**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 adapted for various award opportunities and will be a helpful resource for nominators.

Award dossiers can be submitted by Temerty Medicine faculty, both campus and hospital-based, at any time for review and feedback. To be considered for the [Temerty Medicine Research Excellence Award](https://temertymedicine.utoronto.ca/temerty-medicine-research-excellence-award), please confirm the deadline and indicate your interest in applying at the point of submission.

***Awards for Research Excellence***:

This awards dossier focuses on demonstrating research excellence. In particular, eligible individuals who complete this dossier may want to consider nomination for the following awards:

1. ‘Early career’ faculty: [Royal Society of Canada College Membership](https://rsc-src.ca/en/fellows-members/college-members/college-nominations), [Arthur B. McDonald Fellowship](https://www.nserc-crsng.gc.ca/Prizes-Prix/McDonald-McDonald/Nomination-Nomination_eng.asp), [CIHR Gold Leaf Prize for Outstanding Achievements by an Early Career Investigator](https://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=2883&view=currentOpps&org=CIHR&type=EXACT&resultCount=25&sort=program&next=1&all=1&masterList=true), [Sloan Research Fellowship](https://sloan.org/fellowships/).
2. ‘Mid-career’ faculty: [Royal Society of Canada Fellowship](https://rsc-src.ca/sites/default/files/RSC%20Guide%20to%20Nominating%20Fellows%202021.pdf), [Canadian Academy of Health Sciences Fellowship](https://cahs-acss.ca/about/), [National Academy of Medicine Fellowship](https://nam.edu/about-the-nam/#ert_pane1-1), [L’Oréal-UNESCO For Women in Science International Awards](https://www.forwomeninscience.com/authority/international-awards).

Note: For this dossier, ‘Early career’ = researchers within 10 years of beginning their first independent research position; ‘mid-career’ = have held their independent research position for more than 10 years.

***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. ***Potential Referees***
2. List referees that can speak to your research excellence and innovation.

 For **Early career** faculty, include **three** potential referees. Referees can be previous collaborators, but ensure that you describe the nature and extent of your relationship in the referee biography (1b).

 For **Mid-career** faculty, include **five** potential referees. Referees should be at arms-length and should not be in conflict of interest with the success of your application. Descriptions of what constitutes a conflict of interest can be found [here](https://rsc-src.ca/sites/default/files/RSC%20Guide%20to%20Nominating%20Fellows%202021.pdf).

1. Provide a brief biography for each referee (maximum 250 words), indicating their qualifications and expertise. Include the referees name, institutional affiliation, and website, if applicable. Indicate the nature and extent of your relationship with the referee (not included in the 250 words).

Note: Temerty Faculty of Medicine staff will only contact referees after confirming external award nominations plans with applicants. Potential referees are included solely for the purpose of preparing for future awards and honours applications.

1. ***One-sentence Citation***

* Include a one-sentence citation, with a length of ~15 to 20-words.
  + Structure: *“For [discovery/contribution] that has [impact].”*
  + Key words: For *discovering; defining; developing; introducing* That has *led to; enabled; defined; transformed*

1. ***Long-form Citation***

* Include a long form citation (maximum 70 words).
  + The citation should concentrate on your original contributions to research and scholarship.
  + While there is no standard form for citations, the citation should include at least the basic information in the following order: your full name, institutional affiliation, and discipline.

1. ***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.

1. ***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.

1. ***Annotated list of top publications or scholarly outputs***
2. List your top 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.

 For **Early career** faculty, include up to **10** top publications or scholarly outputs.

 For **Mid-career** faculty, include your **20** top publications or scholarly outputs.

1. Include annotations for each of your top publications/scholarly outputs. Each annotation should be no more than 2-3 sentences/points.
   * Annotations can complement your summary (component 4) and detailed narrative (component 5) by offering more detail on specific papers and their significance or impact.
   * Annotations can include statements of quality/impact, but make sure these are backed up by evidence, such as number of citations, related awards, number of downloads, etc.
2. ***Well-formatted CV***

* Include a copy of your up-to-date CV, tailored to your research excellence and achievements.
  + Review your entire CV for formatting inconsistencies.

 For **Early career** faculty, your CV should be no more than **30 pages**.

 For **Mid-career** faculty, your CV should be no more than **40 pages**.