



**POLYTECHNIQUE
MONTRÉAL**

TECHNOLOGICAL
UNIVERSITY

Translation of an official document
from the Secretary General

PROCEDURE FOR THE AWARDING OF POLYTECHNIQUE MONTRÉAL'S EXCELLENCE IN RESEARCH AND INNOVATION PRIZE

ADOPTION (COMMITTEE/AUTHORITY)	DATE	RESOLUTION
<i>Assemblée de direction (recommandation)</i>	2014-01-14	ADD-566-523
<i>Conseil académique</i>	2014-01-20	CAC-424-2554

AMENDEMENT(S) AND ABRIDGEMENT(S)		
<i>Conseil académique</i>	2018-01-29	CAC-464-2820
<i>Conseil académique</i>	2018-12-17	CAC-473-2890
<i>Conseil académique</i>	2021-06-07	CAC-509-3066

CLASSIFICATION	Gestion des ressources humaines
REFERENCE NUMBER	PR-RH-8
ENTRY INTO FORCE	
RESPONSIBLE FOR APPLICATION OF PROCESS/POLICY	Directrice ou directeur de la Recherche et de l'Innovation

HISTORY

TABLE OF CONTENTS

1	GENERAL PRINCIPLES	3
2	SCOPE	3
3	ELIGIBILITY	3
4	APPLICATION	3
4.1	Steps.....	3
4.2	Committee	3
4.3	Selection criteria	4
4.4	Application Content	5
4.5	Deadlines.....	5
4.6	Study and decision-making.....	6
4.7	Prize announcement and presentation	6
5	MINOR CHANGES	6
6	ENTRY INTO FORCE	6

1 GENERAL PRINCIPLES

Polytechnique Montréal's Excellence in Research and Innovation Prize (henceforth "the Prize") is awarded to a Polytechnique Montreal professor in recognition of their significant contribution to research and innovation excellence, the quality of their teaching, as well as the influence and visibility of their activities. The prize is accompanied by an amount of \$10,000.

2 SCOPE

This document is intended for all regular and full-time professors.

3 ELIGIBILITY

Regular and full-time professors who perform teaching, research, and service functions for Polytechnique and within society, are eligible.

A professor who has received the Excellence in Research and Innovation Prize is not eligible for it again until 10 years have passed since they last received the prize.

If a given candidate is not chosen for the annual prize, their application may be kept for three years, provided that their CV and presentation letter are updated.

4 APPLICATION

The application procedure comprises the following: steps, committee, selection criteria, application content, deadlines, study and decision-making levels, prize announcement and presentation.

4.1 Steps

1. A professor's application may only be submitted by their department chair or another professor.
2. The candidate is responsible for compiling their own application.
3. Applications are sent by the department chair to the Vice-President, Research and Innovation or to the latter's representative.
4. Applications are studied by the Excellence in Research and Innovation Prize Committee (henceforth "the Committee") for recommendation.
5. The Committee's recommendation is sent to the Conseil académique for ratification.
6. The announcement and delivery of the Excellence in Research and Innovation Prize is made by the President or their representative.

4.2 Committee

The Excellence in Research and Innovation Prize Committee has five (5) or (6) members, including at least one woman, and another individual who is part of a designated group, namely¹:

- The Vice-President, Research and Innovation or their representative – this individual chairs the Committee;

¹ In Quebec, groups designated by the Act respecting equal access to employment in public bodies, are: Aboriginal individuals, women, visible minorities, ethnic minorities, and those with disabilities.

- Two (2) or three (3) Polytechnique professors² appointed by the Conseil académique;
- A graduate student appointed by the AÉCSP;
- A high-level external researcher appointed by the Conseil académique upon recommendation from the Commission de la recherche.

Any conflict of interest with award candidates must be disclosed to the Committee chair prior to the appointment of members to ensure an unbiased committee.

Committee members will be required to have completed training in unconscious bias in peer review. In addition, members should have expertise in a variety of research areas represented at Polytechnique, and seek input from experts invited to participate from within Polytechnique if needed.

4.3 Selection criteria

Polytechnique recognizes the diversity of its professors' research models (team-based, individual, in partnership, pure and/or applied, etc.), and thus, the diversity of forms that research impact(s) on society may take. The winners of the Excellence in Research and Innovation Prize should reflect this diversity.

The Excellence in Research and Innovation Prize is awarded to a Polytechnique professor who has distinguished themselves by the superior quality of their research's societal and scientific impact, notably through the training of highly qualified personnel, the advancement of knowledge in fields that hold promise for the future, the development of promising new technologies, or the transfer of developed technologies to industry.

It is the responsibility of the nominees to explain the value and importance of the contributions submitted. The Committee evaluates applications based on the following selection criteria:

1. **Contribution to the training of highly qualified personnel:** supervised or co-supervised students, positions currently held as a result of training received, training philosophy, a clearly defined, high-level research training plan capable of producing high-quality scientific results, commitment to mentorship leading to a variety of career paths (e.g., entrepreneurship, senior public service, trans-disciplinary research), efforts invested in creating and maintaining an inclusive and diverse research training environment, etc.;
2. **Innovation and quality of scientific accomplishments** in the nominee's field of activity: innovativeness of the research, unconventional approaches, industrial partnerships, interdisciplinary research collaborations, promising and socially responsible applications, strategic collaborations with large-scale research projects, new research partnerships, commercialization of research (e.g., patents, licenses, other real-world applications, spin-off company start-ups, social innovations), etc.;
3. **Benefits to society and structuring effect of the research:** social, economic, or health impacts (e.g. creation of start-ups, contribution to the development of new standards or government

² Two faculty members are required for a quorum.

policies, better quality of life for patients, etc.), sustainability and contribution to the values of equity, diversity and inclusion (including the structuring effect on communities), contribution to the creation of new grant programs, structuring funding for Polytechnique and for the research and innovation ecosystem, structuring visibility targeted for the advancement and transfer of scientific knowledge, etc.

The candidate's research work may have had benefits for:

- The institution (e.g.: expansion of Polytechnique's research capacities, national and international influence, etc.);
- The research milieu (e.g.: strategic networks, large research groups, etc.);
- Industry (e.g.: creation of new, improved, sustainable, or socially responsible processes, techniques or products, obtaining of patents, growth of export opportunities, launch of spin-off companies, etc.);
- Society (e.g., benefits to different sectors of the economy, public policy makers, standards bodies, equitable benefits to the general population or relevant to marginalized communities, etc.);
- Other accomplishments may include activities outside the university milieu, community or association involvement, the successful promotion or management of research activities, concrete leadership actions toward the transfer of knowledge, involvement in organizing scientific conferences or other, introducing young people to research or raising awareness, etc.

4.4 Application Content

- A letter of introduction of the nominee written by the nominator. The cover letter must be no longer than three (3) pages in length and clearly address all of the selection criteria listed above;
- A letter of support from the department chair, if that individual is not the nominator;
- A letter confirming the support of the departmental ad hoc committee;
- A one (1) page summary of the nominee's accomplishments suitable for public release;
- The nominees's NSERC CV or Canadian common CV with contributions dating back the last six (6) years;
- Three (3) letters of recommendation, each of no more than three (3) pages, which may be written in either French or English, from individuals with diverse backgrounds who are not in conflict of interest with the nominee. These three letters should ideally come from individuals outside Polytechnique, who have expertise in the candidate's field.

4.5 Deadlines

- The candidate's application must be submitted to the Department Chair by **January 11** at the latest.
- Applications must be sent in one (1) PDF file to the Vice-President, Research and Innovation by **January 15** at the latest.
- Applications must be submitted to the Excellence in Research and Innovation Prize Committee by **March 1** at the latest.

4.6 Study and decision-making

- After studying the applications, by April 1 at the latest, the Committee will recommend a candidate to the President for approval.
- The decision regarding the award of the Excellence in Research and Innovation Prize and the reasoning behind this decision is sent to the Conseil académique.
- The President submits the selected candidate for the Excellence in Research and Innovation Prize to the Conseil académique for ratification.

4.7 Prize announcement and presentation

- The President or their representative announces the award of the Excellence in Research and Innovation Prize no later than May 31st.
- The recipient of the Excellence in Research and Innovation Prize is honoured during a relevant event held at Polytechnique Montréal.

5 MINOR CHANGES

Any minor changes to this procedure may be approved by the Vice-President, Research and Innovation.

6 ENTRY INTO FORCE

This procedure is effective as of the date of its adoption by the Conseil académique.