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

|  |
| --- |
| **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>