2017 Research Excellence Awards Nomination Packet
North Carolina Agricultural and Technical State University

Summary
- The nomination period for the 2017 N.C. A&T Research Excellence Awards is now open!
- Nominations from departments to the Dean of their College/School are due Wednesday, March 1, 2017
- The College/School nominations are due to the Division of Research and Economic Development (DORED) Wednesday, March 15, 2017
- ALL NOMINATIONS WILL BE SUBMITTED IN PDF FILE FORM; no more paper in binders.
- Winners will be announced Friday, April 14, 2017
- They will be honored and receive their awards at the Faculty Excellence Awards Banquet on May 4, 2017

This Document Contains Information on:
1. Eligibility
2. Evaluation Guidelines and Criteria for Research and Creative Productivity
3. Research Awards Committee
4. Procedures for Submission of Nominations
5. Complete Application Checklist
6. Awards
7. University Research Excellence Awards Nomination Cover Sheet
8. Outstanding College/School Researcher Awards
9. College/School Research Excellence Awards Nomination Cover Sheet
10. Timetable for Research Excellence Awards Program

Process
Each College/School will select no more than one nominee for each award category. Names and application packets of the Senior Researcher and Young Investigator winners at the College/School level, and nominees for Rookie of the Year, Interdisciplinary Team and Intellectual Property awards will be forwarded by the Colleges/Schools to DORED for review by the Research Awards Committee, whose members are appointed by the Chancellor.

Important Dates
- All nominees must be submitted by departments to Deans of Colleges/Schools by close of business Wednesday, March 1, 2017
- All nominees must be submitted by the Colleges/Schools to DORED by close of business Wednesday, March 15, 2017
- Winners will be announced Friday, April 14, 2017
- They will be honored at the Faculty Excellence Awards Banquet on May 4, 2017

1. Eligibility
Up to five University Research Excellence Awards may be given each year. In the event of a tie in any category, recipients will split the monetary award. Criteria for each award are as follows:

**Senior Researcher of the Year**
Nominees must be tenured faculty members or non-teaching research scientists currently conducting research and/or creative productivity. They must have been at N.C. A&T for a minimum of three academic years before nomination. As with the other awards, the judges focus only on work conducted at N.C. A&T. The stipulations are: (1) Nominees must have received their College/School Outstanding College/School Senior Researcher Award for this academic year; (2) Nominees are currently involved in research and/or creative work; and (3) Previous recipients of the award within the past 10 years (Academic Year 2006-07 and later) are ineligible. Faculty members who serve as deans or in other administrative positions at the school/college or university level are not eligible (department heads are eligible).

**Outstanding Young Investigator**
Nominees must be non-tenured, tenure-track faculty members or non-teaching research scientists at N.C. A&T. Guidelines: (1) Nominees must have received their College/School’s Outstanding College/School Junior Researcher Award for this academic year; (2) Nominees are currently involved in research and must show promise of making a significant contribution to their field; (3) Nominees must be in at least their third year of service at N.C. A&T, unless they came to A&T as associate professors, in which case they must be in at least their second year; and (4) Previous recipients of the award are ineligible.

**Rookie of the Year**
Nominees must be in their second year of appointment as tenure-track Assistant Professors or non-teaching research scientists at N.C. A&T. They must demonstrate outstanding capability and exceptional promise for significant future achievement and potential value to the University. Nominees must have received their College/School’s nomination as Rookie of the Year for this academic year.

**Intellectual Property Award**
This award recognizes researchers’ work to disseminate, commercialize or publish intellectual property created in the course of their research or creative activity during calendar year 2016. Nominees must be tenured or tenure-track researchers or non-teaching research scientists at N.C. A&T.

Consideration will be given to: invention disclosures filed in calendar year 2016, patents or copyrights granted during the year, technology licenses signed, or other intellectual-property-related accomplishments that occurred during calendar year 2016. Copyrights will be considered only in the case of books and other major works (i.e., the committee will not consider journal articles, book chapters, conference presentations, etc.). Criteria include number of invention disclosures, submitted and/or received patents or copyrights, and entrepreneurial activity based on inventive ideas. Activity can include such things as forming a start-up company, partnering with small businesses to promote new technologies where the researcher is considered an expert, teaming with others to form or enhance a start-up, and obtaining grant funding directly related to developing commercial applications of the researcher’s invention or related technology. Evaluation of nominees also can include appropriate guidelines and criteria listed below, recognizing that not all of the criteria for individuals’ research projects are necessarily applicable to intellectual property.
Nominees must have received their college or school’s nomination for the *Intellectual Property Award* for this academic year. Faculty members who serve as deans or in other administrative positions at the school/college or university level are not eligible (department heads are eligible).

There is no exclusion for recent winners.

**Interdisciplinary Team Award**
This award recognizes research projects that break down the traditional boundaries of academic disciplines. Nominated teams must include at least two tenured or tenure-track researchers or non-teaching research scientists from different academic departments. Researchers from at least two departments each must contribute at least 20% of the project’s work. The project must have been active during calendar year 2016, and it must have received external funding (commitment from funder must have been received by the Division of Research and Economic Development by December 31, 2016). If the team involves another university, at least one tenured or tenure-track researcher or non-teaching research scientist from N.C. A&T must be included. Evaluation of nominees will be conducted under the appropriate guidelines and criteria listed below, recognizing that not all of the criteria for individual awards are applicable to the work of teams. In addition, the committee may take into account the extent of the interdisciplinary nature of the team (representation from more than a single College/School, for example). Nominees must have received their College/School’s nomination for the Interdisciplinary Team Award for this academic year (a team may be nominated by more than one College/School). Administrators who contributed significantly to the team accomplishments are also eligible to be included as part of the nominated team.

2. **Evaluation Guidelines and Criteria for Research and Creative Productivity**
The evaluation of research and creative productivity requires consideration of a variety of factors and must consider the quality and significance of each contribution; for the Senior Researcher of the Year, sustained research and creative productivity are considered as well.

Judges will consider work conducted only while the nominee has been a faculty member at N.C. A&T. Factors used to evaluate meritorious research and creative productivity include but are not limited to:

1. Authorship or co-authorship of peer-reviewed published materials such as journal articles, articles in conference proceedings, monographs, books, book chapters, artistic works, software development, or other professional and technical documents (full texts of documents are not necessary);
2. Authorship or co-authorship of published materials such as editorially reviewed articles, articles in conference proceedings, translations, software development, cases, artistic works, or other professional and technical documents (full texts of documents are not necessary);
3. Citations received for publications;
4. Competitive external or internal grants/contracts related to research and creative productivity;
5. Fiscal and administrative responsibilities, including timely hiring of research assistants and the submission of notices of intent, grant applications, and grant and contract reports on time;
6. Outstanding contribution to the enhancement of the University’s research or creative capabilities (facilities and resources, research niche, marketability, relevance, recognition);
7. Outstanding research or creative performance as evidenced by partnerships established internally and externally and by the formation of interdisciplinary teams;
8. Securing intellectual property disclosures and patents/copyrights as results of conducting research and/or creative activities;
9. Production and presentation of radio and television works, films, videos, exhibits, performances, or other works related to the scholarly or creative activities;
10. Refereeing, editing, and/or reviewing journal articles, grant proposals, and book manuscripts;
11. Serving the professional community through such work as organizing conferences, symposia, workshops, and/or performances at the local, regional, national and international level;
12. Managing or serving as a consultant for exhibitions and performances; and
13. Other documented research or creative activities such as service to professional societies and receiving external recognition.

Note: Applicants’ documents of the individual evidence of research and productivity performance must be listed in the above order.

3. Research Awards Committee
The Research Awards Committee that will evaluate and select winners is appointed by the Chancellor. This year’s Committee will be announced during the nomination period.

4. Procedures for Submission of Nominations
1. The same application format is provided to each College/School dean for distribution to potential applicants in the College/School so all College/School winners can submit their original application package without additional effort.
2. Each package should be submitted as a PDF file to ksmorgan@ncat.edu
3. The dean of each College/School will submit to DORED (at the email address above) the completed PDF application packages of the winner at the College/School level by Wednesday, March 15, 2017.
4. The final evaluation of applications will be made by the Research Awards Committee, members of which are selected by the Chancellor. During deliberations, the Committee may request supporting materials from nominees and/or may ask deans for additional information.
5. The Research Awards Committee may recommend to the Vice Chancellor for Research and Economic Development one recipient (or, in the event of a tie, two) in each award category from the list of College/School award winners and nominees. They also may decline to recommend a winner for any award category.

5. Complete Application Checklist
1. Appropriate cover sheet (both forms provided below).
2. A statement from the nominee giving an overview of his/her/their engagement in research and/or creative achievement and the work’s relationship to N.C. A&T’s research vision. The statement should address: (a) the quality of the work, (b) the scope of influence of the nominee’s work nationally and internationally, and (c) the contribution of the work to the advancement of the discipline.
   The statement is limited to two single-spaced typed pages using at least 10-point type.
3. Supporting materials for the evidence of research and creative productivity should be listed by the 13 factors in the Guidelines and Criteria.
4. A full career vita. Complete citations must be given for all published works.
5. At least one, but no more than three, external letters of support should be included in the
materials submitted for consideration. External letters of support provide reviewers with helpful insights about the contribution of the research accomplishments to the discipline and society.

NOTE: Please be aware that reviewers are colleagues with expertise in diverse scholarly fields. It is important to address each nominee’s achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.)

6. Awards
Each recipient will be given a monetary award and a plaque.

- Senior Researcher of the Year, $4,000
- Outstanding Young Investigator, $2,000
- Rookie of the Year, $1,000
- Intellectual Property Award, $2,500 (if more than one researcher is involved, the winners will split this amount)
- Interdisciplinary Team Award, $5,000 (to be divided among the members as the team or PI/team leader feels is appropriate; if the team includes researchers from other institutions, including them in the award is at the discretion of the team or the PI/team leader)

Each recipient will be recognized at the Faculty Excellence Awards Banquet on May 4, 2017.
7. UNIVERSITY RESEARCH EXCELLENCE AWARDS NOMINATION COVER SHEET

Nomination for:

☐ Senior Researcher of the Year
☐ Outstanding Young Investigator
☐ Rookie of the Year
☐ Intellectual Property Award
☐ Interdisciplinary Team Award

PERSONAL INFORMATION

Last Name: __________________________  First Name: __________________________  MI: ______

Department: __________________________  # Years at N.C. A&T: ______

College/School: ______________________  Campus Phone: ______________________

Email Address: ________________________

Application package must include the following:

☐ Nomination Cover Sheet   ☐ Full Career Vita
☐ Personal Statement   ☐ External Letter(s) of Support
☐ Evidence of Research Performance (See the 13 factors of the Guidelines and the Criteria; please list them in that order.)

On behalf of the College/School of __________________________

I am pleased to endorse the person above for the University Research Excellence Award for the academic year 2015 - 2016.

Dean’s Signature: __________________________  Date: __________________________

For all Interdisciplinary Team Award nominations and any Intellectual Property Award nominations that involve more than one researcher, please provide the team leader’s personal information above and list other members of the team here or on a separate sheet.

Please submit PDF file of nomination package by close of business Wednesday, March 15, 2017 to ksmorgan@ncat.edu
8. **Outstanding College/School Researcher Awards**

The selection process for the College/School awards are at the discretion of the College/School. However, the criteria for eligibility and the evaluation guidelines and criteria should parallel those of the university.

Colleges/Schools should send only one nomination in each award category to DORED by Wednesday, March 15, 2017.
9. COLLEGE/SCHOOL RESEARCH EXCELLENCE AWARDS NOMINATION COVER SHEET

Nomination for:
- [ ] Senior Researcher of the Year
- [ ] Outstanding Young Investigator
- [ ] Rookie of the Year Award
- [ ] Intellectual Property Award
- [ ] Interdisciplinary Team Award

PERSONAL INFORMATION

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<th>Last Name:</th>
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<td>Department:</td>
<td># Years at N.C. A&amp;T:</td>
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<td>College/School:</td>
<td>Campus Phone:</td>
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<td>Email Address:</td>
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Application package must include the following:

- [ ] Nomination Cover Sheet
- [ ] Personal Statement
- [ ] Evidence of Research Performance
  (See the 13 factors of the Guidelines and the Criteria; please list them in that order.)
- [ ] Full Career Vita
- [ ] External Letter(s) of Support

On behalf of the Department of ________________________________
I am pleased to endorse the person above for the College/School Research Excellence Award for the academic year 2015 - 2016.

Chairperson’s signature: ___________________________ Date: __________________

For all Interdisciplinary Team Award nominations and any Intellectual Property Award nominations that involve more than one researcher, please provide the team leader’s personal information above and list other members of the team here or on a separate sheet:

Please submit the nomination package as a PDF file to your Dean by close of business Wednesday, March 1, 2017.
## 10. Timetable for University Research Excellence Awards Program

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<th>Event</th>
<th>Deadline</th>
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<tr>
<td>Departments submit their nominees’ application packages to Colleges/Schools</td>
<td>Wednesday, March 1, 2017</td>
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<td>Deans submit the college/school winners’ application packages to the Vice Chancellor for Research and Economic Development</td>
<td>Wednesday, March 15, 2017</td>
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<td>Application packages are available to the Evaluation Committee members for review in advance of meeting.</td>
<td>Thursday, March 16 through Friday, April 14, 2017</td>
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<td>Committee members meet to recommend award winners.</td>
<td>Specific date to be set by the committee chair.</td>
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<td>The Committee forwards its recommendations for award winners to the Vice Chancellor for Research and Economic Development.</td>
<td>Monday, April 17, 2017</td>
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<td>Announcement of the award recipients</td>
<td>Wednesday, April 19, 2017</td>
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<td>Award ceremony at the Research Awards Dinner</td>
<td>Thursday, May 4, 2017</td>
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