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| **Chairholder Information** | | | |
| **Name** |  | | |
| **CRC Title** |  | | |
| **Tier** | (1/2) | **Council** | (CIHR/NSERC/SSHRC) |
| **Department/School** |  | | |
| **Faculty** |  | | |

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| **Package to ISA** | |
|  | [Dean's CRC Renewal Support Memo Template](https://www.sfu.ca/research/node/1116)   * Consult the [Institutional Supports Recommendations](https://www.sfu.ca/research/resources/institutional-strategic-awards/proposals/tips/canada-research-chairs/institutional-supports) page * Institutional support for both new and renewal CRC nominations is monitored by ISA for equity considerations and reporting purposes. |
|  | [TPC Recommendation Memo Template](https://www.sfu.ca/research/node/1120) |
|  | Reference Letters (minimum of 3)   * Requested in accordance with CRC’s [reference letter guidelines](https://www.sfu.ca/research/node/1117) * Reference letters need to be reviewed by ISA prior to submission to ensure they meet the program’s guidelines and the conflict of interest guidelines |
|  | Materials used by the TPC for evaluation which typically includes, but is not limited to:   1. CV (in any format) 2. Draft of CRC performance report 3. Draft of CRC proposed research program |

Renewal nominations are subject to SFU’s CRC renewal policies as outlined here: <https://www.sfu.ca/research/researcher-resources/funding-opportunities/research-grants/canada-research-chairs/renewal>

and the Canada Research Chair’s guidelines for renewal nominations: <https://www.sfu.ca/content/dam/sfu/faculty-relations/Forms/Checklist%20for%20Teaching%20and%20Research%20Faculty%20Appointments-fillable.pdf>