



Excellence in Research Award In-Unit Faculty

Schedule

Applications due to college deans:	January 7, 2019
University level award nominations: College committees shall send their nominations to compete for the University level Research Award to the Vice President for Research.	January 29, 2019 – 5:00 p.m.
University committee must e-mail its selection including an introduction and description of accomplishments for the selected awardee (50 word max) , to Faculty Excellence at facultyexcellence@ucf.edu .	February 14, 2019

Program Overview

The University Research Council and the Office of the Vice President for Research are pleased to announce the Excellence in Research Awards. Each college may select one research award recipient. One Excellence in Research award is available to the combined research staff in those institutes and centers not directly associated with an academic college. Each college researcher selected will be considered for one (1) additional University Excellence in Research Award.

Funding

Each of the college-level award recipients shall receive a one-time payment of \$2,000. The individual selected to receive the university award shall receive an additional \$2,000. These awards are provided by the Office of Research and Commercialization. Award amounts are treated as income and are subject to normal withholding tax.

Faculty Eligibility

Each candidate:

- Must be a full-time employee with at least three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year.
- Must have an assignment of at least .10 FTE in research over each of the three immediately preceding years and the current year at UCF.
- Must not have received a college or university Excellence in Research award in the past three years.

Members of the University Research Council are not eligible to apply for the university award. Colleges may name members of the University Research Council as their nominee but may not forward their names for consideration for the university award. In considering previous winners of the Excellence in Research Award, only materials developed since the last award will be considered in the evaluation for the current year's award.

Criteria

The criteria for evaluating applicants' files shall include three major categories:

1. Cumulative value and impact of research efforts at UCF within the discipline and to society.
2. Recognition of research impact by the individual's peers in the same or in related disciplines.
3. Publication/dissemination and presentation of research results.

Application and Supporting Documentation

The attached application and nomination form must be used for all nominations. Each application must be accompanied by documentation and materials supporting the nominee's research accomplishments. Supporting materials must be current.

Evaluation and Award Process

The dean of each college will charge a faculty committee to evaluate the documentation submitted by the nominees and select the person(s) to receive the college Excellence in Research award. The University Research Council will serve as the college-level review committee for nominations submitted by eligible institutes and centers.

All nominees will be notified of their selection status. A list of the college-level awardees and their files will be immediately forwarded to **Dr. Elizabeth Klonoff, Vice President for Research, Millican Hall Room 243**, for consideration for the University Excellence in Research Award. The University Research Council will make the recommendation for the

university-level Excellence in Research award and will base its final decisions on the documentation in the candidate's file. Each file must include the items listed below:

- Cover memo explaining that unit's reasons for the selection
- Evidence that documents the research achievements of the applicant (publications and presentations, contract and grant awards, recognition through honors and awards, etc.)

All awards will be presented at the Founders' Day Honors Convocation in April 2019.

Once the University Excellence in Research selection process is complete, the applications will be returned to the appropriate dean's or director's division to be distributed to employees.

**UNIVERSITY OF CENTRAL FLORIDA
EXCELLENCE IN RESEARCH AWARD**

Application and Nomination Form

I. PERSONAL DATA

Name _____ Rank-Title _____

Department/Unit _____ Years at UCF _____

II. RESEARCH ACTIVITIES

Please provide requested information as instructed and attach to this form.

- A. Describe in 100 words or less the individual's primary area of research.
- B. Describe in 100 words or less the individual's secondary (if any) areas of interest.
- C. Give a concise description (not to exceed 300 words) of the research achievements of the candidate, discussing, for example, new discoveries, major contributions, creativeness, originality, significant breakthroughs, etc.
- D. What time span is covered in the attachment (C. above)?
- E. Research outlets. Briefly describe (no more than half a page) how the major research publications, or other means of research dissemination exceed the norm in the candidate's field. List these publications or major products for dissemination.
- F. Research recognition. Briefly list (no more than half a page) major awards or other evidence of recognition, including major research funding.

III. SUPPORTING AND ADDITIONAL MATERIALS

- A. Candidate's curriculum vitae.
- B. Supporting materials. Candidates may attach or include up to a maximum of three examples of their work. These examples should be selected to provide evidence of quality as opposed to quantity. Examples should be current (generally not older than 3 years).

IV. SIGNATURE

Signature

NO OTHER INFORMATION WILL BE CONSIDERED UNLESS SPECIFICALLY REQUESTED BY THE RESEARCH COMMITTEE.