

## URC and CRMF Renewal Instructions

### Presentation

- Put your name at the top of each page and number all pages.
- Use 12-point font or larger and a maximum of six lines per inch, single spaced.
- Paper must be 8 1/2" x 11" (22x 28 cm) and margins must be at least 3/4" (2 cm) around.
- Submit the following information as one attachment.

### 1) Performance report (3 to 5 pages)

The Performance Report must clearly demonstrate: how you have achieved the objectives set out in the previous term (i.e., last five years), that you have upheld the standards of excellence of the program, and what the added value has been of holding a University Research Chair (URC) or a Chaire de recherche du monde francophone (CRMF).

#### a. Research program

- Describe how you have:
  - achieved the goals of your original research program;
  - carried out a program of research that is producing leading-edge results which are making a significant impact at the international level.

#### b. Engagement with research users and communication of results

- Describe (if applicable) how you engaged with research users (e.g. the media, academics, industry, government, not for profit organizations, practitioners, policy makers, educators, private sector, artistic and cultural community etc) during the various stages of your research (i.e. conception or research project(s), implementation, communication of results etc).
- Describe your dissemination of research results during the previous term: for example, in peer-reviewed journals, monographs and books; at conferences, and in the form of patents, copyrights, products, services, technology transfer, and creative or artistic works.
- Explain how your research results have made a significant impact in the field.

#### c. Description of training strategies

- Describe:
  - the training strategies used by the chair to attract excellent students (e.g. doctoral, masters, undergraduate) and trainees to the institution or affiliated institute(s);
  - how the chair has encouraged these students and trainees to develop their research expertise;
  - how the chair has created an environment that attracts, develops and retains excellent students and trainees.

#### d. Fit with the University's strategic research plan

- Describe:
  - how you helped build relationships with other research initiatives in Canada and abroad;
  - the impacts of the research that supports the institution's strategic development of research;
  - how you improved (if applicable) the institution's ability to leverage additional research resources, including financial and non-financial.

**2) Description of the proposed research program for the next five years (3 to 5 pages excluding executive summary and list of references)**

**a. Executive summary (100 words max.)**

Briefly state the explicit objectives of the proposed research program and the major accomplishments the nominee plans to achieve in a subsequent term as a chairholder.

**b. Context**

- Situate the proposed research in the context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.
- Explain the importance, originality and anticipated contribution to knowledge of the proposed research.
- Describe the theoretical approach or framework (if applicable).
- Relate the proposed research to the university'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**

- If applicable, describe how you will engage with research users (e.g. the media, academics, industry, government, not for profit organizations, practitioners, policy makers, educators, private sector, artistic and cultural community etc.) during the various stages of your research (i.e. conception of research project(s), implementation, communication of results, etc).
- Describe how you will disseminate the results of your research (e.g. conference presentations, publishing in peer reviewed publications, copyrights, products, services, technology transfer, and creative or artistic works etc).

**e. Description of proposed training strategies**

- Describe the specific roles and responsibilities of students, research assistants, and postdoctoral fellows, 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.
- Describe the training strategies that will be used to attract excellent students (e.g. doctoral, masters, undergraduate) and trainees to the university or affiliated institution(s).
- Describe how an environment that attracts, develops and retains excellent students will be created.