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| --- | --- | --- |
|  | **Information needed** | **Status** |
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| **CRC Online Module** | ***Note:*** Are all sections uploaded and complete. Check to ensure all sections are filled by validating the nomination |  |
| **Identification Page** | ***Note:*** If nominee’s current email is not @sfu.ca, this will need to be changed if approved by TIPS |  |
| **Chair Information**  | * Confirm type of Chair applied and Tri-Agency
* Is candidate >10 year post PhD; if yes, fill in Tier 2 justification
* Did SFU abide by TIPS requirements in recruitment process?
* Confirm expected start date
* Is start date accurate and reflect when the nominee can actually start their research (after NOA signed, ethics approval, leaving their current institution)?
* Does the start date maximize the time before the Chair must be renewed?
* ***Note:*** is ethics required? If yes, flag this for follow up.
* ***Note:*** Is there environmental impact; if yes, flag for follow up.
* ***Note:*** Is there an affiliated CFI proposal? If yes, submit with CRC.
 |  |
| **EDI requirements and recruitment** | * Confirm if EDI requirements were met.
* Generate Formal Letter or Attestation Form, if required.
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| **Research Project Summary** | * Provide a 100 word summary, written in lay language, describing the uniqueness and importance of the proposed research program
 |  |
| **Letters of Reference (3)** | **New Tier 1 and all renewal nominations*** All three letters **must** be from established authorities in the field who are not in a conflict of interest with the nominee.
* One letter **must** be from a recognized international authority in the nominee’s field who does not reside in the country in which the nominee is currently working.

**New Tier 2 nominations*** One of the three letters must be from an established authority in the field who is not in a conflict of interest with the nominee.
* For the other two letters of reference, referees may not be affiliated with the nominating institution unless they are the candidate's PhD or postdoctoral supervisor.

***Note:*** referees cannot be suggested as reviewers for nominations* Submit letters of reference; ensure receipt by TIPS
 |  |
| **Funding from Chairs Program** | * Confirm $100k (Tier 2) and $200k (Tier 1)
* New Tier 2 Research Stipend: $20k/year – Other expenditures
* Has internal signature sheet been provided to ORS for Tier 2 Stipend?
 |  |
| **Funding from SFU** | * Cross check amounts with the text in the nomination attachment
 |  |
| **Funding from Other Sources** | ***Note:*** This may be more relevant for renewal nominations |  |
| **Suggested reviewers** | Check reviewers to ensure they are not in conflict of interest |  |
| **Exclusion of Potential Reviewers** | ***Note:*** nominees may identify potential reviewers who, in their opinion, would be unlikely to provide an impartial review. Provide a justification for excluding these potential reviewers (e.g., experts with whom you or members of your research team have had serious disputes). |  |
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| **CRC Attachment** | ***Note:*** Check presentation to ensure it follows TIPS’ requirements |  |
| **Performance report** **RENEWALS ONLY** | ***Note:***Maximum of 6 pages * Executive summary (100 words maximum)
* Quality of the chair
* Research program
* Engagement with research users and communication of results
* Description of training strategies
* Integration with the institution's strategic research plan
 |  |
| **Quality of the Chair****NEW NOMINATIONS ONLY** | ***Note:*** One page maximum* Tier 1: internationally recognized world-class researcher
* Tier 2: Excellent emerging researcher of world-class caliber with potential to achieve international recognition in their field in 5-10 yrs
 |  |
| **Description of the proposed research program** | ***Note:***maximum six pages excluding executive summary and references* Executive summary (100 words maximum) – separate page
* Context
* Methodology
* Engagement with research users and communication of results
* Description of proposed training strategies
* List of references (maximum one page)
 |  |
| **3) Quality of the institutional environ­ment, commitment, and fit of the proposed chair with SFU’s SRP**  | ***Note:***maximum six pages * Institutional environment
* Opportunities for attracting additional resources, including financial and non-financial resources.
* Institutional commitment – check against online form
* Do commitments reflect SFU’s Institutional Support Memo?
* Are commitments eligible, tangible, auditable, and authorized by the appropriate signatory?
* Is the institutional support offered comparable to current SFU chairholders?
* Mitigation and monitoring strategies; how SFU will ensure 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. This is especially important for foreign chairholders who may be less familiar with the Canadian research funding system
* How both financial and non-financial commitments made by SFU differ from those provided for regular faculty members
* Fit to SRP
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| **CV** | * Nominee must validate online CV module from their Researcher Dashboard
* Attachment must follow TIPS presentation standards
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| **Overall Presentation** | * Consistent language
* Consistent formatting
* Adherence to TIPS formatting instructions (3/4” margins, page numbers top right, single spacing, etc)
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