

## **GUIDANCE DOCUMENT FOR THE PRESIDENT'S AWARDS FOR RESEARCH EXCELLENCE: RESEARCH SUPPORT EXCELLENCE**

The Award for Research Support Excellence aims to recognise the contribution of Research Support staff at Imperial beyond that expected as part of their job description. This award category offers a maximum of four awards, including up to two Medals for Research Support Excellence. **At the discretion of the selection panel, awards will be conferred between sub-categories of technical vs operational/professional staff to reflect the different nature of support. Nominators should clearly state to which sub-category their nominee belongs.**

This could include beneficial effects their support has given to Imperial research and the innovative approaches/good practice they bring to a project. Imperial staff on professional, operational or technical contracts are eligible to be nominated for this award.

Excellence should be demonstrated through evidence of:

- Impact and/or beneficial effects of their contribution
- Maintaining the highest standards of professional conduct
- Establishing robust procedures to help ensure swift and effective support
- Innovative approaches and/or good practice
- Fostering an inclusive and diverse culture
- Consistent role modelling of the [College values](#) and behaviours in everything they do

### **Eligibility**

- Imperial staff on professional, operational or technical staff contracts. Joint nominations require clear justification and should be entered on a single nomination form.
- Nominations can be made by any ICL staff member
- Self-nomination is not permitted for this award category

### **Entering the nomination (please additionally refer to the user guide document for the awards system)**

- A single nomination form should be completed for each nominee. It is strongly recommended to notify the nominee of the intention to propose them for this award.
- A nomination overview summarising key points of the reasons for nomination should be completed. Details can be included in later sections of the form.
- Evidence should be provided for each of the award criteria (this should be written for a non-expert audience and specific examples given where appropriate):
  - Impact and/or beneficial effects of contribution and support to Imperial research, particularly how this extends beyond the expectations of the nominee's job description
  - High standards of professional conduct, including approachability and supportiveness to other staff
  - Implementation of best practice, including establishment of robust procedures to ensure swift and effective support and, where appropriate, the use of innovative approaches
  - Fostering an inclusive and diverse culture
- A statement of support should be provided by an individual not involved in the nominee's direct line of management.
- There is a 4000 character (approx 300 word) limit for each free text section.
- The selection panel will ONLY draw on the evidence presented in this form when making their decisions, so please ensure a good case is presented for submission.

### **Selection criteria**

Each selection panel member is asked to score every nominee in the award category (with the exception of those with which there is a conflict of interest) and provide a score for each of the criteria presented above and the statement of support. **The scores are assigned only on the strength of the evidence presented in the application form in demonstrating that the nominee meets each of the award criteria.**

The panel are also asked to consider what makes the nominee stand out and what the impact has been of their actions/research. The statement of support can influence this consideration.

### What makes a good nomination?

Ensure a good case is presented for submission, as the selection panel will only draw on the <b>evidence presented within the nomination</b>	Nominations <b>without evidence</b> for the relevant criteria will not be taken into consideration
The submission should be written for a non-expert audience and <b>specific examples given where appropriate</b>	Without detailed <b>examples</b> of their work, the selection panel can't review how the nominee has gone above and beyond their normal remit
Detail positive attitudes and behaviours they have exhibited that is in line with our <a href="#">College Values</a>	The nomination should not be a cv, instead highlight information on the benefits achieved and how these were <b>evaluated</b>
Showcase the real and tangible improvements and <b>outcomes</b> of the nominees' work. What has changed as a result of their involvement/initiative? Include evaluation data as evidence.	<b>Feedback</b> from audiences, students or colleagues can provide additional support for a nomination – this can be included as two extra documents (no longer than two pages each)