but not a current member of the Executive Committee.

Selection Criteria: The following criteria shall be applied when nominees are considered for the Dan Chase Award.

- the nominee shall have performed outstanding service to CARA which has significantly furthered its goals and mandate and/or has been of significant benefit to the Association.
- the nominee has contributed significantly to the development of research management through active participation in CARA or on behalf of CARA.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Dan Chase Distinguished Service Award - Priority Initiatives

This award has been established to recognize CARA members whose services have been of significant benefit in advancing one or more of CARA's priority initiatives in a given year. For the 2020-23, the priority initiatives from the strategic plan are:

- (1) professional excellence;
- (2) professional development;
- (3) communities of practice; and
- (4) sustainable CARA

This award is presented to an individual who has demonstrated an exceptional leadership commitment.

Eligibility: The nominee must be a current member of CARA but not a current member of the Executive Committee.

Selection Criteria: The following criteria shall be applied when nominees are considered for this Award:

- the nominee shall have performed outstanding service to CARA which has significantly furthered its priority initiative goals to the significant benefit of the Association.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Directors' Award for Inter-institutional Collaboration

The recipient(s) for this award will be chosen by a panel of Directors from various Canadian institutions. This award is presented to an individual or team who has demonstrated leadership and creativity in working collaboratively and effectively to achieve a shared goal in research management. Examples of collaboration could include the harmonization of standards, templates or policies, creation of a resource or tool that advanced the profession of research management through improved communication, greater efficiency, or by addressing a barrier to success at an individual, institutional or regional level.

Eligibility: Present membership in CARA is a requirement.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Innovation Award

This award is presented to an individual who has demonstrated leadership and creativity in an innovative project in our field. The achievement can be as tangible as a research paper or other publication or may be leading discussions in a previously under-recognized area or issue in research management with the objective of impacting practice.

Eligibility: Present membership in CARA is a requirement.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Public Engagement and Advocacy Award

Established for 2018, this award recognizes an individual, institution, team or project that established and maintained public engagement with research through an innovative approach.

Eligibility: Present membership in CARA is a requirement.

Selection Criteria: The following criteria shall be applied when nominees are considered for this Award:

- the nominee shall have demonstrated a unique approach that engaged the public with research broadly or in relation to a particular project or study. The approach could include an outreach campaign including communications initiatives such as a blog with high readership, advertisements, publications and/or events
- the nominators are also encouraged to reference media mentions of the campaign and other recognition external to the institution

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Research Management Excellence Award

This award will be presented to an exceptional research manager who has made outstanding contributions to the profession through innovation, creativity, hard work and dedication.

Eligibility: Present membership in CARA is a requirement.

Selection Criteria: The recipient will have:

- enhanced the reputation of our profession
- enhanced the standards and professionalism of research management
- made a demonstrated contribution to the practice of research management nationally or internationally through publication, development of new procedures or other leadership
- committed to continuous improvement as shown by engagement in the ongoing study of research management best practices
- consistently illustrated high standards of customer service
- achieved excellence in the profession beyond the scope of his/her primary professional role

To nominate: Send attached nomination form, 2 letters of support and the nominee's CV to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Research Partnership Award

Established for 2018, this award recognizes a project, program or long-term collaboration that has had a significant economic impact or other positive local, national or global implications.

Eligibility: Present membership in CARA is a requirement.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Research Project Management Award

Established for 2018, this award recognizes an exceptional research project manager who (1) has made outstanding contributions to the profession of research administration and management through the adoption, implementation or project management excellence within a project, team, department or institution and/or (2) made a significant contribution to fostering project management excellence in the field of research administration.

Eligibility: Present membership in CARA is a requirement. PMI or other professional designation preferred.

Selection Criteria: For (2) above, the recipient will have:

- enhanced the reputation of project management within the research management and administration fields
- enhanced the standards and professionalism of research project management made a demonstrated contribution to the practice of project management in research national or internationally through publications, education efforts, innovation, implementation of project management principles, or influence of research administration practice
- committed to continuous improvement as shown by engagement in the ongoing study of project management best practices in research administration
- consistently illustrated high standards of project management excellence
- achieved excellence in the profession beyond the scope of his/her primary professional role

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.

Spirit of Kindness Award

To acknowledge CARA members for outstanding kindness and compassion towards colleagues in their workplaces, the CARA community, and the international research administration community.

Award Rationale

It is time we recognize people for going out of their way to make our world a better place to live in; specifically colleagues who, through acts of kindness, caring and compassion, improve our workplaces. The new Spirit of Kindness Award intends to seek out and highlight CARA members who are cultivating compassion and kindness in the workplace and in the research administration community.

A Reflection of CARA's Values

The new Spirit of Kindness Award reflects CARA's values. Our commitment to inclusivity within the research administration community is based on supporting a welcoming community. In the CARA community, kindness is a cornerstone and diversity is welcomed. Starting from a place of kindness can help build relationships of trust and authenticity, while enhancing collaboration.

By identifying the Spirit of Kindness as an embodiment of what CARA values, we are acknowledging the importance of positive compassionate behavior as a key attribute of today's research administrator.

Eligibility: This award is open to all CARA members.

Selection Criteria: The following criteria shall be considered for nominees of the CARA Spirit of Kindness Award.

- Examples of acts of kindness by a CARA member in their workplace taken from the letter(s) of support.
- Examples of acts of kindness by a CARA member in the CARA community, or the wider international research administration community, taken from the letter(s) of support.
- Clear demonstration of the impact that this individual has had on their workplace, or the CARA community, or the international research administration community with their kind, caring and compassionate acts.

To Nominate: The CARA Spirit of Kindness Award nomination process will follow the same process as other CARA Awards. (see Appendix A).

The nomination should be submitted with two letters of support. For this award, there is no need to inform the nominee.

Unsung Hero Awards

This award was developed to recognize the hard work and dedicated efforts of CARA non-Executive members who are as yet unrecognized by the membership. These individuals have 'stepped up to the plate' and chosen to become involved by volunteering for CARA.

Eligibility: The nominee shall be a current member of CARA; The nominee may not be a current member of the CARA Executive Committee.

Selection Criteria: There are two categories for the Unsung Hero Award. They are:

New member - the nominee will have been a CARA member in good standing for fewer than 5 years.

Established member - the nominee will have been a CARA member in good standing for at least 5 years.

The nominee shall have demonstrated leadership, dedication and commitment to CARA without having previously been a CARA award recipient.

To nominate: Send attached nomination form, and a letter of support to Sarah Lampson at sarahlampsoncara@gmail.com by December 1, 2020.



CARA Awards Nomination Form 2021

Please indicate which award this nomination is for:

- Walter Hirschfeld Award (include 2 nomination letters and nominee's CV)
- Community Builder Award (include 1 nomination letter)
- Dan Chase Distinguished Service Award (include 1 nomination letter)
- Dan Chase Distinguished Service Award - Priority Initiatives (include 1 nomination letter)
- Directors' Award for Inter-institutional Collaboration (include 1 nomination letter)
- Innovation Award (include 1 nomination letter)
- Public Engagement and Advocacy Award (1 nomination and any supporting material, i.e. media references, publications that facilitated engagement, etc.)
- Research Management Excellence Award (include 2 nomination letters and nominee's CV)
- Research Partnership Award (include 1 nomination letter)
- Research Project Management Award (include 1 nomination letter)
- Unsung Hero Awards - New Member (CARA member for fewer than 5 years) (include 1 nomination letter)
- Unsung Hero Awards - Established Member (CARA member for at least 5 years) (include 1 nomination letter)

NOMINEE - (must be a CARA member)

Name: _____

Current CARA Member: Yes ___ No ___

Institution: _____

E-mail Address: _____

NOMINATOR

Name: _____

Institution: _____

E-mail Address: _____

Has the nominee been informed of this nomination? Yes ___ No ___

Will the nominee attend the annual conference in 2021? Yes ___ No ___

NOMINATION DEADLINE: December 1, 2020

The nomination form and supporting documentation should be submitted **by email** to:

Sarah Lampson, Executive Director, CARA at sarahlampsoncara@gmail.com

Signature of nominator: _____

Date: _____