Department of Medicine

Research Staff Excellence Awards

GUIDELINES

Deadline: May 9, 2025
Completed Nominations to DoMResearch@nshealth.ca

PURPOSE:
The Department of Medicine (DoM) distributes awards to research staff working with the Department who have demonstrated excellence in research in the previous three years. The main purpose of these awards is to honour and publicly recognize the achievements and contributions of research staff.

ELIGIBILITY CRITERIA:
Awards may be presented to research staff with a significant role on a research team with a primary investigator whose primary appointment is in the DoM. Individuals may be nominated in one of two groups – Senior Research Staff (e.g. Research Coordinator, Associate, Scientist, Laboratory Technician or Assistant, generally with 5 or more years in the research field), or Junior Research Staff (e.g. Research Assistant, Laboratory Technician, with less than 5 years in the research field). Ordinarily individuals would receive an award no more than once in their career for each role.

NUMBER OF AWARDS:
A maximum of two awards may be given annually. Consideration of awards will be given on an annual basis; however, depending on the merit of the nomination(s), they will not necessarily be given every year. These awards will usually be presented annually at a DoM research event.

NOMINATION PROCESS:
Any department member may nominate potential candidates. It is expected that most nominations will come from the principal investigator working with the candidate.

To nominate an individual, please submit an electronic copy of the following to DoMResearch@nshealth.ca:

- A nomination letter. This letter should highlight the candidate's contributions and achievements within the research team. The letter must indicate the applicable nomination category (Senior or Junior) and the staff's FTE with the research team.
- A copy of the candidate's CV (any format).

NOMINATION DEADLINE:
Nominations must be submitted no later than Friday, May 9, 2025. Incomplete or late nominations will not be considered.

AWARD REVIEW PROCESS:
All nominations will be reviewed by the DoM Research Committee using the criteria on page 2 to guide the decision. Fulfilling minimal nomination criteria will not necessarily result in the receipt of an award.

CRITERIA TO GUIDE ADJUDICATION OF RESEARCH EXCELLENCE AWARDS

The following benchmarks, in addition to the research staff's FTE, will be used in considering an individual for a DoM Research Staff Excellence Award.

- Contribution to research within the DoM;
- Supervising and mentoring residents, fellows, medical students or others in research activities;
- Team work and dedication; and,
- Contributions to publications and other knowledge dissemination.