



## Charles A. McDowell Award for Excellence in Research

### 2017 Guidelines

Professor Emeritus Charles McDowell was head of the Chemistry Department from 1955 until 1981 and one of the giants of UBC's history. His vision, and his greatest achievement, was to create a vital, modern department, first class in both teaching and research. He realized in particular that the greatness of a university is set by its research achievements. Established in 1985, the Charles A. McDowell Award for Excellence in Research, one of UBC's most prestigious research prizes, is named in his honour.

The award, consisting of a medal and a certificate, will be made to an outstanding young member of the faculty of UBC who has demonstrated excellence in pure or applied scientific research.

#### Eligibility

The recipient must be currently in receipt of a research grant from NSERC, have spent at least five (5) years on the staff of the University of British Columbia, and be nominated in a year not more than 12 greater than the year they received the PhD degree.

#### Nominators

Faculty members may not apply 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. Nomination packages are 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](mailto:brenda.carrier@ubc.ca).

1. **McDowell 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.
  - Use language that would be understood by a non-expert.

**Charles A. McDowell Award for Excellence in Research Deadline: October 15, 2017**

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

Contact: [brenda.carrier@ubc.ca](mailto:brenda.carrier@ubc.ca)

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



## 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 11 pt. Letters exceeding the two page maximum will **not** be accepted. The letter must be signed by all nominators and must include the name, title and affiliation of nominators.
- 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. It should also illustrate how the candidate has had an impact in his or her field.
- The letter 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 is the required format

- 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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