**CAHR-CANFAR EXCELLENCE IN**

**RESEARCH AWARDS**

NOMINATION GUIDELINES AND FORMS

With a membership of more than 2,000 researchers and others interested in HIV research, the Canadian Association for HIV Research (CAHR) is the leading organization of HIV/AIDS researchers in Canada. CAHR is excited to launch a new awards program to recognize and support individuals and groups in the field of HIV research.

The Canadian Foundation for AIDS Research (CANFAR) is Canada’s only independent charitable foundation dedicated to eliminating HIV and AIDS through research. By funding promising Canadian AIDS research and spreading awareness through education campaigns, CANFAR is working to end AIDS globally. Since 1987, CANFAR has awarded more than $20-million to HIV and AIDS research projects.

As per this opportunity, CAHR and CANFAR will bestow up to five Excellence in Research Awards every year to highlight the achievements of researchers actively contributing to HIV research in their respective discipline.

CAHR reserves the right to not award all five based on quality of applicants.

**Deadline Extended: February 22, 2017**

**Only completed nomination packages received by CAHR by this date will be considered for the award.**

**WHAT YOU WILL FIND IN THIS PACKAGE:**

**☐ Nomination Guidelines**

**☐ Nomination Form**

**☐ Submission Checklist** including statement of nomination, two letters of recommendation, and nominee curriculum vitae

**For questions regarding these awards, contact CAHR at** trainingandawards@cahr-acrv.ca

Canadian Association for HIV Research

236 Metcalfe Street Suite 302

Ottawa, ON K2P 1R3

t. +1 613-747-2465

**NOMINATION GUIDELINES**

**OVERVIEW**

The CAHR-CANFAR Excellence in Research Awards is intended to highlight and celebrate the contributions of Canadian researchers in HIV/AIDS research in Canada and internationally. The awards are intended for individual researchers, with the exception of the community-based research award.

One nominee will be selected on a competitive basis for each category, awarded at the CAHR annual conference:

* Basic sciences
* Clinical sciences
* Epidemiology and Public health
* Social sciences
* Community-based research team

**ELIGIBILITY**

**To qualify for nomination, please consider the following eligibility criteria.**

At the time of application, the nominee must have five to fifteen years of experience working in research since becoming an independent or Principal Investigator (i.e. since faculty appointment if in academia).

The nominee must be a faculty member at a Canadian university and/or independent researcher at a Canadian institution involved in research. We also welcome nominations of organizational employees who are working primarily as a researcher.

The nominee must be nominated by a second party. No self-nominations will be accepted.

To receive the award, the winners must attend the next annual CAHR conference. Please confirm with your nominee that they are available on that date.

For the CAHR-CANFAR Excellence in Research award for community-based research, eligibility will be awarded to a research team that aligns with the [CIHR definition of community-based research](http://www.cihr.gc.ca/e/25835.html). The research team and project must be currently operational or have been working in the last 2 years.

**AWARDS AVAILABLE**

**Five Awards: One per category:**

**Nominations must clearly state only one of the following research streams:**

* Basic sciences
* Clinical sciences
* Epidemiology and public health
* Social sciences
* Community-based research team

Successful nominees will receive free registration to the next CAHR conference to receive their award. In cases where a team is awarded, the cost of one registration will be awarded to ensure a representative can attend to receive the award. By accepting a nomination, nominees are agreeing to attend the conference if they receive the award.

**EVALUATION CRITERA**

Reviewers will consider the following criteria:

Extent to which the nomination package outlines:

* Proof of the nominees dedication as an active contributor to HIV research in general and in their specific stream
* High quality of the nominee’s research achievements through published works, presentations, and active projects
* Evidence of a desire to synthesize, apply and translate past, present, and future research into the advancement of the Canadian and Global movements to end HIV

CAHR is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, across gender and sexuality spectrums and from people with disabilities.

**ADDITIONAL AWARD INFORMATION**

**Please keep the following tips and terms in mind when creating your nomination package. Communicate these terms to the nominee.**

* The nominator is responsible for providing all the information and support materials. CAHR will not follow-up if components are missing. Additionally, no extra material will be considered or seen by the adjudication team.
* If scanning documents, please ensure it is clear and legible before sending it.
* Notify CAHR if contact information changes

**CAHR 2017 will be held on April 6-9, 2017 in Montreal, Qc.
For more information please visit** [**http://www.cahr-acrv.ca/conference/**](http://www.cahr-acrv.ca/conference/)

**INFORMATION FOR SUBMISSION**

**HOW TO APPLY**

To nominate a colleague, a complete awards package must be submitted in PDF format, in a single document, and emailed to**trainingandawards@cahr-acrv.ca** before the application due date. Please save the PDF identifying the nominee name and research stream *(eg. LASTNAME\_STREAM; BASIC, CLINICAL, EPIDEMIOLOGY, SOCIAL, COMMUNITY)*

A complete application includes:

* Completed nomination form (found at the end of this document)
* Statement of nomination- brief explanation of the nominees success with the described criteria listed under “Assessment of Nominations” (500 words maximum)
* Two letters of recommendation- no personal recommendations will be accepted, but should include individuals that can speak to the nominees work in HIV research. All letters must be signed and dated, written specifically for this award.
* Nominee’s most current curriculum vitae

**AWARD DECISION**

All applicants will be contacted by CAHR through email regarding the outcome of the adjudication process. At such time, the nominee will be required to contact CAHR to accept the award, and confirm their attendance at the upcoming CAHR conference.

As part of the award, successful nominees must consent to having a short biography posted on the CAHR and CANFAR websites, and to be shared with funders for future organizational opportunities.

**RESUBMISSION FOR FUTURE AWARDS**

Unsuccessful applications may be resubmitted in the following year for up to three years after original submission. After that time, a nominator and nominee will be required to submit a new application. While they are accepted, CAHR encourages the nominator to update all relevant information. Please contact CAHR if you would like an application to be reconsidered.

**PERSONAL INFORMATION**

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. CAHR and CANFAR will protect personal information as required by the Privacy Act.

**For more information or to answer any questions, please contact:**

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**CAHR-CANFAR Excellence in Research Awards 2017**

**PART 1: NOMINATOR AND NOMINEE (to be completed by the nominator)**

**NOMINATOR**

Nominator Name and Title

Name of institution or place of employment Position

Telephone Email

**NOMINEE**

Nominee Name and Title

Name of institution or place of employment Position

Telephone Email

Research Stream

Years as a researcher:

**DECLARATION OF NOMINATOR**

By submitting this application, the nominator and nominee consent to the following statements, indicated by checking the following boxes, and signing below:

* I have carefully read the criteria listed in the nomination package, and the nominee meets these conditions
* If the nomination is successful, the nominee consents to having a picture and brief biography of their research accomplishments published on the CAHR website and for promotional purposes
* The nominee agrees to attend the CAHR 2017 Conference in Montreal, Qc April 6-9, 2017 if their application is successful. The winner will receive free registration for the conference, excluding flights and accommodation.

Signature of nominator Date

Signature of nominee Date

**PART 2: LETTERS OF RECOMMENDATION**

Maximum **Two Letters** will be accepted in the nomination package. Please submit letters in English and/or French.

**EXPERTS PROVIDING LETTERS OF RECOMMENDATION**

 **1)**

Name and Title

Name of institution or place of employment Position

Telephone Email

Field or focus of Research

**2)**

Name and Title

Name of institution or place of employment Position

Telephone Email

Field or focus of Research

**PART 3: STATEMENT OF NOMINATION**

Limited to 500 words, please provide a statement speaking as to the following assessment criteria:

* Proof of the nominees dedication as an active contributor to HIV research in general and in their specific stream
* High quality of the nominee’s research achievements through published works, presentations, and active projects
* Evidence of a desire to synthesize and translate past, present, and future research into the advancement of the Canadian and Global movements to end HIV

**STATEMENT OF NOMINATION**

**SUBMISSION CHECKLIST**

**PLEASE ENSURE ALL ARE INCLUDED IN YOUR APPLICATION**

* Completed nomination form
* Statement of nomination (included in nomination form)
* Two Letters of recommendation
* Nominee Curriculum Vitae

**DID YOU…?**

* Combine all material into a single PDF document
* Save document identifying the nominee name and research stream
*(eg. LASTNAME\_STREAM; BASIC, CLINICAL, EPIDEMIOLOGY, SOCIAL, COMMUNITY)*
* Update header on nomination form with the same *LASTNAME\_STREAM* identification
* Confirm with nominee that they can attend CAHR 2017 if notified that their nomination was successful
* Submit application by email to trainingandawards@cahr-acrv.ca

Thank you for completing the application. All applicants will be contacted with the decision. For any questions or comments on how we can make this award process better, please contact us at:

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