**Temerty Faculty of Medicine Awards Dossier**

**Overview**

Most awards and honours competitions require some combination of the components outlined in this dossier. If this dossier is kept up to date, these materials can be easily adapted for various award opportunities and will be a helpful resource for nominators.

**Audience**

Ensure that all components of the dossier are accessible to non-specialist readers; reviewers may not be familiar with your sub-field or your field. If technical terminology is necessary, ensure it is defined and put into context.

**Formatting guidelines**

Use a 12-point, black-coloured font and single-line spacing (six lines per inch) with no condensed type or spacing. Margins should be no less than 2.5 cm (1 inch). All components of this dossier must adhere to these guidelines, except for the CV. The CV can use any legible font, provided it uses consistent formatting throughout.

**Awards Dossier Components**

**1. Applications Details**

a. Name:

b. Email address:

c. Position:

d. Department of Primary Affiliation:

e. Award stream (please select the one that best matches your research direction):

Basic Research ​☐​              Clinical Research ​☐​

f. Date when you started your first independent research position (i.e., your first faculty position).

* Date (month, year):
* Years since first appointment:

OPTIONAL: If you have taken any formal leaves (e.g., parental, bereavement, caregiver leave, etc.), please indicate the total number of months of formal leave. Please do not include any delays caused by COVID-19.

* Months of formal leave:
* Years since first appointment, subtracting any formal leave:

**2. Potential Referees**

List **three** referees that can speak to your research excellence and innovation.

For each referee, include one sentence that describes the nature and extent of your relationship with the referee.

* At least one referee should be at arms-length and should not be in conflict of interest with the success of your application. A conflict of interest constitutes the sharing of any private, professional, business, or public interests with the candidate.
* Up to two referees can be previous collaborators.

**Note:** **Referees will NOT be contacted** for the Temerty Medicine Research Excellence Award. Potential referees are included solely for the purpose of preparing for future awards and honours applications.

**3. Concise Research Statement**

Include a one or two sentence research statement that describes your research impact(s).

* Suggested structure: *“For [discovery/contribution] that has [impact].”*
* Key words: For *discovering; defining; developing; introducing...*that has *led to; enabled; defined; transformed*

**4. Summary of research excellence**

Provide a summary (maximum 250 words) describing your research excellence and impact.

* Be direct and describe achievements first; include metrics such as major publications or awards toward the end of the summary.

**5. Detailed narrative of research excellence**

Provide a detailed narrative of your research achievements and impact (maximum 3 pages).

* Develop a compelling overview of your work and the main contributions for which you could be nominated.
* Explicitly state the original, innovative, and significant qualities of your work.
* Describe the national and/or international impact of your work, and your reputation and expertise.
* Suggested structure: Start with a 1-to 2-paragraph introduction of the central questions or problems your work has addressed; structure the rest of the overview with headings to allow room for more detailed discussion. Keep metrics and other indicators of recognition toward the end.

**6. Annotated list of top publications or scholarly outputs**

a. List your top 5 publications or comparable scholarly outputs in order of significance/impact. These must be completed and published. Works in progress or under review will not be considered.

* Comparable scholarly outputs could include (but are not limited to): scholarly books or chapters; invitations to give influential or named lectureships; patents; commercialized products or technologies; software, tools, or programs; contributions to public policies and procedures.

b. Include annotations for each of your top publications/scholarly outputs. Each annotation should be no more than 2-3 sentences/points.

* Annotations should complement your summary (component 4) and detailed narrative (component 5) by offering more detail on specific contributions and their significance or impact.
* Annotations can include statements of quality/impact, but these are strongest when backed up by evidence, such as number of citations, related awards, number of downloads, etc.

**7. Well-formatted CV**

Include a copy of your up-to-date CV, tailored to your research excellence and achievements (Maximum 30 pgs). Review your entire CV for formatting inconsistencies.