



Jacob Biely Faculty Research Prize

2017 Guidelines

The Jacob Biely Faculty Research Prize was established in 1969 and is regarded as UBC's premier award for research across all disciplines. The award is named after eminent researcher and professor, Jacob Biely, who joined UBC Faculty on a full-time basis in 1935 as an Instructor in the Department of Poultry Science. He was appointed a full professor in 1950, and two years later was named Head of his Department, a position that he held until his retirement in 1968.

Eligibility

The prize, comprised of \$3,000 and a certificate, is awarded annually to a UBC faculty member for a distinguished record of research that has contributed substantially to UBC's stature as a leading research institution. All fields of research are eligible.

Nominators

Faculty members may not apply for the Biely Prize on their own behalf; two to three tenure track faculty members in the nominee's Faculty must nominate them. Nominators will complete all documentation and obtain signature from the Dean. The final nomination package is submitted to the Faculty Awards Officer, for adjudication by the Faculty Research Awards Committee.

Dean's Acknowledgement

The Dean must be informed of the intention to submit a nomination and the name of the proposed nominee in order to eliminate duplication. Deans are specifically requested to **not** rank nominations.

Documentation Required for Nomination

Please create a nomination file with the following documents in the order listed. Electronic submissions can be sent to brenda.carrier@ubc.ca.

1. A **Biely Nomination Form**. Please download at:

<https://research.ubc.ca/support-resources/awards-honours-support/internal-faculty-awards-deadlines>

- A 50 Word Citation (please see nomination form). In 50 words or fewer summarize the nominee's primary scholarly contribution. Please use language that would be understood by a non-expert.

2. **Nomination Letter (Two page maximum)**

- Nominators are asked to submit ONE collective letter signed by all nominating individuals.
- The nomination letter should not be more than two pages in length, font size no smaller than 11pt. Nomination letters exceeding the two page maximum will **not** be accepted.

Jacob Biely Faculty Research Prize Deadline: October 15, 2017

Note: When the deadline falls on a weekend or statutory holiday, the deadline moves to the next business day.

Contact: brenda.carrier@ubc.ca

All nominators will be advised of the status of their nominations on January 31.



- The letter must be signed by all nominators, showing clearly the name and title and affiliation of each nominator.
- The letter should frame the achievements of the candidate for a non-specialist, multidisciplinary, university-wide committee. It should set the subject matter and the contribution of the research in perspective.
- The letter must illustrate how the candidate has had an impact in his or her field.
- It should explain how the nominee meets the award criteria and why the candidate should be selected to receive the award.
- Scholarly publications, which form the basis for the nomination, should be cited but should NOT be included with the nomination.
- Other relevant evidence such as book reviews or letters of critical comment about the cited works may be included. Documentation submitted in support of a current nomination for the Killam Prize can be used.

3. Official UBC CV format required

- Please visit <http://www.hr.ubc.ca/faculty-relations/administrator-tools/forms/> for guidelines. Be sure to include an up-to-date, complete list of his or her publications.

4. Three External Letters of Support

- It is the responsibility of the nominators to collect **three** support letters for the nomination file. **Letters must be signed.** Letters in excess of three will **not** be considered.
- Referees should be external to UBC and internationally recognized in their field (i.e. outside of UBC and preferably one from outside of Canada).
- Referees must be at arm's length and may not include thesis or dissertation supervisor(s), anyone the candidate has supervised, or anyone with the candidate has collaborated (as coauthor or co-investigator) within the past 24 months.
- References are deemed crucial in the selection process thus letters should be objective assessments of the nominee's suitability for the prize.

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