# **Performance Report** (maximum six pages + 100 word Executive Summary**)**

In clear, plain, non-specialist language, the institution must clearly demonstrate how the nominee has achieved the objectives set out in the original nomination, that they have upheld the standards of excellence of the program, and what the added value has been to the nominee of holding a Canada Research Chair.

## **a. Executive Summary (100 words maximum)**

|  |
| --- |
| * Highlight the major accomplishments achieved by the chair during the previous term.
 |

## **b. Quality of the Chair** (sections b through f cannot total more than six pages)

|  |
| --- |
| * Demonstrate that the nominee is developing into an outstanding researcher of world-class calibre who is poised to become a leader in their field.
 |

## **c. Research Program**

|  |
| --- |
| * Describe how the nominee has achieved the goals of the original research program.
* Describe how the nominee has carried out a research program that has produced important results that are having a significant impact in the field.
 |

## **d. Engagement with research users and communication of results**

|  |
| --- |
| * If applicable, describe how the nominee has engaged with research users (e.g., media, academics, industry, government, not-for-profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) during the various stages of their research program (e.g., conception/design of research program, implementation of research program, communication of results, etc.).
* Describe how the nominee has disseminated their research results during their previous term (e.g., conferences; peer reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works, etc.).
* Explain how these research results have had a significant impact in their field.
 |

## **e. Description of training strategies**

|  |
| --- |
| * Describe the training strategies used by the chair to attract excellent students (doctoral, master’s, undergraduate) and trainees to the institution or affiliated institutes.
* Describe how the chair has encouraged these student and trainees to develop their research expertise.
* Describe how the chair has created an environment that attracts, develops and retains excellent students and trainees.
 |

## **f. Integration with the institution’s strategic research plan**

|  |
| --- |
| * Describe any impacts of the nominee’s research that support the institution's strategic research plan.
* Describe how the nominee has helped build relationships with other research initiatives in Canada and abroad.
* If applicable, describe how the nominee has improved the institution's ability to leverage additional research resources, including financial and non-financial.
 |

# **Description of the Proposed Research Program** (maximum six pages + 100 word Executive Summary + 3 page List of references)

In clear, plain, non-specialist language, the institution must clearly demonstrate that the nominee is proposing an original and innovative research program of high quality.

## **a. Executive Summary (100 words maximum)**

|  |
| --- |
| * Briefly state the explicit objectives of the proposed research program.
* Briefly state the major accomplishments the nominee plans to achieve in a subsequent term as a Canada Research Chair.
 |

## **b. Context** (sections b through e cannot total more than six pages)

|  |
| --- |
| * Explain what makes the research program original, innovative and of high quality;
* Situate the proposed research within the context of the relevant scholarly literature.
* Explain the relationship and relevance of the proposed research to the nominee’s ongoing research.
* If the proposed research program represents a significant change of direction from the nominee’s previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and if applicable, how the nominee will secure the appropriate level of expertise needed. (e.g., through collaboration) to successfully implement the proposal.
* Explain the anticipated contribution of the research program to the existing body of knowledge in the area of research.
* Describe the theoretical approach or framework (if applicable).
* Demonstrate how the proposed research will contribute to the attainment of the research objectives as outlined within the institution’s strategic research plan.
 |

**c. Methodology**

|  |
| --- |
| * Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives.
* Justify the choice of methodology.
 |

## **d. Engagement with research users and communication of results**

|  |
| --- |
| * Describe, if applicable, how research users (e.g., media, academics, industry, government, not-for-profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research program (e.g., conception/design, implementation, communication of results, etc.).
* Describe how the research results will be disseminated (e.g., conferences; peer-reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works; etc.).
 |

## **e. Description of proposed training strategies**

|  |
| --- |
| * Describe the training strategies that have been and will be used to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the university or affiliated institution(s), hospital(s), institute(s).
* Describe how an environment that attracts, develops and retains excellent students and trainees has been or will be created.
* Describe the specific roles and responsibilities of students and trainees and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training and develop their research expertise.
 |

## **f. List of references** (maximum three pages)

|  |
| --- |
| * Attach a list of all references cited in the proposed research program. This is in addition to the six pages allowed for the description of the proposed research program.
 |

# **Quality of the Institutional Environment, Institutional Commitment, and Fit of the Proposed Chair with the Institution’s Strategic Research Plan** (maximum 6 pages)

The institutionmust clearly describe/demonstrate:

## **a.Institutional environment**

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| --- |
| * the quality of the existing or planned institutional environment for the proposed chair;
* according to the nominee’s career stage, any opportunities for collaboration with other researchers working in the same or related fields at the current institution and/or the nominating institution (as applicable), in the same region, within Canada or abroad; and
* according to the nominee’s career stage, any opportunities for attracting additional resources, including financial and non-financial resources.
 |

## **b. Institutional commitment**

|  |
| --- |
| * the non-financial support it and any affiliated postsecondary institution(s), hospital(s) or institute(s) will provide the chairholder to ensure the success of their work, such as protected time for research (e.g., release from teaching and/or administrative duties), mentoring, office space, administrative support, hiring of other faculty members, etc.;
* the total approximate amount of funding estimated to be needed **per year** to implement the proposed research program over the five year term of the chair;
* as a complement to the budget pages in the nomination form, how much of the necessary research funding is already secured versus that which is outstanding or will be applied for;
* the strategy for how any outstanding funding (if applicable) will be secured;
* the financial support that the institution and any affiliated institution(s), hospital(s) or institute(s) will provide to the chairholder;
* any mitigation and monitoring strategies the institution will use to ensure that the nominee has the resources (both financial and non-financial) necessary to implement a program at the level that is expected of a Canada Research Chair; and
* how both the financial and non-financial commitments made by the institution differ from those provided for regular faculty members.
 |

## **c. Fit of the proposed chair with the institution’s strategic research plan:**

|  |
| --- |
| * the importance of the chair to the institution’s strategic research development, and, if applicable, to its affiliated institution(s), hospital(s), institute(s);
* how the proposed chair will contribute to the attainment of the institution’s objectives, as outlined in its strategic research plan; and
* how the nominee has helped build relationships with other research initiatives in Canada and abroad, if applicable.
 |

# **Summary of Proposal** (character count 2,500, not word count)

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| --- |
| € Provide a summary, written in plain language, describing the uniqueness and importance of the proposed research program. This summary will be used in the chairholder profile and for publicity purposes.  |