

## **Application Guidelines and Procedures**

### **Background**

At the heart of a strong university is its faculty, those highly educated individuals whose responsibilities encompass teaching, research and scholarship, and community service. As competition for the most talented of these intensifies across the country, the ability to offer faculty unique opportunities for study, travel, renewal and professional development can provide a decided advantage in recruiting and retaining top scholars. This is particularly crucial for UNB as it strives to promote its fundamental role in the intellectual, social, economic and cultural well-being of this province.

The Harrison McCain Foundation has offered the University of New Brunswick a rare opportunity to provide incentive to outstanding new or young faculty to join or remain at UNB. The Foundation has generously committed \$125,000 a year to support this initiative for a period of five years.

### **Award Criteria**

The Harrison McCain Young Scholars Awards are designed to provide special support to tenure or tenure-track faculty members who received their PhD less than 10 years ago and whose employment at UNB does not exceed 6 years.

Valued at up to \$25,000, the awards may be used for research projects, additional study, travel, equipment, stipends to provide release time for increased research activity, the hiring of a laboratory assistant, or other initiatives deemed to be supportive of establishing an academic career at UNB. The award cannot be used to host conferences or to complete a higher degree.

The awards may be renewed once. Renewals follow the same process as first time nominations. There will normally be at least five Harrison McCain Young Scholars Awards each year.

### **Nomination Process**

- Nominations (1 fully signed copy) are submitted by individual Deans to the Office of Research Services by the deadline indicated on the Funding Programs page (<http://www.unb.ca/research/ors/internal-funding/harrison-mccain-foundation.html>). It is the responsibility of Deans to set the internal deadline for applications to be submitted to their offices by department Chairs or individual applicants.
- Applicants must also email one complete PDF copy of their nomination package to [ors@unb.ca](mailto:ors@unb.ca) by the competition deadline date. It is understood this copy will not be signed.
- If more than one nomination is to be submitted per faculty, the Dean will rank the nominations.
- Successful candidates may take up their award beginning in May of the same year.
- Nomination packages, which are to be completed in collaboration with the candidate, include:

- the completed nomination form, which is comprised of a description of the candidate's exceptional qualities and achievements, an evaluation of how the Award would benefit both UNB and the candidate, and a budget and budget justification for the requested funds;
- a detailed proposal for the amount requested (up to \$25,000) and the purpose for which it will be used (maximum 4 pages not including bibliography), and
- the candidate's CV including degrees held, professional experience, and research contributions over the past 5 years, e.g. publications, training of graduate students, research funding (maximum 5 pages).

As the membership of the selection committee is representative of a broad spectrum of research interests, applicants should refrain from extensive use of technical terms or jargon.

### **Selection Process**

- Nominations will be adjudicated by a committee chaired by the Vice-President (Research).
- The Committee shall have a quorum of at least three members and will meet at the call of the Chair once per year following the submission of nominations.

### **Administration and Reporting**

The application processes for the Harrison McCain Young Scholars Award will be administered by the Office of the Vice-President (Research).

The final selection, appointment, and removal of award recipients are the sole responsibility and prerogative of the University.

All contributions from the Harrison McCain Foundation towards the Young Scholars Award, Visiting Professorships, Visitorships and Grant in Aid of Scholarly Book Publishing Award will be placed in an account created specifically for this purpose. Funds will be available for one year after which they will be returned to the Harrison McCain Foundation general account for redistribution to other awardees. Requests for an extension to use the funds must be made in writing prior to the end of the grant period to [ors@unb.ca](mailto:ors@unb.ca).

Award recipients will be required to submit an annual report detailing the activities undertaken as a result of the grant, due by April 1<sup>st</sup> of the year following the award. The University will provide an annual report to the Foundation each year detailing the activities encompassed by the Harrison McCain Young Scholars Award.

## **Harrison McCain Foundation Selection Criteria**

### **Young Scholar Awards:**

1. Degree of originality & expected contribution to the advancement of knowledge;
2. Clarity and scope of objectives and appropriateness of methodology;
3. Suitability and expected effectiveness of plans to communicate research results;
4. Appropriateness of, and justification for, the budget;
5. Where appropriate, the nature and extent of student training;
6. Academic achievement, experience, publication record and research aptitude of the applicant, in comparison to the other applicants.