Applications are submitted electronically through MyUCF. The schedule for the RIA award is available on the Faculty Excellence website at http://facultyexcellence.ucf.edu/.

I. Program Overview

The UCF Research Incentive Award (RIA) program recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. The awards are available to eligible employees in the College of Arts and Humanities, College of Business Administration, College of Community Innovation and Education, College of Engineering and Computer Science, College of Health Professions and Sciences, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Centers and Institutes (C&I).

Regardless of the contract length (9 or 12 months), award recipients will receive a one-time award of $5,000 as soon as practicable and a $5,000 increase to their base salary effective at the beginning of the succeeding academic year.

For 2018-2019, there are up to 55 new awards available. Academic Affairs provides the funding for these awards. RIA awards shall be allocated to the college in proportion to the total number of in-unit employees (rounded to the nearest integer), with a minimum of one award per college.
II. General Eligibility

In addition to the criteria above, an in-unit employee on a full-time (1.0 FTE), 9 or 12 month appointment is considered “eligible” to apply for an award if all of the following criteria are met:

1. Tenured or tenure-earning in-unit employees with five years continuous service.
   a. Tenured and tenure-earning C&I in-unit employees must apply for the awards in the colleges where their tenure resides.
2. In-unit employees with five years continuous service in Centers & Institutes (C&I) who have served within that time period as principal investigators on UCF contracts and grants awarded by an outside sponsor.
3. No employee shall be awarded a RIA more than once every five years. In-unit employees who received a RIA award during the 2013-14 academic year or earlier are eligible for consideration.
4. Employees on visiting (or similar temporary) appointments or who are appointed to less than 1.0 FTE are not eligible for these awards.

III. Application and Supporting Documentation

Applications are submitted through the MyUCF Awards System with the following supporting documentation:

- **RIA – Research – Primary Area (Text Box  100 words or fewer)**
  o Describe your primary area of research or creative activity.

- **RIA – Research – Secondary Area (Text Box  up to 100 words or fewer)**
  o If applicable, describe your secondary research areas of interest. If you do not have a secondary area of research, please indicate “N/A.”

- **Achievements and Recognition (Text Box – 500 words or fewer)**
  o Describe the research or creative achievements, including dates for these activities, discuss any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, etc.
Supporting Materials: Items 1-4 must be uploaded as pdf files:

1. **Current Curriculum Vitae (Required)**

2. **Annual Assignments (Required)**
   
   Upload a single pdf that includes a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., teaching, research, service) and then the last four years of your annual assignments, in descending order (e.g., 2017-2018, 2016-17, 2015-16, and 2014-15).

3. **Annual Evaluations (Required)**

   Upload a single pdf that includes a table that provides, by year, each category evaluation assessment (e.g., outstanding, above satisfactory, etc.) and then the last four years of your annual evaluations, in descending order e.g., 2017-18, 2016-17, 2015-16, and 2014-15.

4. **Examples of Research Products (Required)**

   Candidates must attach, or include, a maximum of three examples of their work. Examples must be from the last five (5) years, and selected to provide evidence of quality rather than quantity. Examples include awards, book reviews, etc.

IV. **Selection of Award Recipients:**

College or unit committees for the RIA award program shall be elected by and from the in-unit employees. The committees shall equitably represent the departments or units within them. Employees who plan to apply for a particular award in the current or immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for each incentive award program shall be elected by and from the college/unit committee. The chairperson shall charge the committee that members shall only consider the merits of the application. No additional outside information or discussion of position, [e.g., instructor vs. tenure track employee, past awards, current salary, etc.] may be considered, nor may
additional criteria be used. The committee shall review the award applications and shall submit a ranked list of recommended in-unit employees to the dean or dean’s representative. In ranking the applicants, committee members shall only consider the merits of the application. The committee shall not impose any numerical criteria or weightings during the ranking process, and for completed applications, departures from the application specifications may impact but shall not disqualify an application.

Each committee member shall review all applications and transmit a preliminary ranking to the committee chair. Committee members may rank as many applicants as they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that are not deemed acceptable for an award shall be left unranked.

In larger colleges or units, subcommittees may be formed from the committee at-large in the interest of efficient evaluation of the incentive award applications. Each subcommittee must include at least three members, and every member of the committee at-large must serve on a subcommittee. The applications to be reviewed will be equitably partitioned among the subcommittees. The subcommittees shall follow the ranking procedure outlined above to determine which applications they recommend to the committee at-large. Then the committee at-large shall be convened to review the applications recommended by the subcommittees. The members of the committee at-large shall discuss the subcommittee recommendations and, finally, use the ranking procedure described above to rank the applications recommended by the subcommittees.

In the event of a tie, the committee chair shall convene the committee and review their initial rankings. Discussion shall be limited to information contained in the application and may focus on applicants with a large variance in rankings, to try to identify the cause of and reduce disparate rankings. Following this discussion, the committee shall use a secret ballot to rank candidates using the procedure stated above. A majority of voting committee members present must rank an applicant for that employee to be eligible for an incentive award.
The applicant with the highest mean score shall have the highest priority for an incentive award, the applicant with the next highest mean score the next highest priority, and so on, until all applicants who received a majority of votes are ranked in order. In the case of a tie vote that must be resolved to allocate available awards, the committee shall vote on just the tied candidates. The candidate with the most votes shall be ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties are resolved.

The committee chair shall transmit this ranked list to the dean or dean’s representative, or unit head who approves the awards. If the selection committee awards fewer than the number of awards available or if the dean or unit head does not approve an award from the list submitted by the selection committee, then the award(s) shall be retained in the same college or unit for one additional cycle before it is returned to the overall pool for apportionment.

For purposes of RIA selection as stated above, “college” shall also include the group of eligible employees whose primary assignment is in the College of Undergraduate Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped together for purposes of calculating the number of awards available for each RIA award. The college committee shall consist of a member from each of the units represented.

VI. Notification of Award Winners

The provost shall give the final approval for award recipients. After the approval by the provost, each college and center & institute will notify all nominees of the results, upon request.